



CITY OF SANTA MONICA
BUILDING AND SAFETY DIVISION
1685 Main Street, Room 111
Santa Monica, CA 90401

COVID-19 NOTICE
RECOMMENDED BEST PRACTICES FOR CONSTRUCTION SITES

The following recommended best practices are based on what is currently known about the COVID-19 virus. We strongly recommend that you stay current, and immediately implement the evolving best practices to protect the safety and health of your employees, trade partners, clients, and the general public.

Stay Home:

- It is critical that workers NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.
- Workers should seek medical attention if they develop these symptoms.
- Workers who live with someone who is experiencing the above-listed symptoms should NOT report to work.
- If a worker begins to experience any of the above-listed symptoms while at the construction site/project, they should avoid touching anything or anyone, sanitize any shared equipment or tools, and return home immediately.

Social Distancing:

- Do not permit large group meetings or gatherings of 10+ people, as advised by the United States Centers for Disease Control and Prevention (“CDC”).
- Workers on break, including lunch breaks, should not gather in groups and should maintain a distance of 6 feet from one another. No communal food should be permitted on the Jobsite, for example, donuts, pizza, buffets, etc.
- Any necessary meetings should be conducted in small groups or, wherever possible, online or via conference call.
- When meeting or working with others at a Jobsite, or while on a break at a Jobsite, everyone should keep a distance of 6 feet from others to the maximum extent possible. Los Angeles County has imposed this social distancing requirement on all businesses, including construction job sites, allowed to operate during the COVID-19 emergency.
- Limit the number of people on a Jobsite to the minimum possible to maximize the ability to maintain the required social distancing. For example, restrict non-essential visitors and introduce staggered start and stop times for shifts.
- Monitor site access points to enable social distancing and reduce congestion in well-traveled areas.
- Allow plenty of space—at least 6 feet—between people waiting to enter the construction site.
- Drivers should remain in their vehicles if the load will allow it and must wash or sanitize their hands before unloading goods and materials.
- Allow personnel whose duties do not require their presence at the Jobsite to work remotely when possible, using mobile devices to contact or view the Jobsite.
- Discourage hand-shaking and other contact greetings.

General Jobsite/Office Practices:

- Communicate key CDC recommendations to your staff and tradespeople, including:
 1. How to Protect Yourself <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
 2. If You are Sick <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
 3. COVID-19 Frequently Asked Questions <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- Place posters at the entrance to each Jobsite and in other Jobsite areas where they are likely to be seen that encourage workers to stay home when sick and provide instructions on cough and sneeze etiquette, hand cleaning hygiene, and the cleaning and sanitization of any shared tools. NOTE: Signs posted at conspicuous places instructing people not to enter if they are experiencing symptoms of respiratory illness are required by Order of the LA County Health Officer.
- Supervisors should ask the following questions to all employees prior to entering the Jobsite. If they answer “yes” to any, they should be asked to leave the Jobsite immediately.
 1. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19? (Return only if the test comes back negative, or if positive, after symptoms no longer present and a minimum 14-days of self-quarantine.)
 2. Have you or anyone in your family traveled outside of the United States within the last two weeks to China, Iran, South Korea, Europe, or any other country/region identified by the Centers of Disease Control (CDC) as a

hotspot for COVID-19. Have you or anyone in your family traveled to New York in the last two weeks? (Return only after 14 days have passed from the return from travel without any symptoms of COVID-19.)

3. Have you been medically directed to self-quarantine due to possible exposure to COVID-19? (Return only after 14-days of self-quarantine.)

4. Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue? (Do not return until 24-hours after all symptoms have passed, including 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.)

Routine Environmental Cleaning of Jobsite:

- Soap and water or hand sanitizer with at least 60% alcohol shall be provided at the Jobsite, as required by Order of the LA County Health Officer. Ensure that adequate supplies are maintained. Place hand sanitizer at entrances to work area and multiple locations throughout the Jobsite.
 - Routine cleaning (at least daily) should be performed of all frequently touched surfaces on the Jobsite. This includes, but is not limited to, project trailers/offices, workstations, countertops, handles, doorknobs, gang boxes, access control and delivery areas, and shared tools and equipment.
 - All common break areas, lunch, and break rooms should be cleaned multiple times throughout the workday.
 - Routinely clean high-touch surfaces of service/fleet vehicles, including steering wheel, gear shift, instrument panels, door handles, trunk, and hood releases, etc.; use aerosol sanitizers inside closed cabs.
 - Appropriate cleaning agents and directions should be used to perform all routine cleaning.
- Ensure all exposed workers are trained on the hazards of the cleaning chemicals used in the workplace see [OSHA's Hazard Communication standard](#). Employers must comply with [OSHA's standards on Bloodborne Pathogens](#), including proper disposal of regulated waste, and personal protective equipment [PPE](#).
- Portable bathrooms should be serviced at a minimum of three (3) times a week.
 - Hand sanitizer with at least 60% alcohol content should be provided in/or around all portable bathrooms and should be available throughout the Jobsite.
 - All Jobsite employees should be required to frequently clean their hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or to frequently wash their hands with soap and water for at least 20 seconds. For example, workers should be required to clean their hands before entering and leaving the site. Soap and water should be used preferentially if hands are visibly dirty.
 - Do not share tools or equipment. If tools must be shared, require that they are cleaned and sanitized before and after use.
 - Do not share personal protection equipment (PPE) unless the manufacturer has specified that it is reusable. Sanitize reusable PPE per manufacturer's recommendation prior to each use. Ensure used PPE is disposed of properly.
 - Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
 - Disinfect reusable supplies and equipment.
 - Identify specific locations and practices for daily trash such as paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
 - Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
 - Use shoe sanitation tubs (non-bleach sanitizer solution) prior to entering/leaving Jobsite.
 - Instruct workers to change work clothes prior to arriving home and to wash work clothes in hot water with laundry sanitizer.
 - Do not stack trades if possible.
 - Use disposable hand towels and no-touch trash receptacles.
 - Avoid cleaning techniques, such as pressurized air or water sprays, that may result in the generation of bioaerosols.
 - Avoid shuttling employees and encourage workers to provide their own transportation to the Jobsite whenever possible.

Additional Resources:

- OSHA COVID-19 Resources <https://www.osha.gov/SLTC/covid-19/>
- OSHA Guidance on Preparing Workplaces for COVID-19 <https://www.osha.gov/Publications/OSHA3990.pdf>
- DOL COVID-19 Resources <https://www.dol.gov/coronavirus>
- CDC Interim Guidance for Businesses and Employers https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecificgroups%2Fguidance-business-response.html