



COVID-19 Document Guidance

Master Plan “COVID-19 Exposure Prevention, Preparedness, and Response Plan for Construction”

- The Master Plan shall be implemented to comply with Cal/OSHA’s Emergency COVID-19 Prevention Regulation and can accompany an existing IIPP program.
- This document can be modified and branded to meet employer’s needs.

COVID-19 Toolbox Talks

- COVID-19 Toolbox Talks shall be conducted weekly to inform and educate personnel on COVID-19 and/or any time any new personnel is at the workplace. Stand downs shall also include guidance and education on the implementation of the Master Plan.

Close Proximity Work Form

- Some construction operations will require workplace personnel to be within 6’ of each other. This form is to document such activities. In the case of COVID-19 exposure on-site this form will be in place to refer back to while conducting contact tracing.

COVID-19 Checklist for Employers and Workplace Personnel

- This form is to help guide employers and employees on all COVID-19 requirements and to document the implementation of the Master Plan.

Contact Tracing Form

- Where there has been COVID-19 exposure at the workplace, the Contact Tracing Form shall be filled out as an investigation tool for other potentially infected personnel. All information must be kept confidential in accordance with master plan.
 - Group 1: Due to the risk of contracting the virus being within 6’ for a cumulative time of 15 minutes or greater within a 24-hour period individuals of this group are to quarantine for 14 days and get tested. Personnel shall follow all Cal/OSHA Emergency COVID-19 guidelines for back to work programs outlined in the COVID-19 Workplace Safety Plan.
 - Group 2: Personnel or workers in group two are those that were in the same area such as same floor or vicinity although, not within 6’. Those that are categorized in this group shall monitor symptoms.
 - Group 3: Group three are those that are on a different floor, or building and are considered low risk of contracting the Coronavirus. All employees should be notified of the positive case while still maintaining confidentiality. Although they are at low risk everyone should be told to monitor symptoms.
 - In the case where patient 0 creates criteria around Multiple COVID-19 outbreaks or Major COVID-19 Outbreak local and state governments shall be notified. Testing requirements defined by Cal/OSHA and outlined in the Workplace Safety Plan shall follow until there are no further COVID-19 cases in a 14-day period.

Daily Contractor Compliance Checklist

- This documents shall be completed daily by the COVID-19 officer on-site in order to maintain a safe and healthy workplace as conditions change through-out construction.



Employee Notification

- This is a positive COVID-19 statement memo for you to issue to all required personnel.

Essential Industry Employee

- In the case of a shut down and pre-mobilization this form will act as a memo to clients, vendors etc. for reassurance of work being performed as “essential.”

Temperature Screening Guidance

- This form is a guidance document for temperature screening protocols which may be in place through local, state, or client orders.

