

HEALTH OFFICER DIRECTIVE No. 2020-04

Appendix A: City and County of San Francisco Public Works Project Safety Protocol for COVID-19 (Alternative to Appendices B-1 and B-2 for Public Works Projects) May 5, 2020

1. All public works projects in the City and County of San Francisco (“City”) must implement and adhere to this Public Works Project Safety Protocol for COVID-19 (“PWP Protocol”), which:
 - a. Conforms to the Order of the Health Officer No. C19-07c, issued on April 29, 2020.
 - b. Constitutes “other protocols” for City public works projects under Order No. C19-07c, section 16.f.v.
 - c. Replaces the COVID-19 Construction Field Safety Guidelines (“Guidelines”) issued on April 1, 2020.
 - d. Replaces the Directive of the Health Officer of the City and County of San Francisco (Guidance for Construction-Related Essential Businesses), which made implementation of the Guidelines mandatory, issued on April 2, 2020.
 - e. Replaces the Procedures for Implementation and Enforcement of COVID-19 Construction Field Safety Guidelines for Public Works Projects (“Procedures”) issued by the City Administrator on April 15, 2020.
2. City public works project contractors (“Contractors”) must comply with the following restrictions and requirements on all City public works projects. Contractors must:
 - a. Comply with all current, applicable laws and regulations including, but not limited to, OSHA and Cal-OSHA. If there is any conflict, difference or discrepancy between or among applicable laws and regulations and or the PWP Protocol, the stricter standard will apply.
 - b. Have sole responsibility for construction site health and safety, regulatory compliance, and the associated means and methods and techniques for ensuring a safe and healthy work environment on the Contractor’s site for their own employees, employees of their subcontractors, City employees and consultants, visitors to the site, and any other persons granted access to the site.
 - c. Provide safe access to all work areas to permit inspections by City inspectors.
 - d. Submit a new or updated Site-Specific Health and Safety Plan (“HASP”) to the City representative if Contractor does not already have an approved plan on file with the City that meets the requirements of this PWP Protocol. Translate

information in the HASP for trainings and signs to ensure that information in the HASP is communicated effectively to all non-English speaking workers.

- e. Provide workers with personal protective equipment (PPE) specifically for use in construction including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed.
- f. Require all persons on public works project jobsites to wear face coverings in compliance with Section 5 of the Health Officer's Order No. C19-12, dated April 17, 2020, or any subsequently issued or amended order.
- g. Establish the level of PPE required for each specific task. Create a task specific Job Hazard Analysis (JHA) for all tasks that may require staff to work inside of the six-foot social distancing zone. Make JHA forms available to the City Representative and City inspectors for review upon request.
- h. Monitor all employees to ensure proper use of the PPE.
- i. Prohibit sharing of PPE.
- j. Implement social distancing requirements including, at minimum:
 - i. Stagger start-times and stop-times for shift schedules to reduce the number of workers at the jobsite at any one time to the extent feasible.
 - ii. Stagger trade-specific work to minimize the number of workers at the jobsite at any one time to the extent feasible.
 - iii. Require social distancing that maintains a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project performed by workers utilizing appropriate PPE. In addition, maintain a minimum six-foot distance from any other persons present on-site.
 - iv. Prohibit gatherings of any size on the jobsite unless social distancing can be maintained or any attendees closer than six-foot are wearing appropriate PPE.
 - v. Strictly control "choke points" and "high-risk areas" where workers are unable to maintain minimum six-foot social distancing and prohibit or limit access to such areas to ensure that minimum six-foot distancing can easily be maintained between workers.
 - vi. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional, other project consultants, and City representatives, including construction and fire inspectors.
 - vii. Prohibit workers from using others' phones or desks. Clean any work tools or equipment that must be used by more than one worker with disinfectants that are effective against COVID-19 before use by a new worker.
 - viii. Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite in sufficient quantities for the number of people at the jobsite.

- ix. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, email address, and the name of the employer for each worker and visitor to the jobsite.
- x. Post a notice in an area visible to all workers instructing workers to do the following:
 - 1. Do not touch your face with unwashed hands or with gloves;
 - 2. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol;
 - 3. Clean and disinfect frequently touched objects and surfaces, such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs;
 - 4. Do not use your hand to cover your mouth and nose when coughing or sneezing; cough or sneeze into the crook of your arm at your elbow/sleeve;
 - 5. Do not enter the jobsite if you have a fever, cough or any other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home;
 - 6. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six feet of separation at all times when not wearing the necessary PPE for working in close proximity to another person; and.
 - 7. Do not share phones, Ipads/tablets or similar devices.
- k. Implement cleaning and sanitization practices in accordance with the following:
 - i. Frequently clean and sanitize all high-traffic and high-touch areas in accordance with CDC guidelines, including, at a minimum: meeting areas; jobsite lunch and break areas; entrances and exits to the jobsite; jobsite trailers; jobsite restroom areas, stairs, elevators and lifts.
 - ii. Establish a cleaning and decontamination protocol for workers and others prior to their entry to and exit from the jobsite.
 - iii. Supply all personnel performing cleaning and sanitation with proper PPE to prevent them from contracting COVID-19.
 - iv. Prohibit employees from sharing PPE.
 - v. Establish adequate time in the work day to allow for proper cleaning and decontamination including prior to leaving the jobsite for the day.
- l. Implement a COVID-19 community spread reduction plan that includes, at minimum, the following restrictions and requirements:
 - i. Prohibit carpooling to and from the jobsite except by workers living within the same household, or as necessary (including public transportation while maintaining social distancing) for workers who have no alternative means of transportation.
 - ii. Provide water for workers in single-serve containers in accordance with OSHA requirements.
 - iii. Prohibit any sharing of food or beverage and send any worker who violates this prohibition home for the day.

- iv. Prohibit shared use of microwaves, water coolers, and other similar shared equipment.
- m. Assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and provide the City Representative written notice of the SCO's name, address, cell phone number, and email address. The SCO is Contractor's safety representative who must be at the site during all working hours. The SCO must be available 24 hours a day, 7 days a week, by telephone or other approved means. The SCO must at a minimum hold an OSHA-30 certificate and a certificate of first-aid training within the past two years. The SCO must:
 - i. Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
 - ii. Compile daily written verification that each jobsite is compliant with the components of this PWP Protocol. Each written verification form must be copied, stored, and made immediately available upon request by any City official.
 - iii. Establish a daily screening protocol for arriving staff to ensure that potentially infected staff do not enter the jobsite. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.
- iv. Establish an assembly point for staff "tailgate meetings" before the start of work each day, which complies with the recommended social distancing parameters. Conduct daily briefings in person or by teleconference that cover the following topics:
 - 1. New jobsite rules and pre-jobsite travel restrictions for the prevention of COVID-19 community spread;
 - 2. Review of sanitation and hygiene procedures;
 - 3. Solicitation of worker feedback on improving safety and sanitation;
 - 4. Coordination of construction site daily cleaning/sanitation requirements;
 - 5. Conveying updated information regarding COVID-19; and,
 - 6. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.
- v. Develop and ensure implementation of a remediation plan to address any non-compliance with this PWP Protocol and post remediation plan at entrance and exit of jobsite during remediation period. Translate the remediation plan as necessary to ensure that all non-English speaking workers are able to understand the document.
- vi. The SCO must prohibit any non-compliant activity from continuing without bringing it into compliance with these requirements.
- n. In the event of a confirmed case of COVID-19 at any jobsite, Contractor must take the following actions:

- i. Immediately remove the infected individual from the jobsite with directions to seek medical care and follow applicable self-isolation requirements.
- ii. Decontaminate and sanitize each location at which the infected worker was present.
- iii. Notify the City Representative and the City Public Health Department immediately and perform any additional actions required by a City Public Health official, including full compliance with any tracing efforts by the City.

3. City's Review, Inspection and Enforcement

- a. This paragraph establishes standardized procedures for the City to review, inspect and enforce this PWP Protocol, and specifies measures City Representative must take to address non-conformance with the PWP Protocol, including the following elements:
 - i. Site-Specific Health and Safety Plan (HASP); and
 - ii. Job Hazard Analysis (JHA) forms.
- b. Definitions
 - i. Health and Safety Plan (HASP).
 - 1. Contractor must develop and submit a project Site-Specific HASP to the City Representative for approval.
 - 2. Attachment-1 provides a sample Table of Contents for a Health and Safety Plan.
 - ii. Job Hazard Analysis (JHA)
 - 1. A JHA is a form used to identify a task and break it down into steps, identify the hazards associated with each step, and identify the control measures used for each step to protect the worker, environment and/or public. See Attachment-2.
 - 2. A JHA provides a method to document an employer's evaluation of a particular task and the development of engineering controls or PPE to eliminate or minimize the hazard involved with the task.
 - 3. Contractors must create or update JHAs for tasks where, for example, workers engage in tool sharing or where the nature of a task makes it difficult to establish social distancing.
- c. Each City Chapter 6 Department must identify a Construction Safety Manager (CSM) for each public works project. A Department CSM may be responsible for more than one project. The CSM in coordination with the project's City Representative must:
 - i. Collect HASPs from the Contractor on each public works project.
 - ii. Provide a report to the Department's Director or General Manager ("Director") or designee informing the Director whether the Contractor has submitted an approved HASP.
 - iii. Permit a Contractor to continue work on a public works construction project only if it submits a HASP for the project that the CSM has approved.
 - iv. Require a Contractor to address any HASP deficiency promptly.

- v. Prohibit a Contractor from proceeding with work on a public works project if the CSM has not approved the Contractor's HASP.
- d. City Representatives and Inspectors
 - i. City Representatives and inspectors must not direct Contractors' means and methods for achieving conformance with the PWP Protocol.
 - ii. Chapter 6 Departments must assign inspectors to conduct site visits to inspect construction activities on each of these projects to ensure that the Contractor is in compliance with approved HASPs, JHA forms, and this PWP Protocol.
 - iii. City inspectors must conduct both scheduled and unannounced site visits to inspect projects for compliance with approved HASPs, JHA forms, the PWP Protocols.
 - iv. CSMs and inspectors must monitor compliance with the Coronavirus (COVID-19) Safety Protocols for Inspection Services, Attachment-3, and evaluate documentation of the required health and safety measures for conformance with the checklist at Attachment-4.
 - v. The inspector must prepare an Inspection Report for each day that he or she is on a construction site. Inspectors must document inspection findings in detail and in writing, recording observations about the execution of the work, comparing the contractor's performance and deliverables to the HASP, JHA forms, and the PWP Protocol, describing any deficiencies issued and/or corrected; Non-Conformance Notices (NCNs) issued; with a determination whether the work is in compliance with the HASP, JHAs, the PWP Protocol.
 - vi. The inspector must inform the Contractors' SCO of any observed deficiencies at the time they are observed, take digital images, and document deficiencies in the inspection reports. All entries in the inspection reports must be clear, concise and factual.
 - vii. The inspector will notify the Contractor's SCO of any observed project safety hazards and deficiencies and require Contractor to initiate corrective actions in a timely manner to ensure compliance with the HASP, the JHAs, and the PWP Protocol.
 - viii. When a Contractor does not promptly correct (or when the Contractor's inaction would result in) a violation of the PWP Protocol, the inspector and/or City Representative will issue a written non-compliance notice (NCN) to the Contractor. The NCN will describe and record a breach of the HASP, JHA, and/or PWP Protocol, and will direct the contractor to perform corrective action promptly by a designated deadline.
- e. Non-Compliance Notices
 - i. The Contractor must respond to a NCN by completion and submission of a Corrective Action Report (CAR), with a revised and updated HASP and/or JHA form (if necessary), and must include the cause of the problem, remedial action, long term action, and timeline to correct the problem. The Contractor is responsible for selecting the appropriate corrective actions. City personnel must not provide any

- suggestions or provide guidance to the Contractor that could be construed as directing the means and methods of the Contractor.
- ii. The inspector and the City Representative must review the CAR and revised/updated HASP or JHA form, which must be approved by the project's CSM before implementation.
 - iii. The inspector must re-inspect the work for compliance with the CAR. When the work required to correct the NCN is complete to the satisfaction of the inspector, the inspector will issue a written notice closing the NCN with copies to the Contractor's SCO, the City Representative and the City's CSM.
 - iv. If the Contractor does not take corrective action in response to the NCN by the deadline, or the Contractor is unable or unwilling to submit a CAR and/or revised/updated HASP or JHA form, the City must direct the Contractor to stop the non-complaint portion(s) of work involved until the Contractor submits a CAR that is reviewed by the Inspector and City Representative, and approved by the City's CSM.
 - v. Any member of the City's construction management team who observes a situation where the Contractor is not in compliance with the PWP Protocol must immediately contact the SCO and direct the Contractor to take immediate corrective action. The Contractor's labor supervisors must have the authority, through consultation with the SCO, to halt all activities that do not adhere to this PWP Protocol and direct the work involved to stop.
 - vi. If the Contractor fails to take action after being advised of an unsafe condition, or fails to carry out required corrective actions, the CSM will direct Contractor to shut down the project.
- f. Potential Consequences of Non-Compliance
- i. Violation of or failure to comply with the PWP Protocol is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, et seq.; California Penal Code §§ 69, 148(a)(1). Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and the Chief of Police for the City and County of San Francisco try to ensure compliance with and enforce this PWP Protocol.

Attachments

1. Contractor Health and Safety Plan (HASP), Table of Contents – Typical
2. Job Analysis (JHA)/Activity Hazard Analysis (AHA) – Typical
3. Coronavirus (COVID-19) Safety Protocols for Inspection Services
4. Contractor COVID-19 HASP Amendment Checklist

Attachment - 1

Page 1 of 3

Contractor Health and Safety Plan (HASP) Table of Contents – Typical

NOTE:

A typical HASP is provided to assist the Contractor in developing a Site-Specific Health and Safety Plan for a project. *This information is for guidance only* and is not intended to be utilized as the Contractor's sole source for development of a Project HASP, *refer to additional notes below.*

Section 1 Introduction

- 1.1 Project Background
- 1.2 Project Objectives

Section 2 Scope of Work

- 2.1 Scope of Work
- 2.2 Health and Safety Plan Application
- 2.3 Emergency Response

Section 3 Contractor Organization Roles, Responsibilities and Coordination

- 3.1 Key Contractor Personnel
 - 3.1.1 Construction Manager
 - 3.1.2 Construction Superintendent
 - 3.1.3 Site Safety Representative
 - 3.1.4 Emergency Response Coordinator
- 3.2 Key Project Construction Management Personnel
 - 3.2.1 Project Construction Manager
 - 3.2.2 Program Safety Manager

Section 4 HASP Plans and Guidelines

- 4.1 Site Risk Analysis
- 4.2 Safety Systems Analysis
- 4.3 Specific Activity Hazard Analysis (AHA)
- 4.4 Hazards Communication
- 4.5 Site Audits/Inspections
- 4.6 Discipline and Enforcement
- 4.7 Critical Lift Plans

Attachment - 1

Page 2 of 3

Contractor Health and Safety Plan (HASP) Table of Contents – Typical

Section 5 HASP Procedures, Training, and Orientation

- 5.1** Contractor Weekly Safety Meeting Requirements
- 5.2** Contractor Workers Daily Task Safety Planning
- 5.3** HASP Procedures
- 5.4** Job Task/Safety Analysis Training
- 5.5** Special Training Programs
 - 5.5.1 Hazardous Materials
 - 5.5.2 Hazardous Waste
 - 5.5.3 Confined Space/Underground Work
 - 5.5.4 Trenching and Shoring
 - 5.5.5 Crane Inspection/Heavy Lifts
 - 5.5.6 Fall protection
 - 5.5.7 Work in Operating Treatment Plants
- 5.6** OSHA 10/30 – Hour Outreach Program
- 5.7** Training Documentation and Record Keeping

Section 6 Emergency Management Planning/Injury Reporting

- 6.1** Emergency Response
- 6.2** Emergency management Coordination
- 6.3** Injury Reporting
- 6.4** Incident Investigation/Root Cause Analysis
- 6.5** First Aid/Competent Persons
- 6.6** Medical Treatment Locations

Section 7 Record Keeping, Reporting, Posting, and Communications

- 7.1** Record Keeping Requirements
- 7.2** Reporting Requirements
- 7.3** Posting Requirements
- 7.4** Communication Requirements

Attachment - 1

Page 3 of 3

Contractor Health and Safety Plan (HASP) Table of Contents – Typical

Section 8 Health and Safety Requirements

- 8.1** Health and Safety Requirements and Applicability
- 8.2** OSHA Requirements
- 8.3** Cal/OSHA Requirements
- 8.4** Project Specific Requirements
 - 8.4.1 Lockout/Tagout Process
 - 8.4.2 Facility Site-Specific Safety Procedure

Section 9 Medical Qualification, Surveillance, and Protection

- 9.1** Medical Qualifications and Surveillance
- 9.2** Personal Protective Equipment (PPE)
- 9.3** Hearing Conservation
- 9.4** Respirator Protection
- 9.5** **COVID-19 Safe Practices**
- 9.6** Controlled Substances and Smoking
- 9.7** Other Contractor Site-Specific Safety, *as required*

Section 10 Security Requirements

- 10.1** Site Security

References (partial listings)

- OSHA 1910 General Industry Standards
- OSHA 1926 Construction Standards
- San Francisco Construction Industry Consensus – Best Practices COVID-19 / Construction Field Safety Guidelines
- Contract Technical Specification, Health and Safety
- Contract Technical Specification, Site Security

NOTES:

- (a) The Contractor is reminded to develop the Site-Specific Safety Requirements in coordination with the owner's facility site specific safety procedures. (If applicable with OSHA and Health and Safety regulations and policies.)
- (b) The Contractor should amend the HASP as required in support of any additional Health and Safety requirements or changes in condition that mandate changes/modifications to the project Site-Specific HASP.

Attachment - 2
Page 1 of 2
Job Analysis (JHA)/Activity Hazard Analysis (AHA) – Typical

INSTRUCTIONS FOR COMPLETING A CODE OF SAFE PRACTICE (CSP)

DEPARTMENT/DIVISION: Enter the Department/bureau name for which this CSP will apply.

WORK GROUP: Enter the work group name for which this CSP will apply.

DATE PREPARED: Enter the date this CSP was prepared or updated.

TASK: Describe the task that will be performed.

HAZARDS: Place a check in all the boxes that apply to hazards encountered while performing this task.

DESCRIBE: List any additional detail that is needed to identify the hazards present while performing this task.

PERSONAL PROTECTIVE EQUIPMENT and OTHER SAFETY EQUIPMENT:

Place a check in all the boxes that apply to the PPE and all other Safety Equipment necessary to protect employees while performing this task.

SPECIFY STEPS TO COMPLETE TASK and RELATED CONTROLS:

List the steps to complete the task this CSP covers and include the ways employee will be protected from injury. The information should be clear and detailed, such that employees will know the specific safety requirements.

Attachment 2
Page 2 of 2
Job Analysis (JHA)/Activity Hazard Analysis (AHA) – Typical

CODE OF SAFE PRACTICES

Division:	Department:
Prepared By:	Date:
Title:	
Location and Crew:	
Task:	
Approved By and Date:	

Hazards:

Describe:

<input type="checkbox"/> Chemicals <input type="checkbox"/> Confined Space <input type="checkbox"/> Cumulative Trauma <input type="checkbox"/> Electrical <input type="checkbox"/> Fire <input type="checkbox"/> Heat Stress <input type="checkbox"/> High Pressure <input type="checkbox"/> High Work/Falls	<input type="checkbox"/> Hot Work <input type="checkbox"/> Infectious Materials <input type="checkbox"/> Lifting <input type="checkbox"/> Materials Handling <input type="checkbox"/> Moving Machinery <input type="checkbox"/> Noise <input type="checkbox"/> Slips <input type="checkbox"/> Other	
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Personal Protective and Other Safety Equipment:

Eyes: <input type="checkbox"/> Chemical Goggles <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Face Shield and Goggles <input type="checkbox"/> Other – Describe:	Body: <input type="checkbox"/> Gloves <input type="checkbox"/> Work Shoes/Rubber Boots <input type="checkbox"/> Coveralls <input type="checkbox"/> Hard Hat	Respiratory Protection: <input type="checkbox"/> Half-Face Air Purifying Respirator with Appropriate Cartridge <input type="checkbox"/> Self-Contained Breathing Apparatus <input type="checkbox"/> Emergency Escape Respirator <input type="checkbox"/> Dust/Mist Mask
Hearing: <input type="checkbox"/> Ear Plugs <input type="checkbox"/> Ear Muffs <input type="checkbox"/> Other – Describe:	Ventilation: <input type="checkbox"/> Exhaust Fan <input type="checkbox"/> Blower Fan <input type="checkbox"/> Other – Describe:	Fall Protection: <input type="checkbox"/> Safety Harness and Lanyard <input type="checkbox"/> Self-Retracting Lifeline (SRL) <input type="checkbox"/> Portable Anchor Type:

Air Monitoring Equipment:

☐ Four Gas Meter How Many? _____
☐ Five Gas Meter How Many? _____
☐ Other – Describe:

Confined Space Retrieval:

☐ Tripod or UCL
☐ SRL/Winch Combination Unit
☐ Safety Harness
☐ Ladder

Specific Procedures:

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Attachment – 3

Coronavirus (COVID-19) Safety Protocols for Inspection Services

Because of the COVID-19 public health crisis, inspectors can work in the field without checking in in-person until further notice. They should check-in with their supervisor or manager a minimum of twice a day via phone or as frequently as needed for guidance.

In order to keep our workers safe, inspectors must take the following precautions:

- When inspectors get to the site that is to be inspected, they should call the contractor's Safety Compliance Officer ("SCO") or other person in control of the site and request access to the jobsite area being inspected. This is to prevent unnecessary touching of anything at the location not directly related to the inspection.
- Inspectors should seek to stand at least 6 feet apart from others at all times. Inspectors should make sure before entering the jobsite that that Contractor has told all parties at the jobsite that the inspector needs to stand 6 feet apart during the inspection at all times.
- Health Orders have been updated to require wearing face coverings to avoid transmission of the virus. You must wear a face covering at all times during the inspection, and everyone else on the jobsite must also be wearing a face covering. Face coverings are an additional protective measure but are not a substitute for hand washing, which continues to be a priority.
- Inspectors are under no obligation to perform an inspection if they have reason to believe that they cannot safely perform their duties at a site. An inspector feels unsafe immediately leave the potentially unsafe location immediately, contact his or her supervisor, inform the supervisor of the situation and the inspector's concerns, and determine next steps in consultation with the supervisor.
- An inspector may ask the person in charge of the site if there is anyone sick at the location. If they respond yes or anyone at the site has observable signs of sickness, then the inspection should not continue.
- The use of the Departmental vehicle fleet is limited to one employee per vehicle to adhere to the social distancing requirement.
- As you know, conditions at jobsites vary considerably. Therefore, inspectors and their supervisors may exercise their discretion to determine the best course of action if a potentially unsafe situations arises.

- If the project provides handwashing stations, inspectors are encouraged to wash their hands. Alternately, inspectors should use sanitized wipes or hand sanitizer if available. Inspectors should wash hands or use hand sanitizer when entering or leaving the site of the inspection.

Please follow common-sense precautions to stay safe:

- Wash your hands frequently with soap and water for 20 seconds each time.
- Keep six feet between you and other people at all times.
- Do not touch other people: no shaking hands or hugs.
- Sneeze and cough into your sleeve.

ATTACHMENT 4

Contractor COVID-19 HASP Amendment Checklist

Please review checklist and include needed items to protect workers from COVID-19 and other infectious diseases. Please tailor plan to be site specific to the contract work performed.

Contract: _____

Date: _____

Name: _____

Category	Items to Include In HASP	Reference	Comment	Check
OSHA	Comply with all current, applicable laws and regulations including, but not limited to, OSHA and Cal-OSHA. If there is any conflict, difference or discrepancy between or among applicable laws and regulations and or the PWP Protocol, the stricter standard will apply.	SF Public Works Projects Safety Protocol, May 3, 2020 ("PW Protocol"), §2.a.		
Responsible for Means and Methods	Have sole responsibility for construction site health and safety, regulatory compliance, and the associated means and methods and techniques for ensuring a safe and healthy work environment on the Contractor's site for their own employees, employees of their subcontractors, City employees and consultants, visitors to the site, and any other persons granted access to the site.	PW Protocol, §2.b.		
Safe Access	Provide safe access to all work areas to permit inspections by City inspectors.	PW Protocol, § 2.c.		
Current, Approved HASP	Submit a new or updated Site-Specific Health and Safety Plan ("HASP") to the City representative if Contractor does not already have an approved plan on file with the City that meets the requirements of this PWP Protocol. Translate the HASP for trainings and signs as necessary to ensure that all non-English speaking workers are able to understand information in the HASP.	PW Protocol, § 2.d.		
PPE	Provide workers with personal protective equipment (PPE) specifically for use in construction including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed.	PW Protocol, § 2.e.		
Face Coverings	Require all persons on public works project jobsites to wear face coverings in compliance with Section 5 of the Health Officer's Order No. C19-12, dated April 17, 2020, or any subsequently issued or amended order.	PW Protocol, § 2.f.		
JHA	Establish the level of PPE required for each specific task. Create a task specific Job Hazard Analysis (JHA) for all tasks that may require staff to work inside of the six-foot social distancing zone. Make JHA forms available to the City representative and City inspectors for review upon request.	PW Protocol, § 2.g.		

PPE	Monitor all employees to ensure proper use of the PPE.	PW Protocol, § 2.h.		
PPE	Prohibit sharing of PPE.	PW Protocol, § 2.i.		
SOCIAL DISTANCING Minimum Requirements	Stagger start-times and stop-times for shift schedules to reduce the number of workers at the jobsite at any one time to the extent feasible.	PW Protocol, § 2.j.i.		
	Stagger trade-specific work to minimize the number of workers at the jobsite at any one time to the extent feasible.	PW Protocol, § 2.j.ii.		
	Require social distancing that maintains a minimum 6-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project performed by workers utilizing appropriate PPE. In addition, maintain a minimum six-foot distance from any other persons present on-site.	PW Protocol, § 2.j.iii.		
	Prohibit gatherings of any size on the jobsite unless social distancing can be maintained or any attendees closer than 6-foot are wearing appropriate PPE.	PW Protocol, § 2.j.iv.		
	Strictly control “choke points” and “high-risk areas” where workers are unable to maintain minimum 6-foot social distancing and prohibit or limit access to such areas to ensure that minimum 6-foot distancing can easily be maintained between workers.	PW Protocol, § 2.j.v.		
	Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional, other project consultants, and City representatives, including construction and fire inspectors.	PW Protocol, § 2.j.vi.		
	Prohibit workers from using others’ phones or desks. Clean any work tools or equipment that must be used by more than one worker with disinfectants that are effective against COVID-19 before use by a new worker.	PW Protocol, § 2.j.vii.		
	Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted in sufficient quantities for the number of people on the jobsite.	PW Protocol, § 2.j.viii.		
	Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, email address, and employer.	PW Protocol, § 2.j.ix.		
	Post a notice in an area visible to all workers instructing workers to do the following: 1. Do not touch your face with unwashed hands or with gloves; 2. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol; 3. Clean and disinfect frequently touched objects and surfaces, such as work stations, keyboards, telephones, handrails, machines,	PW Protocol, § 2.j.x.		

	<p>shared tools, elevator control buttons, and doorknobs;</p> <p>4. Do not use your hand to cover your mouth and nose when coughing or sneezing; cough or sneeze into the crook of your arm at your elbow/sleeve;</p> <p>5. Do not enter the jobsite if you have a fever, cough or any other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home;</p> <p>6. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six feet of separation at all times when not wearing the necessary PPE for working in close proximity to another person; and.</p> <p>7. Do not share phones, Ipads/tablets or similar devices.</p>			
CLEANING & STERILIZATION PRACTICES		PW Protocol, § 2.k.		
	Frequently clean and sanitize all high-traffic and high-touch areas in accordance with CDC guidelines, including, at a minimum: meeting areas; jobsite lunch and break areas; entrances and exits to the jobsite; jobsite trailers; jobsite restroom areas, stairs, elevators and lifts.	PW Protocol, § 2.k.i.		
	Establish a cleaning and decontamination protocol for works and others prior to their entry to and exit from the jobsite.	PW Protocol, § 2.k.ii		
	Supply all personnel performing cleaning and sanitation with proper PPE to prevent them from contracting COVID-19.	PW Protocol, § 2.k.iii.		
	Prohibit employees from sharing PPE.	PW Protocol, § 2.k.iv.		
	Establish adequate time in the work day to allow for proper cleaning and decontamination including prior to leaving the jobsite for the day.	PW Protocol, § 2.k.v.		
Safety Compliance Officer (SCO)	Assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and provide the City Representative written notice of the SCO's name, address, cell phone number, and email address. The SCO is Contractor's safety representative who must be at the site during all working hours. The SCO must be available 24 hours a day, 7 days a week, by telephone or other approved means. The SCO must at a minimum hold an OSHA-30 certificate and a certificate of first-aid training within the past two years.	PW Protocol, § 2.m.		
	Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.	PW Protocol, § 2.m.i.		
	Compile daily written verification that each jobsite is compliant with the components of this PWP Protocol. Each written verification form must be copied, stored, and made immediately available upon request by any City official.	PW Protocol, § 2.m.ii.		

	Establish a daily screening protocol for arriving staff to ensure that potentially infected staff do not enter the jobsite. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite. More information on screening can be found online at: https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html .	PW Protocol, § 2.m.iii.		
	Establish an assembly point for staff “tailgate meetings” before the start of work each day, which complies with the recommended social distancing parameters. Conduct daily briefings in person or by teleconference that cover the following topics: 1. New jobsite rules and pre-jobsite travel restrictions for the prevention of COVID-19 community spread; 2. Review of sanitation and hygiene procedures; 3. Solicitation of worker feedback on improving safety and sanitation; 4. Coordination of construction site daily cleaning/sanitation requirements; 5. Conveying updated information regarding COVID-19; and, 6. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.	PW Protocol, § 2.m.iv.		
	Develop and ensure implementation of a remediation plan to address any non-compliance with this PWP Protocol and post remediation plan at entrance and exit of jobsite during remediation period. Translate the remediation plan as necessary to ensure that all non-English speaking workers are able to understand the document.	PW Protocol, § 2.m.v.		
	The SCO must not permit any activity to continue without bringing it into compliance with these requirements.	PW Protocol, § 2.m.vi.		
	Report repeated non-compliance with this PWP Protocol to the appropriate jobsite supervisors and the City Representative.	PW Protocol, § 2.m.vii.		
Confirmed Case of COVID-10 at a Jobsite	In the event of a confirmed case of COVID-19 at any jobsite, Contractor must take the following actions	PW Protocol, § 2.n.		
	Immediately remove the infected individual from the jobsite with directions to seek medical care and follow applicable self-isolation requirements.	PW Protocol, § 2.n.i.		
	Conduct contact tracing of each area where the infected worker was present and immediately notify any exposed workers.	PW Protocol, § 2.n.ii.		
	Decontaminate and sanitize each location at which the infected worker was present.	PW Protocol, § 2.n.iii.		
	Notify the City Representative and the City Public Health Department immediately and	PW Protocol, § 2.n.iv.		

	perform any additional actions required by a City Public Health official.			
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