



Commonwealth of Massachusetts COVID-19 GUIDELINES AND PROCEDURES FOR ALL DEVENS CONSTRUCTION SITES AND WORKERS



In accordance with G.L. c. 111, sections 30, 31, 122, 310 CMR 11.05 and all other applicable authority, the Devens Enterprise Commission acting in its capacity as the local Board of Health, hereby issues the following Order:

These Guidelines and Procedures MUST be implemented at all times on all construction sites in Devens: (see page 4 for Specific Requirements, Procedures, and Protocols for all Devens Construction Projects)

Employee Health Protection -ZERO Tolerance:

- ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!
- If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there. If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.
- COVID-19 Typical Symptoms include but are not limited to:
 - Fever
 - Cough
 - Shortness of Breath
 - Sore Throat
- Prior to starting a shift, each employee will self-certify to their supervisor that they:
 - Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
 - Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
 - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Workers that are working in a confined space or inside a closed building envelope will have to be temperature screened by a Medical Professional or Trained Individual provided that such screening is out of public view and result are kept private.
- Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus:

- No handshaking or body contact;
- 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 and Field Offices are locked down to all but authorized personnel;
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These 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 is in effect, 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;
- Conduct all meetings 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 each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are;
- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions;
- 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/meeting areas are to be regularly cleaned & disinfected at least 1x a day but preferably 2x a day;
- Be sure to use your own water bottle, and do not share;
- To avoid external contamination, we recommend everyone bring food from home;
- Please maintain Social Distancing separation during breaks and lunch;
- 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, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings;
- If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices:

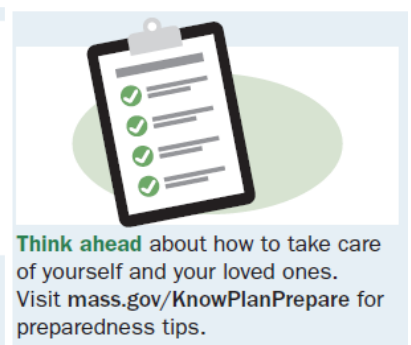
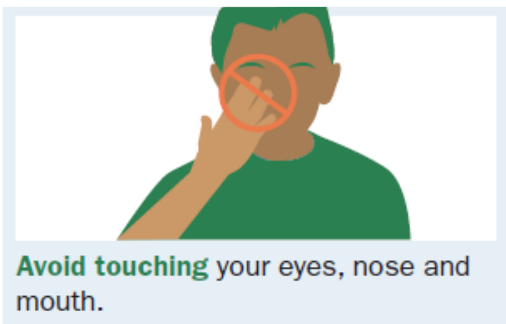
- At the start of each shift, confirm with all employees that they are healthy.
- Have a 100% glove policy from today going forward. All construction workers will be required to wear cut-resistant gloves or the equivalent.
- Use of eye protection (safety goggles/face shields) is recommended.
- In work 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/parking area in a single occupant vehicle. Don't ride together in same vehicle.
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry.
- In instances where it is possible, workers should maintain separation of 6' from each other per CDC guidelines.
- Multi person activities will 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.

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.

Additional Guidance and Notices:

- Do all you can to maintain your good health by getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids.
- Please Note: This document is not intended to replace any formalized procedures currently in place with the General Contractor.
- This document is provided as general guidance. All applicable laws, rules and regulations must be followed. It shall be the responsibility of the permit holder to ensure, where applicable, compliance with this directive. Nothing contained in this communication or actions by Devens Enterprise Commission shall be construed as a specific assurance of safety or assistance. Everyone should use common sense and not do anything that presents a healthy or safety risk to anyone.
- Where these guidelines do not meet or exceed the standards put forth by the General Contractor, everyone shall abide by the most stringent procedures available.



For more information, visit: www.mass.gov/2019coronavirus

Specific Requirements, Procedures, and Protocols for all Devens Construction Projects:

- **New Projects:** Prior to the issuance of any new permits, the project owner or representative must provide the Devens Enterprise Commission with the following:
 1. Written confirmation that your project specific work meets the definition of “COVID-19 Essential Services” as defined in the Governor’s Executive Order;
 2. A report detailing the hazards posed by the COVID-19 pandemic that are presented at the work site and a plan (**COVID-19 Compliance Plan**) specifying the methods by which those hazards will be mitigated and shall specify the methods by which the project will comply with the requirements of these Guidelines and Procedures, including a sketch plan showing where all required physical elements, such as wash stations and bathroom facilities, will be located. Such Compliance Plan shall include the **designation of a COVID-19 Officer** (who may be the Owner, Contractor or a Health and Safety Officer), who shall certify under the pains and penalties of perjury that the project and jobsite are in compliance with these Guidelines and Procedures. The COVID-19 Officer shall submit a written daily report to the Owner’s Representative and certify weekly in writing to the Devens Enterprise Commission that the project has been compliance for the preceding week or, if not in compliance, all instances of noncompliance and all measures taken to bring the project and jobsite into compliance. This is for record keeping purposes. It is not the responsibility of the Devens Enterprise Commission to ensure that the Plan meets the requirements of an acceptable Compliance Plan. Any change in COVID-19 Officers shall be reported to the Devens Enterprise Commission immediately.
 3. Completed and Signed “**ACKNOWLEDGEMENT OF RECEIPT OF COVID-19 GUIDELINES FOR CONSTRUCTION PROJECTS AT DEVENS**” form;
 4. Prior to commencement of construction, all new projects **MUST** conduct a **Safety Stand Down day** to disseminate these Guidelines to all employees and workers. The owner/applicant shall certify to the Devens Enterprise Commission that this requirement has been met within three business days of commencement of construction.
- **Existing Projects:** Any project permitted prior to the issuance of these Guidelines shall, **within 3 business days of receipt of this notice**, provide the Devens Enterprise Commission the following:
 1. Written confirmation that your project specific work meets the definition of “COVID-19 Essential Services” as defined in the Governor’s Executive Order;
 2. **A COVID-19 Compliance Plan** specifying the methods by which those hazards will be mitigated and shall specify the methods by which the project will comply with the requirements of these Guidelines and Procedures, including a sketch plan showing where all required physical elements, such as wash stations and bathroom facilities, will be located. Such Compliance Plan shall include the **designation of a COVID-19 Officer** (who may be the Owner, Contractor or a Health and Safety Officer), who shall certify under the pains and penalties of perjury that the project and jobsite are in compliance with these Guidelines and Procedures. The COVID-19 Officer shall submit a written daily report to the Owner’s Representative and certify weekly in writing to the Devens Enterprise Commission that the project has been compliance for the preceding week or, if not in compliance, all instances of noncompliance and all measures taken to bring the project and jobsite into compliance. This is for record keeping purposes. It is not the responsibility of the Devens Enterprise Commission to ensure that the Plan meets the requirements of an acceptable Compliance Plan. Any change in COVID-19 Officers shall be reported to the Devens Enterprise Commission immediately. Failure to file the report and plan as required will result in immediate suspension of any permit issued and an order to cease and desist.
 3. Completed and Signed “**ACKNOWLEDGEMENT OF RECEIPT OF COVID-19 GUIDELINES FOR CONSTRUCTION PROJECTS AT DEVENS**” form;
 4. Confirmation of the date and time that the required **Safety Stand Down day** was held to disseminate these Guidelines to all employees and workers.

- **For All Projects:** The Owner of the project has the lead responsibility for compliance and enforcement including frequent on-site inspections by an employee or contractor of the Owner who is familiar with the COVID-19 Construction Safety Guidance and is authorized to enforce that guidance. Construction sites that cannot consistently comply with these Safety Guidelines, including ensuring that social distancing and safety requirements are being followed, must:
 1. Safely secure the site and pause construction activities until a corrective action plan is prepared, submitted and approved by both the Owner and the Devens Enterprise Commission; or
 2. Close down the site for the duration of the State of Emergency if repeatedly found by either the Owner's COVID-19 Officer or a state or local inspector (including a third-party private inspector accountable to the Devens Enterprise Commission) to be in violation of the social distancing and safety requirements.
 3. The Owner of the project is required to notify the Devens Enterprise Commission whenever they pause or shut down a site, or of any violations of the COVID-19 Construction Safety Guidance and the resulting corrective action plan, as well as to provide copies of the COVID-19 Officer's written daily reports upon request.
- **Any issue of non-compliance with these guidelines shall be a basis for the suspension of work.** The contractor will be required to submit a corrective action plan detailing each issue of non-conformance and a plan to rectify the issue(s). The contractor will not be allowed to resume work until the plan is approved by the Owner. Any additional issues of non-conformance may be subject to action against the contractor's prequalification and certification status.
- Pursuant to the Governor's Executive Order COVID-19 Order No. 13, as amended, replaced or supplemented, the Devens Enterprise Commission, acting in its capacity as the local Board of Health, shall have authority to enforce these Guidelines. Violations of same will subject the violator to such administrative actions, penalties and sanctions as provided by law. The Guidelines may be enforced through civil, criminal or administrative remedies.
- The Director of the Devens Enterprise Commission may waive any provision of these Policies and Guidelines for a project anticipated to last no more than four (4) hours on a single day. Any Contractor desiring a waiver shall apply in writing, stating the basis for the requested waiver. Any such waiver shall be in writing.