

COVID-19 Disease Prevention Program



COVID-19 Disease Prevention Program

Bennett Contracting

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COVID-19 Disease Prevention Policy

Coronavirus Disease (COVID-19) is a disease caused by the newly emerged coronavirus SARS-CoV-2. In accordance with the [Occupational Safety and Health Administration \(OSHA\)](#) and an employer's responsibility to provide a place of employment free from recognized hazards, it is recommended to develop and implement a COVID-19 Disease Prevention Program.

The intent of the COVID-19 Disease Prevention Program is to establish necessary policies and procedures to meet the [Centers for Disease Control \(CDC\)](#) and local or state guidelines for COVID-19, including federal [Occupational Safety and Health Administration \(OSHA\)](#) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers.

Written Policy

Bennett Contracting is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Disease Prevention Program in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this program. Bennett Contracting managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers safe at Bennett Contracting. Worker involvement is essential in developing and implementing a successful program. Our COVID -19 Disease Prevention Program follows [Centers for Disease Control \(CDC\)](#), [New York State guidelines](#) and federal [OSHA standards related to COVID-19](#).

The program provides personnel with COVID-19 disease prevention controls through policies and procedures regarding:

- Exposure Determination
 - Exposure Control Procedures
 - Social Distancing
 - Medical Consultation and Post-Exposure Evaluation
 - Information and Training
 - Program Evaluation
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Program Responsibilities

Safety Manager is responsible for:

- Ensure the policies and procedures of the program are properly implemented and maintained.
- Provide guidance on the requirements of the program.
- Coordinate with the Human Resources Manager to offer access to vaccines when available.
- Provide or coordinate COVID-19 prevention training.
- Coordinate the disposal of any bio-hazardous waste.
- Evaluate the effectiveness of the program on an annual basis.

Supervisors are responsible for:

1. Understanding the provisions of the procedure, and assuring requirements are met at job sites.
2. Documenting exposure incidents and coordinating incident review and follow-up.

Employees are responsible for:

- Understand and follow the requirements of the program.
 - Follow established practices to control exposure to Coronavirus and COVID-19 disease.
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Procedures

COVID-19 Disease Prevention Program includes the following elements:

- Prompt identification and isolation of sick employees.
 - Infection prevention measures.
 - Engineering and administrative controls for social distancing.
 - Housekeeping, including cleaning, disinfecting, and decontamination.
 - Communications and training for management and workers necessary to implement the program.
 - Provision of management and supervision necessary to ensure effective ongoing implementation of the program.
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Identification of employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- If you have any COVID-19 symptoms outside the workplace you must contact your supervisor or manager before entering the workplace.
- If you are sick or experiencing symptoms while at work, immediately report to your supervisor or manager.

- If you have been exposed to a person outside of work with COVID-19, immediately report to your supervisor or manager.
- Employees will be informed if they have been exposed to a person with COVID-19 at their workplace and if required to quarantine for the required amount of time.
- Please refer to the [Bennett Contracting COVID-19 Exposure Protocol](#) for the process to address each of the above situations.
- Exposure is defined as having close contact (within 6 feet for a total of 15 minutes or more) with a person with COVID-19, as per CDC guidance.
- Management will ensure compliance with applicable regulatory requirements to protect the privacy of workers' health status and health information.
- Bennett Contracting will implement leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Bennett Contracting will comply with all Federal and New York State leave policies addressing these situations.

[Link to CDC Website on Steps When Sick](#)

Infection Prevention Measures

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Necessary handwashing and/or sanitizer facilities will be provided, supplied, maintained, and workers will be allowed to perform handwashing as necessary.

[Link to CDC Website on Handwashing](#)

Respiratory Etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

[Link to CDC Website on Respiratory Etiquette](#)

Social Distancing Controls

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time.
- Maintain six feet of distance between workers.
- Provide signage or instructions for employees and visitors.
- Regulate riding in or sharing of vehicles.
- Implement communications plans to address employee concerns.
- Provide recommended protective supplies, such as masks, gloves, disinfectant, shields.
- Describe any physical workplace changes, such as increased distance between workstations or between workers, or use of barriers when spacing cannot be increased.
- Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

[Link to CDC Website on Business Response Guidance to COVID-19](#)

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

[Link to CDC Website on Disinfecting Facilities](#)

[Link to EPA Website on List of Disinfectants](#)

i Cleaning schedule will be implemented and designated who will be conducting the cleaning, Only approved cleaning products will be used to clean the workplace.

Communications and Training

This Disease Prevention Program will be communicated to all workers, and necessary training will be provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by. Management and workers are to work through this new program together and update the training as necessary. This program will be made available to all employees and will be updated as necessary.

[Link to OSHA Publication on Guidance on Preparing Workplaces for COVID-19](#)

Bennett Contracting Employee COVID-19 Training Video

[2020-05-15_Bennett_Contracting_Employee_COVID-19_Training_Video.mp4](#)

Program Evaluation

The Safety Leader will review the COVID-19 Disease Prevention Program on an ongoing basis to ensure the continued effectiveness of the policy and procedures.

The program will be updated, as needed, to address any deficiencies and to reflect any changes in the implementation of the program.

Other Resources

[OSHA COVID-19 Guidance for the Construction Workforce](#)

[CRBRA - COVID-19 Industry Response Tips](#)

[Center State CEO Back to Business Re-opening Toolkit](#)

File	Modified
 2020-05-15_Bennett_Contracting_Employee_COVID-19_Training_Video.mp4	May 15, 2020 by Dan Ireland
 2020-05-15_Bennett_Contracting_Employee_COVID-19_Training_Video.mp4	May 15, 2020 by Dan Ireland
 2020-05-19_Bennett_NYS_Business_Reopening_Safety_Plan_Filled_Out.pdf	May 19, 2020 by Dan Ireland
 logo_Bennett.png	32 minutes ago by Dan Ireland
 logo_EHS_RM.png	31 minutes ago by Dan Ireland
 COVID-19 Exposure Protocols_2021.pdf	30 minutes ago by Dan Ireland

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