

## Martha's Vineyard Construction Guidelines – Rules for Getting Back to Work

### Phase 1.5

The towns of Martha's Vineyard have jointly developed the following guidance document to adopt and implement the Commonwealth of Massachusetts COVID-19 Guidelines and Procedures for all essential workers at Construction Sites and Worksites. The provisions herein are designed to monitor and implement the State guidelines in an easily understandable and effective way to ensure that work resumes in an orderly and safe manner without creating undue risk for our local residents through the further spread of the COVID-19 virus. Additional safeguards and emphasis have been provided to ensure a clear understanding of the State guidelines and greater accountability for meeting their performance standards. It is intended that this guidance will assist the essential workers at Construction Sites and Worksites in resuming work while not creating undue risk for their communities or our local medical infrastructure.

#### General Guidelines

- ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY AT HOME. IF YOU FEEL SICK, GO HOME. IF YOU SEE SOMEONE SICK, SEND THEM HOME.
- No work shall occur inside an occupied home unless the occupants and all workers complete the Wellness Questionnaire daily. Workers must also review the COVID-19 Work Inside an Occupied Home form with occupants prior to starting work. Occupants and workers must maintain as much separation as possible by staying out of the area and level work is occurring, constructing temporary partitions, or staying in a room with a shut door is advised.
- In work conditions where required social distancing is impossible to achieve, affected employees shall be supplied personal protective equipment (PPE) including, as appropriate, a standard face mask, gloves, and eye protection. Any task that requires PPE to be completed safely shall not be undertaken if the PPE is not available. All used PPE should be put in a durable trash bag, sealed, and thrown away with all regular trash.
- Guidelines for stopping the spread of COVID-19 and proper social distancing shall be posted at the entrance of the *Construction Site*, on each floor of the *Construction Site*, in the bathroom/porta-potty, and inside any office/storage/equipment trailer. Guidelines for proper hand washing technique shall be posted at all hand washing sinks.
- "*Construction Site*" means any place of new construction, renovation, demolition, or addition of a structure that is subject to a building permit.
- "*Worksite*" means any location where work is occurring that is not a Construction Site.
- "*Hand Sanitizer*" means alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- "*Disinfected*" means wiped down with an EPA listed household disinfectant (see references and resources), bleach solution consisting of 5 tablespoons (1/3 of a cup) of bleach per gallon of water, or a product containing 70% alcohol. **ALL WIPES OR CLOTH USED WITH ALCOHOL SHOULD BE DISCARDED IN A METAL TRASH BIN.**

#### One Landscaper, Carpenter, Painter, Cleaner, Housekeeper, or Mechanical Tradesmen on a Worksite

- All *Construction Sites* must follow the two worker standards below.
- The worker shall travel to the *Worksite* in a single occupant vehicle, by bike, or on foot.

- All shared surfaces must be *Disinfected* at the end of the workday including all tools, door handles, bathrooms, porta-potties, gates, etc.
- The worker shall always carry *Hand Sanitizer* on their person.

**Up to Five Landscapers, Carpenters, Painters, Cleaners, Housekeepers, or Mechanical Tradesmen on Construction Sites and Worksites**

- All workers shall travel to the *Construction Site* or *Worksite* in a single occupant vehicle, by bike, or on foot.
- A maximum of five workers, regardless of trade, including landscapers, painters, cleaners, and housekeepers may be present on a single *Construction Site* or *Worksite* at any given time during the workday.
- A *Construction Site* must be equipped with a hand washing station with running water, pump soap, paper towels mounted on a holder or in a dispenser, and a trash bin. These supplies shall always be present.
- A hand washing station is not required at a *Worksite*, but workers shall always have portable water for proper hand washing according to the handwashing guidelines and must always carry *Hand Sanitizer* on their person.
- *Construction Sites* must have at least one bathroom, porta-potty, or approved equivalent.
- Workers must always maintain six feet of distance from one another. Projects that require closer contact shall not be undertaken unless proper PPE is worn.
- Every *Construction Site* shall be posted with the Wellness Questionnaire sign in/sign out sheet which shall be completed by each worker on the site and recorded by the site supervisor each day in their Daily Report, as described below. Workers on a *Worksite* shall be provided a copy of the Wellness Questionnaire and shall verbally complete the questionnaire with their supervisor prior to starting work each day which the supervisor shall record.
- Work gloves shall always be worn while workers are on all sites except when not technically feasible.
- All shared surfaces including tools, door handles, gates, and bathrooms/porta-potties shall be *Disinfected* at the end of each day and when workers or trades change during the course of a workday. A cleaning log shall be kept as part of the Daily Report.
- All coffee and lunch breaks must be taken at the *Construction Site* or *Worksite* and social distancing must be adhered to. Workers are strongly encouraged to bring food and drink from home and to not pick up food to go.

**Daily Report Requirements**

The Daily Reports shall include:

1. Company Name, Contact Person, Contact Phone Number, Contact Email.
2. *Worksite* or *Construction Site* Address and Permit Number.
3. Date.
4. Cleaning log including the date and time of each cleaning, what items were cleaned, and the name of the cleaner.
5. Results of the Wellness Questionnaire for each employee confirming they:

- a. Have none of the following symptoms: runny nose or nasal congestion, sore throat, muscle aches, nausea, vomiting, diarrhea, signs of a fever, a cough or shortness of breath within the past 72 hours, or loss of smell.
  - b. Have not had “close contact” with an individual diagnosed with COVID-19 or exhibiting any of the symptoms listed above in the past 14 days.
  - c. Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
  - d. Have been cleared by a Medical Professional or Board of Health to return to work if any COVID-19 symptoms were experienced.
  - e. Have traveled to work individually by car, biking, or walking.
6. Number of employees who exhibit symptoms or are unable to self-certify to the Wellness Questionnaire questions that were directed to leave the *Worksite or Construction Site* and seek medical attention.

Upon learning of an infection, the contractor must immediately notify the owner of the site and the Town’s Health Agent and Building Inspector. Impacted workers should follow CDC and DPH recommended steps concerning returning to work. As required by law, the identity of the worker must be kept confidential.

The Daily Reports shall be signed by the supervisor or other person who is responsible for the overall safety of the site and maintained at the *Construction Site* or at the applicable office for *Worksite* related work. Daily Reports must be kept for at least 30 days.

### **Inspection Requirements, Enforcement, & Penalties**

- Prior to starting work, the site supervisor at all *Construction Sites* must complete the Back to Work Checklist and submit it to the Building Inspector with an inspection request to confirm all elements of these guidelines are met. No work may begin until the *Construction Site* is inspected, or two business days has lapsed after requesting the inspection. Random re-inspections will occur to ensure guidelines are being followed.
- No additional inspections are required for *Construction Sites* inspected during Phase 1.
- A *Construction Site* must be free of all workers and *Disinfected* prior to the initial inspection, and for any progress inspection on a *Construction Site* or *Worksite*. The permit holder may be present if requested by the inspector.
- If any *Worksite* or *Construction Site*, is in violation of these guidelines, the Town may take any or all of the following actions: notify the owner of record for the site of the violation, suspend the work authorization for the site until all infractions are corrected and a new inspection is performed, or impose a fine. Repeated violations may result in the revocation of a work authorization.
- This Order may be enforced by the town Health Agent, Building Inspector, police or any other official authorized by the town.
- The building permit holder for a *Construction Site* is the entity responsible for compliance with these guidelines and any fine or penalty imposed.
- The worker present and their employer shall be responsible for compliance with these guidelines and any fine or penalty imposed for a *Worksite*.

### **Resources and References**

Back to Work Checklist

Cleaning Log

Daily Report Template

Wellness Questionnaire

COVID-19 Work Inside an Occupied Home

Guidelines for Stopping the Spread of COVID-19 Poster

Guide to Proper Social Distancing Poster

Guidelines for Proper Hand Washing Technique Poster

EPA Certified Household Disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

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