



# Central California Builders Exchange

## YOU HAVE YOUR JOBSITE SAFETY PACKAGE! NOW WHAT?

- Carefully read through all included materials.
- Review the Jobsite Safety Guidelines and Construction Site Best Practices with your employees.
- Utilize the health question checklist to assess the health of your employees on a regular basis.
- Add the “Supplemental Health & Safety Plan to Address Novel Coronavirus (COVID-19) to your Injury and Illness Prevention Plan (IIPP).
- Post the Families First Coronavirus Response Act (FFCRA) poster in the same location as your labor law posters.
- Utilize the included GotSafety Safety topics to have safety meetings with your employees – be sure to observe social distancing during meetings.
- Post the included signage at your jobsite – we’ve included (1) large sign to post in a visible location at your jobsite, as well as (2) small safety/hygiene guideline sheets to post in various locations. Signs are made of materials that will allow you to wipe down and disinfect them when moving from one job to another!

**Construction Job Site Safety  
Best Practices**



# Central California Builders Exchange

## Construction Jobsite Safety Best Practices

- Designate a COVID-19 Supervisor to ensure compliance with the CDC, OSHA and State Order Health guidelines.
- Conduct COVID-19 safety talks and daily personal health reminders
- Move all jobsite meetings to open air meetings and limit to 10 or fewer people
- Create and follow a site disinfection schedule to happen throughout the day to reduce exposure through surface contact.
- Ban unnecessary visitors to a jobsite unless the visit is purpose driven to control quantities of people on a jobsite.
- Stagger trades schedules on jobs with multiple employers whenever possible
- Maximize technology for communication to reduce onsite people and jobsite traffic
- Look out for “bottleneck” areas on your jobsites where workers may have to come in close contact with each other and try to manage these areas to minimize contact (hallways, doorways, stairwells, etc.)
- Provide hand sanitizer and/or hand washing stations
- Maintain 6 to 10 feet of space between workers
- Purchase additional tools to ease sharing where possible, however, if sharing, disinfect multiple times throughout the day
- Stagger crew arrival/departure times to prevent all workers showing up at the jobsite at the same time
- Stagger crew lunches to avoid eating together
- Encourage workers to change clothes prior to arriving home and wash work clothes in hot water and sanitizer.
- Proper care and use of personal protective equipment (respirators, gloves, eye, and face protection)

# **Construction Jobsite Safety Guidelines**



# Central California Builders Exchange

## Construction Jobsite Safety Guidelines

The designated COVID-19 Supervisor on this jobsite is: \_\_\_\_\_

- Utilize proper care and use of personal protective equipment (respirators, gloves, eye, and face protection). *If you are unsure of how to use equipment, ask your COVID-19 supervisor.*
- Stagger trades schedules on jobs with multiple employers whenever possible
- Look out for “bottleneck” areas on your jobsites where workers may have to come in close contact with each other and try to manage these areas to minimize contact (hallways, doorways, stairwells, etc.)
- Wash your hands before and after eating lunch, and do not eat lunch with coworkers.
- Utilize hand sanitizer and/or hand washing stations
- Do not touch your face with unwashed hands or with gloves
- Wash hands often with soap and water for at least 20 seconds
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboard, phones, handrails, machines, shared tools, etc.
- If you are sick, stay home
- Maintain 6 to 10 feet of space between you and other workers
- Move all jobsite meetings to open air meetings and limit to 10 or fewer people
- Avoid sharing tools, phones, desks, and other equipment. However, if sharing, disinfect multiple times throughout the day before and after use
- Stagger crew arrival/departure times to prevent all workers showing up at the jobsite at the same time

**COVID-19 Screening Checklist for  
Non-Medical Employers**

## COVID-19 Screening Checklist for Non-Medical Employers

All employees and visitors entering the building should be asked following questions. Screening should be done at the beginning and at the end of the workday.

1. Do you have fever?  
 Yes  
 No
  
2. Do you have any of the following respiratory symptoms?  
 Cough (productive or dry)  
 Sore throat  
 Runny nose
  
3. Have you had close, unprotected contact with a suspected or known COVID-19 patient (spent longer than 15 minutes within 6 feet of someone who was sick with a fever and cough)?  
 Yes—Go home immediately and self-isolate for 14 days if asymptomatic  
 No—Continue to next question
  
4. If they have subjective or documented fever **OR** any of the respiratory symptoms **OR** close contact with COVID-19 patient noted above:  
 They should be asked to go home immediately and self-isolate until they are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of their symptoms (whichever duration is longer)
  
5. If they say no to #1, #2 and #3, they can work but remind them to the following:  
 Wash their hands with soap and water or alcohol-based sanitizer before they start work and frequently throughout the day  
 Practice social distancing, sit and/or stand at least 6 ft from other people, do not shake hands or hug people, and do not share food or drinks  
 Sanitize their work area before they leave  
 Contact their employer and leave work immediately if they start to feel feverish or have respiratory symptoms



**Supplemental Health and Safety Plan  
to Address Novel Coronavirus**

**(insert for IIPP)**



# **Supplemental Health and Safety Plan to address Novel Coronavirus COVID 19**

## **POLICY STATEMENT**

The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important assets and that their safety at the worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary.

Our goals are to reduce employee injury, prevent potential hazards through consistent safety management, and ensure compliance with relevant safety and health standards. Through the attainment of these goals, our company will remain competitive and viable in our industry.

Management will procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors and employees accountable for meeting their safety responsibilities. Everyone in our organization will need to ensure that this health and safety plan is implemented consistently for the good of our company and the public at large.

## **HOW COVID-19 SPREADS**

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects - and then touching their eyes, nose or mouth. If they are standing within one meter (3 feet) of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

The Management and the Field Employees will focus on how best to decrease the spread of COVID-19 and lower the impact on our workplace. This will include activities to:

- a. Reduce transmission among employees,
- b. Maintain healthy business operations, and
- c. Maintain a healthy work environment.

\*\*\*Company Name and Logo

### **Corporate Safety and Health Officer's Role & Responsibilities**

It is the duty of the Company Safety Officer or Principal Member to be fluent in the causes, symptoms, effects, and response to Coronavirus for the workforce and on all jobsites. This Company Representative must also have the authority to request an individual showing symptoms seek Medical Attention immediately.

- a) Causes – Contact with surfaces or airborne droplets that contain the Coronavirus (SARS-CoVid-19)
- b) Symptoms – Low grade fever, Dry cough, difficulty breathing, runny nose, Sore throat
- c) Effects – A persistent Pneumonia like condition causing pockets in the lungs to be filled with fluid causing reduced inner lung surface for oxygen exchange with the blood
- d) Response – Immediate Medical Attention in all cases

### **Project Site specific protocol and Mandatory best practices to prevent spread and transmission as published by the CDC & other recognized expert health agencies**

- Encourage sick workers to stay home
- Employees who have symptoms should notify their supervisor and stay home.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- Remind site personnel to avoid touching their faces and cover coughs and sneezes.
- Employees will practice social distancing, maintaining a 6' separation from other employees as often as possible and practical.
  - Employees who work within the 6' boundary should wear N95 rated Protective masks.
- Clean common surfaces in job offices, door handles, and tools frequently
- Employees will practice hygiene as recommended by the CDC & communicate the same to fellow workers.
  - Hand washing with soap and water for a minimum of 20 seconds in duration
  - Frequent use of Hand Sanitizer during the work shift containing 60% alcohol content or greater
- Employees will not share tools
- We will encourage workers to change clothes prior to arriving home and wash work clothes in hot water and sanitizer.
- Use disposable products whenever possible
- Office supplies should not be shared
- Continuously evaluate the risks and exposures on the job site.

Safety is everyone's Responsibility.

\*\*\*Company Name and Logo

- Surfaces (e.g. handrails, doorknobs, elevators, desks and tables) and objects (e.g. telephones, keyboards, hand tools, building products) need to be wiped with appropriate disinfectant regularly. Contamination on surfaces touched by employees and other personnel is one of the main ways that COVID-19 spreads. Regular disinfection schedules will be established for common surfaces and objects dictated by jobsite conditions.
- Disinfect surfaces using the following CDC guidelines:
  - Options include:
  - Diluting your household bleach.
    - To make a bleach solution, mix:
    - 5 tablespoons (1/3rd cup) bleach per gallon of water
  - OR
    - 4 teaspoons bleach per quart of water
  - Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Alcohol solutions.
  - Ensure solution has at least 70% alcohol.
  - Other EPA-Registered household disinfectants.

**Training & education of all staff that may be exposed to COVID-19**

All employees at all levels should read and understand this policy before resuming work and questions should be directed at the Health and Safety officer at any time. Toolbox talks on this subject should be delivered to the workforce regularly to reinforce the concepts of Hygiene, symptoms to look out for, and how to prevent the spread of Coronavirus. Employees should sign off on these trainings and acknowledge understanding of the topic. At minimum, the following topics should be trained to the employees.

- Understanding the symptoms of Covid-19 and how it spreads.
- What to do when you feel sick or have come into contact with a person that tested positive Covid-19.
- Current Your Company Name sick leave policies.
- Cleaning your hands.
- Practicing social distancing.
- Avoid touching your face.
- Practicing good hygiene.
- Coughing and sneezing etiquette.
- Proper care and use of personal protective equipment (respirators, gloves, eye, and face protection)

\*\*\*Company Name and Logo

### **Self-quarantine and social isolation practices**

- Increasing physical space between employees at the worksite
- Flexible work hours (e.g., staggered shifts)
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Hand shaking should be avoided, other noncontact methods should be used for greeting.
- Maintain Social Distancing during Lunch and Breaks
- Do not share food, drinks, dishes, or utensils
- Do not ride in groups in vehicles at lunch whenever possible
- Use Phones, Email, or Text for communication whenever possible
- Do not allow visitors on the site unless their presence is purpose driven

### **Reporting procedures to ensure communication to supervision is timely and When and how to seek medical attention.**

#### When to Seek Medical Attention:

All employees will be asked daily if they are experiencing any COVID-19 symptoms.

#### Basic Symptoms:

- Low grade fever, Dry cough, difficulty breathing, runny nose, Sore throat
- Anyone who believes that they have been exposed or is experiencing symptoms or the virus – will be sent to seek medical attention.
- If exposure to COVID-19 is confirmed – they will go home and quarantine for 14 days.
- If in quarantine they begin to experience symptoms – they will seek medical attention.

#### Emergency Warning Signs

- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include\*:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Safety is everyone's Responsibility.

**Families First Coronavirus  
Response Act (FFCRA)**

**(for Posting)**

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



**Pandemic: Managers  
Active Construction Sites**

**(English)**

## INTRODUCTION

During pandemics, construction sites may remain active as they are normally considered to be an essential business. As a pandemic progresses, many managers may not know what to do or what policies and guidelines to follow, as they can continually change. In this lesson, we will go over best practices recommended for active sites such as handwashing and other hygiene habits, social distancing, and offering support to employees.



## AWARENESSES

One of the biggest challenges for managers can be raising awareness of an important issue. When dealing with a rampant disease and to help spread awareness of what the site is doing to combat it, it is first recommended that you prominently post signs at the entrance. These postings should contain information about the site's response to the pandemic and ask both visitors and employees to take extra precautions. Postings should include, but not be limited to, the following:

- When employees or guests are not allowed on the jobsite (i.e. if they are showing symptoms such as fever, coughing, shortness of breath, and any other flu-like symptoms);
- What employees and guests should do when they are on the jobsite (handwashing, social distancing, etc.); and
- Who employees or guests should notify if they are symptomatic.

## HANDWASHING AND OTHER HYGIENE HABITS

To further help minimize the spread of disease on the site, you should encourage or require employees to wash their hands with soap and water for a minimum of 20 seconds. If soap or water are not available, employees should use a hand sanitizer with at least 60% alcohol.

In addition to handwashing, employees should avoid touching their faces as much as possible, and practice proper coughing and sneezing etiquette such as coughing or sneezing into their elbow or tissue. Also, remember that all used tissues should be thrown away after use and hands should be washed or sanitized after throwing away the tissue.



Unfortunately, even the best hygiene practices may not keep employees from getting sick. Therefore, if an employee starts to show symptoms while on the site, it is recommended that the employee be separated from healthy employees until such time that they can leave the site.



## CLEANING AND SANITATION

Handwashing and sanitizing can only go so far in the protection of employees. Proper cleaning and sanitizing of the site should also be a priority for everyone on the worksite. Some specific methods may involve:

- A daily schedule for regular cleaning of commonly touched surfaces and providing disinfection wipes to do so. This should include the sanitizing of any reusable personal protective equipment and tools per the manufacturer's recommendations prior to each use.
- It could include requiring or recommending that employees wipe down door handles and surfaces with disinfection wipes after visitors leave; and even
- Keeping the jobsite clean and organized. Which can mean an increase of janitorial services for shared spaces such as office trailers.



## SOCIAL DISTANCING

Additionally, while good hygiene and cleaning habits can go a long way in protecting employees on the site, it is recommended or sometimes required, that sites practice social distancing. Though each site may have it's own regulations, a general practice of social distancing means:

- Having employees and guests keep a minimum distance of 6 feet between each other, especially during lunch and other breaks.
- You may want to begin recommending that employees avoid carpooling whenever possible.
- This could also mean having meetings in outside areas such as parking lots as to allow employees to spread out to the appropriate distance; and most especially
- Having employees use alternatives to handshaking.

## EMPLOYEE SUPPORT

Pandemics can cause a lot of emotional stress, so how do you help your employees through that? Though it will differ by employee and work situation, you may want to begin by:

- Encouraging employees who feel sick to stay home; and
- Giving symptomatic employees additional sick days to reduce incentives to come in when sick.
- Also, you may continue encouraging employees who have been exposed to self-quarantine for an appropriate amount of time, and who are in a position that allows them to telecommute (such as administrative employees working in trailers) to do so.
- Lastly, by providing all necessary cleaning supplies (such as disinfection wipes, bleach, hand sanitizer, etc.) you can help employees stay in compliance with all written and stated rules.



# PANDEMIC: MANAGERS – ACTIVE CONSTRUCTION SITES

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## ADDITIONAL PRACTICES

Pandemics can be critical learning experiences and may change the way business is done short or long term. Any additional guidelines that will help you stay in compliance and keep employees from getting sick may be desired. Therefore, in addition to items previously mentioned, it is recommended that you:

- Adjust schedules to have 10 or fewer workers at a time at residential sites.
- Arrange building inspections so that the inspector is the only one present.
- Discourage employees from sharing hand and power tools.
- Have employees use disposable gloves whenever possible and wash or sanitize hands after use.
- Although it may be difficult at times, make sure you discourage the sharing of personal protective equipment such as goggles, gloves, masks, respirators, etc.
- When it comes to food and drink, encourage employees to use their own water bottles while on site; and
- Discourage the sharing of food and also have no communal food available.
- It is vital that you frequently service and sanitize portable toilets and washing stations and have hand sanitizer stations around the jobsite; and finally,
- Have employees change clothes prior to going home.

## CONCLUSION

To review, know that construction sites play an important role in the country's economy and communities. As managers, there are many steps you can take to help keep employees healthy while the jobsite is active. You can encourage employees and visitors to follow the rules that will help you finish the project and keep the surrounding community safe.



**Pandemic: Managers  
Active Construction Sites**

**(Spanish)**

## INTRODUCCIÓN

Durante las pandemias, los sitios de construcción pueden permanecer activos, ya que normalmente se consideran un negocio esencial. A medida que avanza la pandemia, muchos gerentes pueden no saber qué hacer o qué políticas y pautas seguir, ya que pueden cambiar continuamente. En esta lección, repasaremos las mejores prácticas recomendadas para los sitios activos como el lavado de manos y otros hábitos de higiene, el distanciamiento social y ofrecer apoyo a los empleados.



## CONCIENTIZACIÓN

Uno de los mayores desafíos para los gerentes puede ser crear conciencia sobre un tema importante. Cuando se trata de una enfermedad desenfrenada y para ayudar a difundir el conocimiento de lo que el sitio está haciendo para combatirla, primero se recomienda que coloque de manera visible carteles en la entrada. Estas publicaciones deben contener información sobre la respuesta del sitio a la pandemia y solicitar a los visitantes y empleados que tomen precauciones adicionales. Las publicaciones deben incluir, pero no limitarse a:

- Cuando los empleados o visitantes no están permitidos en el lugar de trabajo (es decir, si muestran síntomas como fiebre, tos, dificultad respiratoria y cualquier otro síntoma similar a la gripe);
- Qué deben hacer los empleados y visitantes cuando están en el lugar de trabajo (lavado de manos, distanciamiento social, etc.); y
- A quién deben notificar los empleados o visitantes si son sintomáticos.

## LAVADO DE MANOS Y OTROS HÁBITOS DE HIGIENE

Para ayudar a minimizar la propagación de la enfermedad en el sitio, debe alentar o exigir a los empleados que se laven las manos con agua y jabón durante un mínimo de 20 segundos. Si no hay agua o jabón disponibles, los empleados deben usar un desinfectante para manos con al menos 60% de alcohol.

Además del lavado de manos, los empleados deben evitar tocarse la cara tanto como sea posible y poner en práctica el protocolo de toser y estornudar de manera adecuada, como toser o estornudar sobre el codo o el pañuelo desechable. Además, recuerde que todos los pañuelos usados deben desecharse después del uso y se debe lavar las manos o desinfectarse después de tirar el pañuelo desechable.



Desafortunadamente, incluso las mejores prácticas de higiene pueden no evitar que los empleados se enfermen. Por lo tanto, si un empleado comienza a mostrar síntomas mientras está en el sitio, se recomienda que el empleado se separe de los empleados sanos hasta el momento en que puedan abandonar el sitio.

## LIMPIEZA E HIGIENE

El lavado de manos y la higiene solo pueden llegar a un punto en la protección de los empleados. La limpieza adecuada y la higiene del sitio también deben ser una prioridad para todos en el lugar de trabajo. Algunos métodos específicos pueden involucrar:

- Un horario diario para la limpieza regular de las superficies que se tocan comúnmente y proporcionar toallitas desinfectantes para hacerlo. Esto debe incluir la desinfección de todo equipo de protección personal reutilizable y de las herramientas según las recomendaciones del fabricante antes de cada uso.
- Podría incluir exigir o recomendar que los empleados limpien las manijas de las puertas y las superficies con toallitas desinfectantes después de que los visitantes se retiran; e incluso
- Mantener el lugar de trabajo limpio y organizado. Lo que puede significar un aumento de los servicios de limpieza para espacios compartidos, como los tráileres de oficinas.



## DISTANCIAMIENTO SOCIAL

Además, si bien los buenos hábitos de higiene y limpieza pueden ser muy útiles para proteger a los empleados en el sitio, se recomienda, o en ocasiones se requiere, que los sitios practiquen el distanciamiento social. Aunque cada sitio puede tener sus propias regulaciones, una práctica general de distanciamiento social significa:

- Hacer que los empleados y visitantes mantengan una distancia mínima de 6 pies entre ellos, especialmente durante el almuerzo y otros descansos.
- Es posible que quiera comenzar a recomendar que los empleados eviten compartir viajes compartidos en vehículos siempre que sea posible.
- Esto también podría significar tener reuniones en áreas externas como estacionamientos para permitir que los empleados se distribuyan a la distancia apropiada; y más especialmente
- Hacer que los empleados usen alternativas al apretón de manos.

## APOYO AL EMPLEADO

Las pandemias pueden causar mucho estrés emocional, entonces, ¿cómo puede ayudar a sus empleados a superar eso? Aunque diferirá según el empleado y la situación laboral, es posible que quiera comenzar:

- Animando a los empleados que se sienten enfermos a quedarse en casa; y
- Dando a los empleados sintomáticos días de enfermedad adicionales para reducir los incentivos de venir a trabajar cuando estén enfermos.



# PANDEMIA: GERENTES – LOS SITIOS DE CONSTRUCCIÓN ACTIVOS

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- Además, puede continuar animando a los empleados que hayan estado expuestos a la auto cuarentena por un período de tiempo adecuado y que están en una posición de trabajo que les permite teletrabajar (como los empleados administrativos que trabajan en remolques) para que lo hagan.
- Por último, al proporcionar todos los suministros de limpieza necesarios (como toallitas desinfectantes, blanqueador, desinfectante para manos, etc.) puede ayudar a los empleados a cumplir con todas las reglas escritas y establecidas.

## PRÁCTICAS ADICIONALES

Las pandemias pueden ser experiencias de aprendizaje críticas y pueden cambiar la forma en que se hacen los negocios a corto o largo plazo. Se pueden desear pautas adicionales que lo ayudarán a permanecer en cumplimiento y evitar que los empleados se enfermen. Por lo tanto, además de los elementos mencionados anteriormente, se recomienda que:

- Ajuste los horarios para tener 10 o menos trabajadores a la vez en sitios residenciales.
- Organice las inspecciones de los edificios para que el inspector sea el único presente.
- Impida que los empleados compartan herramientas manuales y eléctricas.
- Haga que los empleados usen guantes desechables siempre que sea posible y que se laven o desinfecten las manos después del uso.
- Aunque a veces puede ser difícil, asegúrese de impedir el uso compartido de equipos de protección personal como gafas, guantes, máscaras, respiradores, etc.
- Cuando se trata de la comida y la bebida, anime a los empleados a usar sus propias botellas de agua mientras estén en el sitio; e
- Impida el intercambio de alimentos y tampoco tenga alimentos comunales disponibles.
- Es vital que con frecuencia se limpien y desinfecten los inodoros portátiles y las estaciones de lavado y que se tenga estaciones para desinfectar las manos alrededor del lugar de trabajo; y finalmente,
- Haga que los empleados se cambien de ropa antes de irse a casa.

## CONCLUSIÓN

Para repasar, sepa que los sitios de construcción juegan un papel importante en la economía y las comunidades del país. Como gerentes, hay muchos pasos que puede seguir para ayudar a mantener a los empleados saludables mientras el sitio de trabajo está activo. Puede animar a los empleados y visitantes a seguir las reglas que lo ayudarán a terminar el proyecto y mantener segura a la comunidad que los rodea.



# **Coronavirus (2019-nCoV)**

**(English)**

**NOTE:** This lesson was written on March 23rd, 2020. Lesson will be updated as new information is confirmed.

## INTRODUCTION

Since December 2019, COVID-19, commonly referred to as the Coronavirus has spread to all the states. Due to the fast spreading of this virus, the World Health Organization (WHO) has categorized COVID-19 as a pandemic. While there have been deaths associated with the virus, the majority of people do recover. This lesson will go over how the virus is spread and how you can minimize your chances of spreading or catching the disease.



## WHAT IS COVID-19?

Coronaviruses (CoV) are a large family of viruses. This family of viruses can cause illnesses that range from the common cold to Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

The strain of coronavirus that is causing the current outbreak is being labeled as COVID-19.

## SYMPTOMS AND COMPLICATIONS ASSOCIATED WITH COVID-19

Depending on the person, symptoms may not appear for two to fourteen days. Symptoms can include fevers, cough, and shortness of breath. Fevers can range from low grade (above 98.6 degrees Fahrenheit but lower than 100.4 degrees Fahrenheit) to more severe fevers (103 degrees Fahrenheit or higher).

Some recent studies suggest that some portion of the population will be asymptomatic (show no symptoms) of the disease. This portion of the population is known in the scientific community as carriers.

Symptoms can range from very mild to severe. How symptoms affect you can depend on your age and health. Healthy and young individuals appear to have more mild symptoms, while elderly and those individuals with underlying health conditions such as heart disease, diabetes, and lung disease tend to be at a higher risk of experiencing more severe forms of this disease.

In patients with severe cases of this strain of coronavirus, complications such as pneumonia, severe acute respiratory syndrome, kidney failure, etc., could occur. In some cases, patients, may die from complications.

## HOW IS IT TRANSMITTED?

COVID-19 can be transmitted in the following ways:

- Respiratory droplets released into the air by coughing or sneezing.
- Close personal contact, such as touching or shaking hands.
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before hands have been washed or sanitized.
- Fecal contamination (this is rare).





# CORONAVIRUS (2019-nCoV)

## WHAT ARE THE TREATMENTS?

As of now, there is no vaccine or treatment for this mutated form of the coronavirus. Patients can only receive supportive treatment for the symptoms and complications of the disease. As of now, the Centers for Disease Control (CDC) recommends that people self-quarantine for fourteen days should they appear symptomatic or have been in contact with people who have shown symptoms or have tested positive for the virus.

## MINIMIZING YOUR CHANCES OF CATCHING AND SPREADING COVID-19

To help minimize the chances of catching and spreading COVID-19, people should do the following:

- Do NOT travel if you don't have to.
- Stay home if you are feeling sick or if your area has mandated a shelter-in place order.
- Wash hands often with soap and water for at least 20 seconds. If soap is unavailable, the CDC recommends using a hand sanitizer with at least 60% alcohol.
- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Use alternatives to handshakes. Avoid contact whenever possible.
- Cover a cough or sneeze with tissues then throw tissues into the trash after each use.
- Clean and disinfect frequently touched objects and surfaces.
- Maintain at least 6 feet between yourself and others whenever possible.

Some states are putting out orders that require people not working in essential businesses to stay at home and are asking those business still in operation to practice certain precautions, such as curbside pickup, deliveries, frequent handwashing, and implementing social distancing practices. You are encouraged to follow all enacted orders and policies for your area. Please note that orders and policies are constantly changing.

It is important for everyone to remember to not let panic cloud your mind. You will be able to take the appropriate steps to minimize your chances of catching and spreading the disease if you are thinking clearly and calmly.

## WHAT TO DO IF YOU APPEAR SYMPTOMATIC

If you suspect that you have COVID-19, appear symptomatic, or have been in contact with someone who has either tested positive or may be showing symptoms, the CDC recommends that you do the following:

- Self-quarantine;
- Avoid sharing household items;
- Monitor symptoms;
- Cover coughs and sneezes; and
- Wear a face mask.

If you are experiencing symptoms, please contact your doctor or local Centers for Disease Control to find out about virus testing in your area.

## CONCLUSION

While this current pandemic can be scary, it is important for you to remain calm and use good hygiene practices to help minimize your chances of catching COVID-19. It is recommended that you do not travel if it can be avoided. If you are experiencing symptoms or have been in contact with someone who has tested positive or showed signs, you should call and speak with your doctor about testing options. The CDC recommends self-quarantine if you are showing signs, symptoms, or have tested positive for the virus.

Questions? Call 1-800-734-3574



**Coronavirus (2019-nCoV)**

**(Spanish)**

**NOTA: Esta lección fue escrita el 23 de marzo de 2020. La lección se actualizará a medida que se confirme nueva información.**

## INTRODUCCIÓN

Desde diciembre de 2019, COVID-19, comúnmente conocido como el Coronavirus, se ha extendido a todos los estados, excepto a unos pocos. Debido a la rápida propagación de este virus, la Organización Mundial de la Salud (WHO, por sus siglas en inglés) ha clasificado al COVID-19 como una pandemia. Si bien ha habido muertes asociadas con el virus, la mayoría de las personas se recuperan. Esta lección explicará cómo se propaga el virus y cómo usted puede minimizar las posibilidades de propagar o contraer la enfermedad.



## ¿QUÉ ES EL COVID-19?

Los coronavirus (CoV) son una gran familia de virus. Esta familia de virus puede causar enfermedades que van desde el resfriado común hasta el Síndrome Respiratorio del Medio Oriente (MERS-CoV) y el Síndrome Respiratorio Agudo Severo (SARS-CoV).

La cepa del coronavirus que está causando el brote actual se etiqueta como COVID-19. ov).

## SÍNTOMAS Y COMPLICACIONES ASOCIADAS CON EL COVID-19

Dependiendo de la persona, los síntomas pueden no aparecer de dos a catorce días. Los síntomas pueden incluir fiebre, tos y dificultad respiratoria. Las fiebres pueden variar desde un grado bajo (superior a 98.6 grados Fahrenheit pero inferior a 100.4 grados Fahrenheit) hasta fiebres más severas (103 grados Fahrenheit o más).

Algunos estudios recientes sugieren que una parte de la población será asintomática (no mostrará síntomas) a la enfermedad. Esta porción de la población es conocida en la comunidad científica como portadores.

Los síntomas pueden variar de muy leves a severos. La forma en que los síntomas lo afecten dependerá de su edad y estado de salud. Las personas sanas y jóvenes parecen tener síntomas más leves, mientras que los ancianos y las personas con afecciones de salud subyacentes como enfermedades cardíacas, diabetes y enfermedades pulmonares tienden a tener un mayor riesgo de experimentar formas más graves de esta enfermedad.

En pacientes con casos severos de esta cepa de coronavirus, pueden ocurrir complicaciones como neumonía, síndrome respiratorio agudo severo, insuficiencia renal, etc. En algunos casos, los pacientes pueden morir por complicaciones.

## ¿CÓMO SE TRANSMITE?

El COVID-19 se puede transmitir de las siguientes maneras:

- Gotas respiratorias liberadas al aire al toser o estornudar.
- Contacto personal cercano, como tocarse o darse la mano.
- Tocarse un objeto o superficie con el virus, luego tocarse la boca, la nariz o los ojos antes de lavarse o desinfectarse las manos.
- Contaminación fecal (esto es raro).



# EL CORONAVIRUS (2019-nCoV)

## ¿CUÁLES SON LOS TRATAMIENTOS?

Por el momento, no existe una vacuna o tratamiento para esta forma mutada del coronavirus. Los pacientes solo pueden recibir tratamiento de apoyo para los síntomas y complicaciones de la enfermedad. Por ahora, los Centros para el Control de Enfermedades (CDC, por sus siglas en inglés) recomiendan a las personas que se auto-pongan en cuarentena durante catorce días en caso de que parezcan sintomáticas o hayan estado en contacto con personas que hayan mostrado síntomas o hayan dado positivo en la prueba del virus.

## MINIMIZAR LAS POSIBILIDADES DE CONTRAER Y PROPAGAR EL COVID-19

Para ayudar a minimizar las posibilidades de contraer y propagar el COVID-19, las personas deben hacer lo siguiente:

- NO viaje si no es necesario.
- Quédese en casa si se siente enfermo o si su área ha ordenado una orden de refugio.
- Lávese las manos con frecuencia con agua y jabón durante al menos 20 segundos. Si no hay jabón disponible, los Centros para el Control de Enfermedades (CDC, por sus siglas en inglés) recomiendan usar un desinfectante para manos con al menos 60% de alcohol.
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Use alternativas a los apretones de manos. Evite el contacto siempre que sea posible.
- Cubra la tos o estornude con pañuelos desechables. Tire los pañuelos desechables a la basura después de su uso.
- Limpie y desinfecte objetos y superficies que se tocan con frecuencia.

Algunos estados están emitiendo órdenes que requieren que las personas que no trabajan en negocios esenciales se queden en casa y están pidiendo a aquellos negocios que aún están en operación que practiquen ciertas precauciones, como la recolección en la banqueta, entregas, lavado frecuente de manos e implementación de prácticas de distanciamiento social. Se recomienda seguir todas las órdenes y políticas promulgadas en su área. Tenga en cuenta que las órdenes y las políticas cambian constantemente.

Es importante que todos recuerden no dejar que el pánico nuble su mente. Podrá tomar las medidas adecuadas para minimizar las posibilidades de contraer y propagar la enfermedad si piensa con claridad y calma.

## QUÉ HACER SI PARECE SINTOMÁTICO

Si sospecha que tiene el COVID-19, parece sintomático, o ha estado en contacto con alguien que ha dado positivo o muestra síntomas, los Centros para el Control de Enfermedades recomiendan que haga lo siguiente:

- Auto-cuarentena;
- Evite compartir artículos del hogar;
- Controle los síntomas;
- Cubra la tos y los estornudos; y
- Use una máscara facial

Si tiene síntomas, comuníquese con su médico o con los Centros locales para el Control de Enfermedades para obtener información sobre las pruebas de detección del virus en su área.

## CONCLUSIÓN

Si bien esta pandemia actual puede ser aterradora, es importante que mantenga la calma y utilice buenas prácticas de higiene para ayudar a minimizar las posibilidades de contraer el COVID-19. Se recomienda que no viaje si se puede evitar. Si experimenta síntomas o ha estado en contacto con alguien que dio positivo o mostró signos, debe llamar y hablar con su médico sobre las opciones de prueba. Los Centros para el Control de Enfermedades recomiendan la auto-cuarentena si muestra signos, síntomas o si ha dado positivo en la prueba del virus.