



CITY OF WOBURN, MASSACHUSETTS

**Board of Health
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As a result of the Governor's Declaration of State of Emergency due to the COVID-19 pandemic, the Board of Health adopts these guidelines to ensure the safety of workers on all construction projects within the City of Woburn.

These Guidelines and Procedures must be implemented at all times on all construction sites including those being performed by or on behalf of the City of Woburn. All construction sites **MUST** disseminate these Guidelines to all employees and workers which remain in effect until the termination of the State of Emergency.

Mandatory Employee Health Protection – Construction Worksites

1. General Guidelines and Procedures for the Prevention of Exposure and to Limit Transmission of the Coronavirus

- No handshaking.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- Contractor Field Offices shall be locked down to all but authorized personnel.
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. Such procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.
- A "No Congregation" policy shall be established. Individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.
- Avoid face to face meetings - critical situations requiring in-person discussion must follow social distancing.
- Meetings shall be conducted via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- All individual work crew meetings/tailgate talks should be held outside and follow social distancing

- Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
- At the beginning of each day and at each job briefing/tool box talk, employees must be asked if they are experiencing any symptoms, and are sent home if they are experiencing such symptoms
- All restroom facilities/porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- Social Distancing practices must be maintained during meetings, breaks and lunch, and when entering and leaving the site
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, employees must be required to clean up after themselves. DO NOT make employees responsible for moving, unpacking and packing up the personal belongings of other employees
- If an employee or one of their family members are feeling ill, that employee should stay home.

2. Specific Work Site Risk Prevention Practices

- A 100% glove policy must be established. All construction workers will be required to wear cut-resistant gloves or the equivalent.
- Use of eye protection (safety goggles/face shields) is recommended.
- In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection.
- All employees shall drive to work site/parking area in a single occupant vehicle.
- Contractors/City staff shall not ride together in the same vehicle
- When entering a machine or vehicle and the employee is not sure they were the last person to enter, they must wipe down the interior and door handles with disinfectant prior to entry.
- Multi person activities shall be limited where feasible (two person lifting activities).
- Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing.
- Contact the cleaning person for your office trailer or office space and ensure they have proper COVID-19 sanitation processes. Increase their cleaning visits to daily.
- Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles.

- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions.

3. Wash Stations

All site-specific projects with outside construction sites without ready access to an indoor bathroom MUST install Wash Stations.

- Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees.
- All onsite workers must help to maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify supervisors
- Garbage barrels will be placed next to the hand wash station for disposal of tissues/towels

Please Note: These Guidelines and Procedures are not intended to replace any formalized procedures currently in place with the General Contractor.

Where this guidance meets or exceeds the standards put forth by the General Contractor, the more stringent procedures shall apply.

Non-compliance with these Guidelines shall be the basis for the suspension of work and the Contractor will be required to submit a corrective action plan detailing each issue of non-compliance with a plan to rectify the issue(s). The contractor will not be allowed to resume work until the plan is approved by the Board of Health. Violations will also be reported to the Building Commissioner who will monitor the suspension of work and ensure that sites are secure until the violation is corrected.

Unanimously Adopted: March 31, 2020 by virtual meeting 3/31/20 at 3:00 pm.
