



Putney Place Construction Site: COVID-19 Policy

July 15, 2020

This policy is to provide the framework and guidelines for the Putney Place Construction site to ensure compliance with federal, state, and county restrictions and guidance policies that are currently in effect and as they are modified from time to time. This policy will remain in effect until all federal, state, and county COVID-19 compliance requirements and restrictions are removed. Site management will ensure that every reasonable effort is made to promote the health and well-being of store patrons, donors, staff, and volunteers associated with the Putney Place construction site operations.

Deschutes County Reopening in Phases

Construction Site management will monitor the County Website (<https://www.deschutes.org/health/page/covid-19-planning-safe-reopening>) to ensure that work site practices and procedures are compliant with all current requirements and restrictions on a continuing basis.

Health and Safety Procedures: Work Site Personnel

Construction site management, staff, and volunteers will follow required and reasonable measures to promote the health and safety of those who come on to the construction premises. These measures include, but are not limited to, the following:

Signage as provided by Deschutes County and as developed by Habitat La Pine Sunriver will be placed throughout the site asking volunteers and staff not to enter the site if they are unwell or have COVID-19 symptoms.

- The construction site will be limited to only 6 volunteers, working in two separate crews.
- Physical distancing will be required between each volunteer.

At the start of each workday, volunteers will be assigned tasks and tools for the job. There will be no sharing of tools or equipment.

The Construction Manager will be the safety enforcement officer with responsibility to monitor and enforce physical distancing. The safety enforcement officer will provide gloves and face coverings at the volunteer's discretion when working outside and physical distancing can be maintained. All personal protective equipment will be encouraged when working outside but required when working in interior areas of the units under construction.

These measures will be modified as needed to ensure compliance with federal, state, and county regulations and requirements.



Work Site Sanitization Protocols

The following measures will be followed to ensure that the work site areas are regularly sanitized to promote the health and safety of all who are on the Putney Place construction site premises.

- A group leader will be scheduled for each construction day. It is the group leaders' job as well as the site's safety manager to ensure that each volunteer has the tools needed for that job that day.
- Each volunteer will be responsible for sanitizing the tools or equipment they used. This will be monitored by the group leader.

Lunch breaks will be held each day at noon. All dining wear will be disposable, and six feet distance must be maintained while eating.

- Hand sanitizer will be placed throughout the work site for volunteer and staff use.
- These measures will be modified as needed to ensure compliance with federal, state, and county regulations and requirements.

Health and Safety: Putney Place Construction Staff and Volunteers

Putney Place Construction staff and volunteers will follow required measures to promote the health and safety of all. The needed personal protective equipment (PPE) and sanitizing items will be provided to all staff and volunteers. The measures to be followed by staff and volunteers include, but are not limited to, the following:

Any employee or volunteer who feels ill or shows any of the COVID-19 symptoms will report to the Construction Manager by phone and stay home for a two-week period or longer if required.

A general health check, including checking temperature for signs of fever, will be administered to each staff member and volunteer at the beginning of each business day before commencing any work activity. Washing/sanitizing hands before commencing work activities will be required for all staff and volunteers. In addition:

- Face-to-face contact will always be avoided.
- Protective gloves will be worn as needed and hands will be washed/sanitized at frequent intervals.
- Physical distancing protocols will always be followed.

These measures will be modified as needed to ensure compliance with federal, state, and county regulations and requirements.

Jobsite Exposure Situations

Person(s) Exhibiting COVID-19 symptoms:



If an employee, volunteer, vendor, or visitor exhibits COVID-19 symptoms, he/she must remain at home until he/she is symptom free for a minimum of 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Person(s) Testing Positive for COVID-19:

A person that tests positive for COVID-19 will be directed to self-quarantine away from work/the jobsite. Employees that test positive and have been hospitalized or asked by a medical professional to self-quarantine may return to work when directed to do so by their medical care provider. HFHLPS will require an employee to provide medical documentation clearing their return to work.

Person(s) Encountering Close Contact with a Positive-Tested Individual:

Person(s) that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet or less for any period of time more than simply passing by. If HFHLPS learns that a person on-site has tested positive, an investigation will be conducted into other individuals that may have had close contact with the confirmed-positive person in the prior 14 days. HFHLPS may direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee/vendor/volunteer/visitor learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

Suspected Cases for Person(s) With Limited/No Access to Medical Care and/or Virus Testing:

If access to medical care is limited or not an option for an individual who suspects they are COVID-19 positive, the individual must notify a HFHLPS employee as soon as possible. HFHLPS Management will review the appropriate course of action on a case-by-case basis. If virus testing is not made available to an individual via a health care provider, the individual must notify a HFHLPS employee as soon as possible and Management will review the appropriate course of action on a case-by-case basis.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, HFHLPS will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA



any work-related illness that (1) results in a fatality, or (2) results in the inpatient hospitalization of one or more employees. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, HFHLPS will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

HFHLPS’s assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, HFHLPS will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

Print Name

Date

Employee/Volunteer Signature