

**SUBJECT:** COVID-19 SAFETY GUIDELINES  
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**DISTRIBUTION:** ALL RABE EMPLOYEES

**A. INTRODUCTION**

**1. Purpose**

- 1.1 The purpose of this procedure is to safeguard employees from the exposure to COVID-19 and to implement guidelines to limit the spread of the virus while working on ongoing projects.

**2. Related Documents**

- 2.1 Rabe Safety Manual, 6G0.1.1

**3. Definitions**

- 3.1 COVID-19: 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses.

**4. Revisions**

- 4.1 1<sup>st</sup> draft issued 4/30/2020.

**B. PROCEDURE**

**1. Responsibility**

- 1.1 Each individual employee as well as the employer has overall responsibility for the implementation of this procedure.
- 1.2 The President, recognizing that certain life-sustaining businesses in the Commonwealth must remain open despite the need for strong mitigation to slow the spread of the virus, is ordering certain actions to be taken by employers and their employees to protect their health and lives, the health and lives of their families, and the health and lives of the residents of the Commonwealth who depend upon their services. Special consideration is required to protect not only customers, but the workers needed to run and operate these establishments.

**2. Precautionary Guidelines:**

- 2.1 The company will implement temperature screening before an employee enters the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home that have an elevated temperature or fever of 100.4 degrees Fahrenheit or higher. The Company will ensure employees practice social distancing while waiting to have temperatures screened. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home
- 2.2 All employees shall maintain pre-existing cleaning protocols established by the business for all other areas of the building
- 2.3 In addition to maintaining pre-existing cleaning protocols established in the business, all employees must implement, as applicable, the following social distancing, mitigation, and cleaning protocols:
- a. Clean and disinfect high touch areas routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC), in spaces that are accessible to customers, tenants, or other individuals.

2.4 The employer shall ensure the following measures will be taken to prevent exposure/spread of the virus:

- a. provide a sufficient amount of space for employees to have breaks and meals while maintaining a social distance of 6 feet, while arranging seating to have employees facing forward and not across from each other in eating and break settings.
- b. Stagger employee break times to reduce the number of employees on break at any given time so that appropriate social distancing of at least 6 feet may be followed.
- c. Conduct meetings and trainings virtually (i.e., by phone or through the internet). If a meeting must be held in person, limit the meeting to the fewest number of employees possible, not to exceed 10 employees at one time, and maintain a social distance of 6 feet.
- d. Provide employees access to regular handwashing with soap, hand sanitizer, and disinfectant wipes and ensure that common areas (including but not limited to break rooms, locker rooms, dining facilities, rest rooms, conference or training rooms) are cleaned on a regular basis.
- e. Provide masks for employees to wear during their time at the business, and make it a mandatory requirement to wear masks while on the work site, except to the extent an employee is using break time to eat or drink, in accordance with the guidance from the Department of Health and the CDC. Employers may approve masks obtained or made by employees in accordance with Department of Health guidance.  
(It is recommended that all Pennsylvanians wear a mask any time they leave their homes. Members of the public are encouraged to wear homemade cloth or fabric masks and save surgical masks and N95 respirators for health care workers and first responders.)
- f. Ensure that the facility has a sufficient number of employees to perform all measures listed effectively and in a manner that ensures the safety of the public and employees.
- g. Ensure that the facility has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet.
- h. Prohibit non-essential visitors from entering the premises of the business

2.5 All employees are required to follow this procedure. Violation of this procedure shall be cause for disciplinary action.

### 3. Possible Exposure Guidelines

3.1 Protocol for execution upon discovery that the business has been exposed to a person who is probable or confirmed case of COVID-19 will be as follows:

- a. Close off areas visited by the person who is a probable or confirmed case of COVID-19.
- b. Open outside doors and windows and use ventilation fans to increase air circulation in the area.
- c. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards.
- d. Identify employees that were in close contact (within about 6 feet for about 10 minutes) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated.



#### 4. Non-Residential or Commercial Construction

- 4.1 The Uniform Construction Code (34 Pa. Code § 401.1) defines "Commercial construction" as "a building, structure or facility that is not a residential building." This definition includes multi-unit housing and student housing.
- 4.2 All commercial construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less.
- 4.3 One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and sub-contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.
- 4.4 Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer. Pandemic safety officer shall be the identified competent Rabe employee as outlined the field supervisor review, 6D0.7.1. The pandemic officer as defined until the crisis is over shall enforce the above guidelines while working on the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site. I would assume that generally the GC will handle this, but you should be prepared to deal with this situation on large projects or if you happen to be the only contractor on the project at the time.
- 4.5 Tools used on construction projects will be subject to tool disinfection as required by state/local guidance related to virus lifespan on surfaces.



## Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).



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