



Alameda County

Public Works Project Safety Protocol

These field guidelines are developed in response to the need for work on construction projects to continue as safely as possible while various COVID-19 self-isolation orders are in place within Alameda County and the state of California. They are intended as supplements to Appendices B-1 and B-2 of the Alameda County Public Health Officer Order. California and Alameda County stay-at-home orders to address the COVID-19 pandemic provide for certain work on public works projects to continue as provision of essential services to the public. These guidelines are not all encompassing and may need to be tailored for individual construction sites, particularly smaller sites using their own workforce.

These guidelines may be updated as more information becomes available regarding COVID-19 and potential exposure pathways. Alameda County will distribute updates to these guidelines and other information as it becomes available. Implementation of these guidelines is within each contractor's means and methods and not a direction from Alameda County related to any specific project.

The Contractor have the sole responsibility for construction site health and safety, regulatory compliance, and the associated means and methods and techniques for ensuring a safe and healthy work environment on the site for their own employees, employees of their subcontractors, public agency employees, for construction management staff, and visitors to the site.

Contractors should prepare a new or updated Site-Specific Health and Safety Plan (see Attachment - 1 & 3) to address Covid-19-related issue and are strongly urged to adopt and implement the following measures as part of best practices under that safety plan.

The Contractors should also review the latest OSHA COVID-19 Workplace Safety Guidance document (<https://www.osha.gov/Publications/OSHA3990.pdf>) as a resource in preparation of their Site Specific Health and Safety Plan.

1. Submit a new or updated Site-Specific Health and Safety Plan to address Covid-19-related issues to the appropriate Alameda County Representative.
2. Establish an assembly point for staff, before the start of work each day, that complies with the recommended social distancing parameters.
3. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the work site. If workers leave and re-enter the work site during the shift, re-screen individuals prior to re-entry into the work site.
4. Provide a daily tailgate session reviewing site protocols to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19, these tailgates should occur daily and contractors should document attendance and require worker signatures.
5. Designate a Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. The SSR should have training



commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, distancing, and PPE rules.

6. Establish the level of PPE required for each specific task. This is especially important for tasks that may require staff to work inside of the recommended social distancing zone. Employ a task specific Job Hazard Analysis (See Attachment -2).
7. For work sites where multi-employers share the same work space, inform all employers about each site-specific COVID-19 Construction Field Safety Guideline. Where one contractor enters the space of another contractor, the most stringent guidelines will be followed.
8. Clean and sanitize trailers, toilets and other enclosed spaces. Establish deep cleaning schedules on job sites to address exposed surfaces.
9. Social distancing or appropriate PPE must be maintained in elevators and lifts. Establish a regular cleaning and disinfection schedule for elevators and lifts.
10. Establish a cleaning and decontamination protocol prior to entry and exit of the job site. Establish a similar cleaning protocol within the job site area.
11. Establish cleaning and/or hand washing stations within the work areas. They should be of sufficient quantity to allow staff to remain within the work areas without exiting into break areas. It is critical to adequately maintain these stations continuously.
12. Establish adequate time in the work day to allow for proper cleaning and decontamination including prior to leaving the job site for the day.

As part of the Site-Specific Health and Safety Plan contractors should develop and implement a Code of Safe Practices (See Attachment 2) that will at a minimum require workers to follow the following guidelines during the course of their work:

1. If you feel sick, and/or have been exposed to anyone who is sick, stay at home. You may be required to provide test result showing a negative result (not infected) before being allowed to return to work. This is critical to preventing spread of the virus.
2. Wash hands frequently for at least 20 seconds with soap and water. Avoid touching your face with un-sanitized hands. Avoid touching common surfaces with bare hands.
3. Constantly observe your work distances in relation to other staff. Maintain the recommended 6 feet at all times when not wearing the necessary PPE for working in close proximity to another person. Do not shake hands or make other direct contact with other staff. Do not carpool with other staff unless they are family members living within your household.
4. Do not share phones. Use of microwaves, water coolers and other similar group equipment for breaks are suspended until further notice. 5. Clean personal tools prior to use, as well as group tools.
6. If your task requires working in close proximity to another person, review the required JHA to ensure you are equipped with the proper PPE and are trained in and understand the directions for use. Do not start any task until you have been properly equipped and trained on procedures.



7. Ensure you clean and maintain your personal PPE and do not loan any item out to other staff.
8. Disposable PPE, paper towels, and similar waste must be deposited in non-touch waste bins.
9. Do not cough or sneeze into your hand; rather, direct coughs and sneezes into the crook of your arm at your elbow; follow established CDC guidelines.
10. Workers should change work clothes and shoes prior to arriving at home. All clothing should not be shook out. Launder work clothes separate from other laundry.

Please contact David Lau, Principal Civil Engineer/Construction Manager if you have any questions at DavidWL@ACPWA.org.

Attachments

1. Contractor Health and Safety Plan (HASP), Table of Contents – Typical
2. Job Analysis (JHA)/Activity Hazard Analysis (AHA) – Typical
3. Checklist

Attachment - 1

Page 1 of 3

Contractor Health and Safety Plan (HASP) Table of Contents – Typical

NOTE:

A typical HASP is provided to assist the Contractor in developing a Site-Specific Health and Safety Plan for a project. *This information is for guidance only* and is not intended to be utilized as the Contractor's sole source for development of a Project HASP, refer to additional notes below.

Section 1 Introduction

- 1.1 Project Background
- 1.2 Project Objectives

Section 2 Scope of Work

- 2.1 Scope of Work
- 2.2 Health and Safety Plan Application
- 2.3 Emergency Response

Section 3 Contractor Organization Roles, Responsibilities and Coordination

- 3.1 Key Contractor Personnel
 - 3.1.1 Construction Manager
 - 3.1.2 Construction Superintendent
 - 3.1.3 Site Safety Representative
 - 3.1.4 Emergency Response Coordinator
- 3.2 Key Project Construction Management Personnel
 - 3.2.1 Project Construction Manager
 - 3.2.2 Program Safety Manager

Section 4 HASP Plans and Guidelines

- 4.1 Site Risk Analysis
- 4.2 Safety Systems Analysis
- 4.3 Specific Activity Hazard Analysis (AHA)
- 4.4 Hazards Communication
- 4.5 Site Audits/Inspections
- 4.6 Discipline and Enforcement
- 4.7 Critical Lift Plans

Attachment - 1

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Contractor Health and Safety Plan (HASP) Table of Contents – Typical

Section 5 HASP Procedures, Training, and Orientation

- 5.1 Contractor Weekly Safety Meeting Requirements
- 5.2 Contractor Workers Daily Task Safety Planning
- 5.3 HASP Procedures
- 5.4 Job Task/Safety Analysis Training
- 5.5 Special Training Programs
 - 5.5.1 Hazardous Materials
 - 5.5.2 Hazardous Waste
 - 5.5.3 Confined Space/Underground Work
 - 5.5.4 Trenching and Shoring
 - 5.5.5 Crane Inspection/Heavy Lifts
 - 5.5.6 Fall protection
 - 5.5.7 Work in Operating Treatment Plants
- 5.6 OSHA 10/30 – Hour Outreach Program
- 5.7 Training Documentation and Record Keeping

Section 6 Emergency Management Planning/Injury Reporting

- 6.1 Emergency Response
- 6.2 Emergency management Coordination
- 6.3 Injury Reporting
- 6.4 Incident Investigation/Root Cause Analysis
- 6.5 First Aid/Competent Persons
- 6.6 Medical Treatment Locations

Section 7 Record Keeping, Reporting, Posting, and Communications

- 7.1 Record Keeping Requirements
- 7.2 Reporting Requirements
- 7.3 Posting Requirements
- 7.4 Communication Requirements

Attachment - 1

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Contractor Health and Safety Plan (HASP) Table of Contents – Typical

Section 8 Health and Safety Requirements

- 8.1 Health and Safety Requirements and Applicability
- 8.2 OSHA Requirements
- 8.3 Cal/OSHA Requirements
- 8.4 Project Specific Requirements
 - 8.4.1 Lockout/Tagout Process
 - 8.4.2 Facility Site-Specific Safety Procedure

Section 9 Medical Qualification, Surveillance, and Protection

- 9.1 Medical Qualifications and Surveillance
- 9.2 Personal Protective Equipment (PPE)
- 9.3 Hearing Conservation
- 9.4 Respirator Protection
- 9.5 **COVID-19 Safe Practices**
- 9.6 Controlled Substances and Smoking
- 9.7 Other Contractor Site-Specific Safety, *as required*

Section 10 Security Requirements

- 10.1 Site Security

References (partial listings)

- OSHA 1910 General Industry Standards
- OSHA 1926 Construction Standards
- Contract Technical Specification, Health and Safety
- Contract Technical Specification, Site Security

NOTES:

- (a) The Contractor is reminded to develop the Site-Specific Safety Requirements in coordination with the owner's facility site specific safety procedures. (If applicable with OSHA and Health and Safety regulations and policies.)
- (b) The Contractor should amend the HASP as required in support of any additional Health and Safety requirements or changes in condition that mandate changes/modifications to the project Site-Specific HASP.

Attachment - 2
Page 1 of 2
Job Analysis (JHA)/Activity Hazard Analysis (AHA) – Typical

INSTRUCTIONS FOR COMPLETING A CODE OF SAFE PRACTICE

- DEPARTMENT/DIVISION:** Enter the department/bureau name for which this CSP will apply.
- WORK GROUP:** Enter the work group name for which this CSP will apply.
- DATE PREPARED:** Enter the date this CSP was prepared or updated.
- TASK:** Describe the task that will be performed.
- HAZARDS:** Place a check in all the boxes that apply to hazards encountered while performing this task.
- DESCRIBE:** List any additional detail that is needed to identify the hazards present while performing this task.

PERSONAL PROTECTIVE EQUIPMENT and OTHER SAFETY EQUIPMENT:

Place a check in all the boxes that apply to the PPE and all other Safety Equipment necessary to protect employees while performing this task.

SPECIFY STEPS TO COMPLETE TASK and RELATED CONTROLS:

List the steps to complete the task this CSP covers and include the ways employee will be protected from injury. The information should be clear and detailed, such that employees will know the specific safety requirements.



Attachment 2

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Job Analysis (JHA)/Activity Hazard Analysis (AHA) – Typical

CODE OF SAFE PRACTICES

Division:	Department:
Prepared By:	Date:
Title:	
Location and Crew:	
Task:	
Approved By and Date:	

Hazards:

Describe:

<input type="checkbox"/> Chemicals <input type="checkbox"/> Confined Space <input type="checkbox"/> Cumulative Trauma <input type="checkbox"/> Electrical <input type="checkbox"/> Fire <input type="checkbox"/> Heat Stress <input type="checkbox"/> High Pressure <input type="checkbox"/> High Work/Falls	<input type="checkbox"/> Hot Work <input type="checkbox"/> Infectious Materials <input type="checkbox"/> Lifting <input type="checkbox"/> Materials Handling <input type="checkbox"/> Moving Machinery <input type="checkbox"/> Noise <input type="checkbox"/> Slips <input type="checkbox"/> Other	
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Personal Protective and Other Safety Equipment:

Eyes: <input type="checkbox"/> Chemical Goggles <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Face Shield and Goggles <input type="checkbox"/> Other – Describe:	Body: <input type="checkbox"/> Gloves <input type="checkbox"/> Work Shoes/Rubber Boots <input type="checkbox"/> Coveralls <input type="checkbox"/> Hard Hat	Respiratory Protection: <input type="checkbox"/> Half-Face Air Purifying Respirator with Appropriate Cartridge <input type="checkbox"/> Self-Contained Breathing Apparatus <input type="checkbox"/> Emergency Escape Respirator <input type="checkbox"/> Dust/Mist Mask
Hearing: <input type="checkbox"/> Ear Plugs <input type="checkbox"/> Ear Muffs <input type="checkbox"/> Other – Describe:	Ventilation: <input type="checkbox"/> Exhaust Fan <input type="checkbox"/> Blower Fan <input type="checkbox"/> Other – Describe:	Fall Protection: <input type="checkbox"/> Safety Harness and Lanyard <input type="checkbox"/> Self-Retracting Lifeline (SRL) <input type="checkbox"/> Portable Anchor Type:

Air Monitoring Equipment: <input type="checkbox"/> Four Gas Meter How Many? _____ <input type="checkbox"/> Five Gas Meter How Many? _____ <input type="checkbox"/> Other – Describe:	Confined Space Retrieval: <input type="checkbox"/> Tripod or UCL <input type="checkbox"/> SRL/Winch Combination Unit <input type="checkbox"/> Safety Harness <input type="checkbox"/> Ladder
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Specific Procedures:

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ATTACHMENT 3

Contractor COVID-19 HASP Amendment Checklist

Please review checklist and include needed items to protect workers from COVID-19 and other infectious diseases. Please tailor plan to be site specific to the contract work performed.

Contract: _____

Date: _____

Name: _____

Item to include in HASP Amendment	Reference	Comment	Check
Administrative As an amendment to the HASP, the Plan must be approved by signature by the PM and SSR. If there are issues because one or more approvers are sick, Contractor should inform the City project team and consider have another Safety Manager and/or PM approve by signature, as appropriate. <ul style="list-style-type: none"> Contractor shall fully inform onsite personnel of the modifications, changes, and required actions prior to conducting any additional work activities. 			
Plan explicitly state that the Safety Compliance Officer (SCO) is responsible for implementing the plan.	ORDER OF THE HEALTH OFFICER No. 20-10 Appendix B-1 (2. B) and/or B-2,(2.i)		
COVID-19 Basic Information List out the symptoms of COVID-19 as a hazard to workers onsite	OSHA Act – General Duty Clause, SEC 5. Duties		
If sick, workers must be directed to stay home.	ORDER OF THE HEALTH OFFICER No. 20-10 Appendix		
Warn workers to avoid touching their face, as COVID-19 can enter the body through soft tissue such as eyes, mouth, nose, etc. and infect a person.	OSHA Guidance on Preparing Workplaces for COVID-19		
Social Distancing Direct workers to stay 6' apart/social distancing of 6' apart as much as feasible.	ORDER OF THE HEALTH OFFICER No. 20-04 – 16 (h)		



	For tasks that require workers to perform tasks within 6', plan shall direct workers to use Personal Protective Equipment (PPE). Plan should provide specifics within in the Contractor Plan or JHA, preferably both. Workers who are working closer than 6' of each other may be classified as Medium Exposure Risk by OSHA	OSHA Guidance on Preparing Workplaces for COVID-19		
Social Distancing (continued)	Encourage workers to wash hands for at least 20 seconds with more frequency.	ORDER OF THE HEALTH OFFICER No. 20-10 – 16 (k)		
	Direct workers to wear face coverings.	ORDER OF THE HEALTH OFFICER No. 20-10 – 16 (k)		
	Plan should direct workers to cover coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands).	ORDER OF THE HEALTH OFFICER No. 20-10 – 16 (k)		
Additional Tailgates	Contractor should hold a daily briefings to remind workers the step they must take to stay safe and reduce the spread of COVID-19. This should be documented. Any shared items have the potential to spread disease. Please do not share a single sign-in sheet. Tailgate should document electronically, have each person sign an individual tailgate and returned to a single person, preferably wearing PPE (gloves, mask, etc.), or by other means.	ORDER OF THE HEALTH OFFICER No. 20-10 Appendix B-1 (2. c) and/or B-2,(2. i. iv)		
Onsite Illness and Prevention	The Contractor should screen people as they come into the jobsite. This may be done by screen visually, asking workers how they feel, and, if possible, use an infrared thermometer (to minimize contact with others)	ORDER OF THE HEALTH OFFICER No. 20-10 Appendix B-1 (2. d) and/or B-2,(2. i. iv)		
	Contractor should consider what will be done if someone becomes ill while onsite. Contractor should consider designating a place where someone ill may be isolated from the rest of the job, where they may sit, have their belongings gathered for them (to avoid further contamination), and maybe call their doctor for the next steps.	OSHA Guidance on Preparing Workplaces for COVID-19		



	Contractor must provide hand sanitizer in the absence of soap and water. Contractor should also consider if additional wash stations are needed to be added and/or if additional toilets might be needed to minimize sharing.	ORDER OF THE HEALTH OFFICER No. 20-10 – 16 (h) iv		
	If possible, avoid sharing tools and state what workers should do if they have to share tool. Please be specific, providing clear directions on cleaning and PPE.	OSHA Guidance on Preparing Workplaces for COVID-19		
	Consider eliminating shared water coolers, instead using individual water bottle.	ORDER OF THE HEALTH OFFICER No. 20-10 Appendix B-1 (2. i) and/or B-2,(2. H. ii) OSHA Guidance on Preparing Workplaces for COVID-19		
Signs	<p>Plan should state signs will be placed throughout the work site, reminding worker to wash hand and to socially distance, stay 6' apart from one another. Coronavirus fact sheets may be download/print signs in multiple languages from ACPHD's website:</p> <p>http://www.acphd.org/media/558459/covid19-stop-the-spread-of-germs.pdf. (English)</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunication%2Ffactsheets.html (multiple languages)</p> <p>Contractor may also make their own signs to remind workers to keep 6' apart.</p>	ORDER OF THE HEALTH OFFICER No. 20-10 – Appendix A		



<p>Cleaning</p>	<p>Cleaning of common areas, if that's applicable (e.g. trailer, break areas, etc.). Plan should specifically state what PPE should be used while cleaning. Bleach solutions may be used. The CDC website page on cleaning provides the proper ratios for bleach to water solutions, as well as a link EPA list of other cleaners that may be used:</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html.</p> <p>If workers must share tools, please state how and with what they should be cleaned with.</p>	<p>ORDER OF THE HEALTH OFFICER No. 20-10 – 16 (h) vi</p> <p>OSHA Act – General Duty Clause, SEC 5. Duties</p>		
<p>Additional Information</p>	<p>CDC now recommends all people in public should wear a cloth mask, (04/03/2020), and Alameda County Health Officer 20-08 requires all members of the public to wear face coverings. Cloth masks are not meant to replace PPE. The Contractor should remind their workers do the same when not requiring PPE for work protection.</p>	<p>CDC: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-</p>		
<p>Other Required Items</p>	<p><u>Contractor must revise their Job Hazard Analysis (JHA)/Activity Hazard Analysis (AHA).</u></p> <p>JHA/AHA must contain specific steps to protect workers and what PPE should be used for each activity. Please use OSHA's guidelines: https://www.osha.gov/Publications/osha3071.pdf</p>	<p>OSHA Guidance on Preparing Workplaces for COVID-19</p>		
<p>Plan Updates</p>	<p>New items will be placed here</p>			