

# Contractor COVID-19 Guidelines

- This COVID guideline is to reduce the spread or transmission of infection by implementing safe work practices to decrease contact between sick and uninfected persons while on city property.
- These safe work practices are subject to quickly change if recommendations from Centers for Disease Control, Ohio Department of Health, Columbus Public Health, Citywide Occupational Safety and Health Program, or City Department/Division change.
- Practice excellent personal hygiene and cleaning with EPA approved products for personnel, work areas, and shared equipment, vehicles, and tools.

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- Upon arrival to work, **contractors must screen their employees** with the questions posted on the facility entrance doors. This information is also located in the **Citywide Safe Work Practices Guidance Document**, provided with this presentation. These questions are subject to change. As of the date of this presentation we are on Guidance Document “**Version 6.**”
  - When you took your temperature at home prior to coming to work, did you have a fever? Fever is  $\geq 100.4^{\circ}\text{F}$**
  - Are you experiencing shortness of breath, difficulty breathing or have you developed a cough?**
  - Are you experiencing any of the following symptoms: chills, muscle aches, sore throat, or new loss of taste or smell?**
  - Is anyone in your immediate household currently being tested for COVID-19 or considered a presumed positive by a health care provider?**

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- If any of your employees answer “**Yes**” to any of the questions listed, **they should be sent home immediately.**
- Please contact the project manager or designee to notify them of any employees sent home due to a “**Yes**” response.
- The project manager or designee shall then contact a department human resources representative to notify them of any contracted employee sent home due to yes responses.

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- If one of your employees becomes symptomatic while at work, isolate or remove the employee immediately and contact the project manager or designee.
- Keep employees away from the ill employee's work area until a deep cleaning can be performed.
- The project manager is also to contact department human resources to notify them of any contractor who becomes ill onsite.
- The project manager shall provide an update if a plant area was closed to deep clean as to when work can resume.

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- Contractors at plants and facilities are to provide their employees, as well as require them to wear, cloth or surgical face mask while working unless they meet the approved documented exceptions for the city.
- Guests and visitors should wear face coverings and may be offered face coverings upon entering plants, buildings or work areas.
- Work areas where contractors will be in the work space for an extended period of time or in common areas where city employees are working, require cloth or surgical face mask.
- Contractors shall provide their own face masks.

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- Ensure proper social distancing (minimum 6 feet between people) while on city property to significantly reduce the likelihood of exposure.
- Limit personal face to face interactions with city employees.
- Avoid gatherings of more than 10 people.
- Frequently disinfect potential contaminated work surfaces, and other regularly touched surfaces.
- Reduce sharing work surfaces, telephones, computers, etc. Avoid hand shaking.
- No shared water coolers.

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- Some face mask exceptions approved by the Citywide Occupational Safety & Health Office are noted on the next two slides.
  - Plant and Field: Indoor or outdoor employees/contractors naturally distanced;
  - Employees who perform tasks where APRs, SARs, or N95 Respirators are worn as directed by the DPU Respiratory Protection Program;
  - Employees performing strenuous tasks in elevated heat or humid environments. When the heat index is greater than 80<sup>0</sup>F the face mask exception may be applied. ***Where social distancing cannot be maintained a clear face shield must be used in place of a cloth face covering.***

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- Single occupancy mobile equipment, vehicles, and offices;
- Remote facilities and structures;
- Employees required to wear safety or prescription glasses that may fog and prevent the required hand-eye coordination, clear vision, and finger dexterity needed to perform the task. (e.g. operating a crane, climbing ladders, working on live electrical systems). Social distancing must be maintained to utilize this exception. ***If social distancing cannot be maintained a clear face shield must be used in place of a cloth face covering;***
- Employees conducting hot work activities, such as welding, cutting, grinding and brazing, which create sparks and flames not compatible with a cloth face covering.



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During this COVID event we must work together to provide as much guidance and protection necessary to comply with current governmental mandates and perform our jobs safely.

To access the most current Citywide Safe Work Practices Guidance document, please use the link below.

[https://www.columbus.gov/hr/COVID-19-Policies/City of Columbus COVID-19 Safe Work Practice Guidance](https://www.columbus.gov/hr/COVID-19-Policies/City_of_Columbus_COVID-19_Safe_Work_Practice_Guidance)

If you have questions or require additional information, please contact your city project manager.