FOR IMMEDIATE RELEASE

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Martha's Vineyard Construction Guidelines: Return to Work - Phase 2.0

The towns of Martha's Vineyard have jointly developed the following guidance document to adopt and implement the Commonwealth of Massachusetts COVID-19 Guidelines and Procedures for all essential workers at Construction Sites and Worksites. The provisions herein are designed to monitor and implement the State guidelines in an easily understandable and effective way to ensure that work resumes in an orderly and safe manner without creating undo risk for our local residents through the further spread of the COVID-19 virus. Additional safeguards and emphasis have been provided to ensure a clear understanding of the State guidelines and greater accountability for meeting their performance standards. It is intended that this guidance will assist the essential workers at Construction Sites and Worksites in resuming work while not creating undue risk for their communities or our local medical infrastructure.

Implementation Guidelines

- No work shall occur at any location unless the appropriate forms are completed and submitted to the local Building Department and the Construction Site has been inspected. All Construction sites with a maximum of 10 workers must complete the "Back to Work Checklist." Worksites and Construction sites with more than 10 workers must complete a "Long Form Back to Work Checklist" and submit it to the local building inspector or health agent prior to starting work. Work may begin with 48 hours of submission if no inspection is conducted.
- No work shall occur inside an occupied home unless the occupants and all workers complete the Wellness Questionnaire daily. Workers must also review the COVID-19 Work Inside an Occupied Home form with occupants prior to starting work. Occupants and workers must maintain as much separation as possible by staying out of the area and level work is occurring, constructing temporary partitions, or staying in a room with a shut door is advised.
- In work conditions where required social distancing is impossible to achieve, affected employees shall be supplied personal protective equipment (PPE) including, as appropriate, a standard face mask, gloves, and eye protection. Any task that requires PPE to be completed safely shall not be undertaken if the PPE is not available. All used PPE should be put in a durable trash bag, sealed, and thrown away with all regular trash.
- Guidelines for stopping the spread of COVID-19 and proper social distancing shall be posted at the entrance of a Construction Site, on each floor of a Construction Site, in the bathroom/porta-potty, and inside any office/storage/equipment trailer. Guidelines for proper hand washing technique shall be posted at all hand washing sinks.
- "Construction Site" means any place of new construction, renovation, demolition, or addition of a structure that is subject to a building permit.
- "Worksite" means any location where work is occurring that is not a Construction Site.

- "Hand Sanitizer" means alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- "Disinfected" means wiped down with an EPA listed household disinfectant (see references and resources), bleach solution consisting of 5 tablespoons of bleach (1/3 of a cup) per gallon of water, or a product containing 70% alcohol. **ALL WIPES OR CLOTH USED WITH ALCOHOL SHOULD BE DISCARDED IN A METAL TRASH BIN.**

Construction Sites and Work Sites Guidelines

- All workers shall travel to the Construction Site or Worksite in a vehicle, by bike, or on foot only. Gloves and a mask must be worn at all times if traveling in a vehicle with more than one person.
- All Construction Sites shall have posted at the entrance to the site or structure the maximum number of workers permitted.
- All Construction Sites shall have all posters, postings and Daily Reports located together either in the job site trailer, the permit box, or immediately inside the primary entrance. There shall be located on the outside of each primary entrance/exit disinfecting supplies and a trash can with a plastic bag liner.
- A maximum of 10 workers, regardless of trade may be present on a single Construction Site or Worksite at any given time either internally, externally or a mixture thereof. Adequate space to maintain social distancing of 6 feet between workers shall be maintained. The number of workers must be reduced if social distancing space cannot be maintained.

***A recommended guideline for the quantity of interior workers is 1 worker for every 500 Square Feet of interior space ***

- *Construction Sites* and *Worksites* seeking to employ more than 10 workers at one time must complete a "Long Form Back to Work Checklist."
- A *Construction Site* must be equipped with a hand washing station with running water, pump soap, paper towels mounted on a holder or in a dispenser, and a trash bin. These supplies shall always be present.
- A hand washing station is not required at a Worksite, but workers shall always have portable water for proper hand washing according to the handwashing guidelines and must always carry Hand Sanitizer on their person.
- Construction Sites must have at least one bathroom, porta-potty, or approved equivalent for every 8 workers. These facilities must be Disinfected at least once daily by workers and porta- pottys must be pumped and professionally cleaned a minimum of twice a week by the rental company.
- Workers must always maintain six feet of distance from one another. Projects that require closer contact shall not be undertaken unless proper PPE is worn.
- Every *Construction Site* shall be posted with a Wellness Questionnaire sign in/sign out sheet which shall be completed by each worker on the site and recorded by the site supervisor each day in their Daily Report, as described below. Workers on a Worksite shall be provided a copy of the Wellness Questionnaire and shall verbally complete the questionnaire with their supervisor prior to starting work each day which the supervisor shall record.
- Work gloves shall always be worn while workers are on all sites except when not technically feasible.
- All shared surfaces including tools, door handles, gates, and bathrooms/porta-potties shall be Disinfected at the end of each day and when workers or trades change during the course of a workday. A cleaning log shall be kept as part of the Daily Report.
- All coffee and lunch breaks must be taken at the Construction Site or Worksite and social distancing must be adhered to. Workers are strongly encouraged to bring food and drink from home to work and to not pick up food to go.

Daily Report Requirements

The Daily Reports shall include:

- Company name, contact person, contact phone number, and contact email.

- *Worksite* or *Construction Site* address and Permit Number.
- Date
- Cleaning log - including the date and time of each cleaning, what items were cleaned, and the name of the cleaner.
- Results of the Wellness Questionnaire for each employee confirming they:
    - Have none of the following symptoms: runny nose or nasal congestion, sore throat, muscle aches, nausea, vomiting, diarrhea, signs of a fever, a cough or shortness of breath within the past 72 hours, or loss of smell.
    - Have not had "close contact" with an individual diagnosed with COVID-19 or exhibiting any of the symptoms listed above in the past 14 days.
    - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
    - Have been cleared by a Medical Professional or Board of Health to return to work if any COVID-19 symptoms were experienced.
    - Have traveled to work individually by car, biking, or walking.
- Number of employees who exhibit symptoms or are unable to self-certify to the Wellness Questionnaire questions that were directed to leave the Worksite or Construction Site and seek medical attention.

Upon learning of an infection, the contractor must immediately notify the owner of the site and the Town's Health Agent and Building Inspector. Impacted workers should follow CDC and DPH recommended steps concerning returning to work. As required by law, the identity of the worker must be kept confidential.

The Daily Reports shall be signed by the supervisor or other person who is responsible for the overall safety of the site and maintained at the *Construction Site* or at the applicable office for *Work Site* related work. Daily Reports must be kept for at least 30 days

Inspection Requirements, Enforcement, & Penalties

- Prior to starting at any Construction Site, the site supervisor must submit the Back to Work Checklist, and the Return to Work Long Form if more than 10 workers on the site is requested, to the Health Agent or Building Inspector with an inspection request to confirm all elements of these guidelines are being followed.
- No additional inspections are required for *Construction Sites* that were inspected under Phase 1 or Phase 1.5, but the Return to Work Long Form must be submitted to the Health Agent or Building Inspector for approval before more than 10 workers can work on the *Construction Site*.
- A *Construction Site* must be free of all workers and *disinfected* prior to the initial inspection, and for any progress inspection on a *Construction Site* or *Worksite*. The permit holder may be present if requested by the inspector.
- If any *Worksite* or *Construction Site*, is in violation of these guidelines, the Town may take any or all of the following actions: notify the owner of record for the site of the violation, suspend the work authorization for the site until all infractions are corrected and a new inspection is performed, or impose a fine. Repeated violations may result in the revocation of a work authorization.
- This Order may be enforced by the Town Health Agent, Building Inspector, Police or any other official authorized by the town.
- The building permit holder for a *Construction Site* is the entity responsible for compliance with these guidelines and any fine or penalty imposed.
- The worker present and their employer shall be responsible for compliance with these guidelines and any fine or penalty imposed for a *Worksite*.

Resources and References

- Back to Work Checklist
- Return to Work Long Form
- Cleaning Log
- Daily Report Template
- Wellness Questionnaire
- COVID-19 Work Inside an Occupied Home
- Guidelines for Stopping the Spread of COVID-19 Poster
- Guide to Proper Social Distancing Poster
- Guidelines for Proper Hand Washing Technique Poster
- EPA Certified Household Disinfectants: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use- against-sars-cov-2

English & Portuguese Interview Video Link:

https://onedrive.live.com/?authkey=%21AI3xi1wDgEdBxI8&cid=70AD964B97A22F2C&id=70AD964B97A22F2C%211111&parId=70AD964B97A22F2C%21890&o=OneUp

Return to Work Long Form

Construction Site Checklist for requests over 10 workers

1. Site address: _____
2. Permit #, client name & phone number: _____
3. Contractor/applicant name & phone number: _____
4. Number of structures: _____
5. Square footage of each structure: _____
6. Square footage of the property: _____
7. Number of workers requested daily
   Total: _____
   Per structure: _____
   Internally: _____
   Externally: _____
   Working on the grounds: _____
8. Name & phone number of each trade on site: _____
   _____
   _____
   _____
   _____
   _____
9. Will there be workers coming from off-island? _____ If so, how many daily? _____
10. Is there running water on site? _____ Number of wash stations: _____
11. Number of bath stations: _____
12. Number of expected vehicles on site at any given time: _____
13. Is there enough parking for all vehicles that allows access to and from the structure? ____
14. Is there public parking available nearby? _____
15. Is the owner/client on site? _____
16. Will you be working extended hours, on weekends? _____
17. Anticipated completion date? _____
18. Is there a CSL/Supervisor on site during the workday responsible for compliance? _____
19. Name and phone number of CSL/Supervisor: _____