

# Acknowledgement of Shelter in Place Order & Appendix B-2 Safety Protocols (Large Construction Projects)

This form acknowledges that you have read and fully understand all the requirements of the Contra Costa County Health Office Shelter in Place Order (Order No. HO-COVID19-09) dated April 29, 2020. Please read the Order carefully. Violation of or failure to comply is a misdemeanor punishable by fine, imprisonment or both (California Health and Safety Code § 120295, et seq.; Cal. Penal Code § 69,148(a)(1)) and may be grounds for revocation of your building, encroachment, or site development permit, or issuance of a Stop Work Notice. All Health Officer Statements and orders are available for download at:  
<https://www.coronavirus.cchealth.org/health-orders>.

**The following applies to any construction project meeting any of the following specifications, including public works projects, unless otherwise specified by the Health Officer:**

- a. For residential construction projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of more than 10 units.
- b. For commercial construction projects, any construction, renovation, or tenant improvement project consisting of more than 20,000 square feet of floor area.
- c. For construction of Essential Infrastructure, as defined in section 16.c of Order No. HO-COVID19-09, any project that requires five or more workers at the jobsite at any one time.

**The City will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us.**

Project Name:	Permit/Contract No.:
Project Address:	
Designated COVID-19 Safety Supervisor:	

**Directions:** Read and initial each box below to establish that you understand the information herein.

**Health Officer Order HO-COVID19-09 Dated: April 29, 2020**

I acknowledge that I have fully read and understand this order (Order No. HO-COVID19-09) and all its requirements.  
<https://www.contracosta.ca.gov/DocumentCenter/View/66362/Full-Health-Order>

**Office Order Generally Requiring Members of Public and Workers to Wear Face Coverings**

I acknowledge that I have fully read and understand this order (Order No. HO-COVID19-08) and all its requirements.  
[https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e\\_7aedf6a44a884872ad17824ef2855107.pdf](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_7aedf6a44a884872ad17824ef2855107.pdf)

## **Appendix B-2: LARGE Construction Project Safety Protocol**

I acknowledge that I have *fully* read and understand this order and all its requirements.

[https://813dcad3-2b07-4f3f-a25e-](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_a9bc784d162546c0b5b0e0fb44084b44.pdf)

[23c48c566922.filesusr.com/ugd/ee8930\\_a9bc784d162546c0b5b0e0fb44084b44.pdf](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_a9bc784d162546c0b5b0e0fb44084b44.pdf)

### **Designated COVID-19 Responsibilities**

**I will enforce the guidance identified in Appendix B-2 section 2 subsections a through m:**

a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this SCP Protocol, the stricter standard shall apply.

b. Prepare a new or updated Site-Specific Health and Safety Plan to address COVID-19- related issues, post the Plan on-site at all entrances and exits, and produce a copy of the Plan to County governmental authorities upon request. The Plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the Plan.

c. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE, unless required due to the medical nature of a job site. Face Coverings must be worn in compliance with Section 5 of the Health Officer's Order, dated April 17, 2020, or any subsequently issued or amended order.

d. Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.

e. Prohibit sharing of PPE.

f. Implement social distancing requirements including, at minimum:

i. Stagger stop- and start-times for shift schedules to reduce the quantity of workers at the jobsite at any one time to the extent feasible.

ii. Stagger trade-specific work to minimize the quantity of workers at the jobsite at any one time.

iii. Require social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project.

iv. Prohibit gatherings of any size on the jobsite, except for safety meetings or as strictly necessary to carry out a task associated with the project.

v. Strictly control "choke points" and "high-risk areas" where workers are unable to maintain minimum six-foot social distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between workers.

vi. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professionals and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.

vii. Prohibit workers from using others' phones or desks. Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.

viii. Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.

ix. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email.

x. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:

1. Do not touch your face with unwashed hands or with gloves.

2. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

3. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.

4. Cover your mouth and nose when coughing or sneezing or cough or sneeze into the crook of your arm at your elbow/sleeve.

5. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.

6. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six-foot distancing at all times. If not possible, wear the necessary PPE for working in close proximity to another person.

7. Do not share phones or PPE.

xi. The notice in section 2.f.x must be translated as necessary to ensure that all non-English speaking workers are able to understand the notice.

g. Implement cleaning and sanitization practices in accordance with the following:

- i. Frequently clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, jobsite lunch and break areas, entrances and exits to the jobsite, jobsite trailers, hand-washing areas, tools, equipment, jobsite restroom areas, stairs, elevators, and lifts.
- ii. Establish a cleaning and decontamination protocol prior to entry and exit of the jobsite and post the protocol at entrances and exits of jobsite.
- iii. Supply all personnel performing cleaning and sanitization with proper PPE to prevent them from contracting COVID-19. Employees must not share PPE.
- iv. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to starting at or leaving the jobsite for the day.

h. Implement a COVID-19 community spread reduction plan as part of the Site-Specific Health and Safety Plan that includes, at minimum, the following restrictions and requirements:

- i. Prohibit all carpooling to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
- ii. Cal-OSHA requires employers to provide water, which should be provided in singleserve containers. Prohibit any sharing of any food or beverage and if sharing is observed, the worker must be sent home for the day.
- iii. Prohibit use of microwaves, water coolers, and other similar shared equipment.

i. Assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and ensure the SCO's name is posted on the Site-Specific Health and Safety Plan. The SCO must:

- i. Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
- ii. Compile daily written verification that each jobsite is compliant with the components of this LCP Protocol. Each written verification form must be copied, stored, and made immediately available upon request by any County official.
- iii. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exit to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
- iv. Conduct daily briefings in person or by teleconference that must cover the following topics:
  1. New jobsite rules and pre-job site travel restrictions for the prevention of COVID19 community spread.
  2. Review of sanitation and hygiene procedures.
  3. Solicitation of worker feedback on improving safety and sanitation.
  4. Coordination of construction site daily cleaning/sanitation requirements.
  5. Conveying updated information regarding COVID-19.
  6. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.
- v. Develop and ensure implementation of a remediation plan to address any non-compliance with this LCP Protocol and post remediation plan at entrance and exit of jobsite during remediation period. The remediation plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the document.
- vi. The SCO must not permit any construction activity to continue without bringing such activity into compliance with these requirements.
- vii. Report repeated non-compliance with this LCP Protocol to the appropriate jobsite supervisors and a designated County official.

j. Assign a COVID-19 Third-Party Jobsite Safety Accountability Supervisor (JSAS) for the jobsite, who at a minimum holds an OSHA-30 certificate and first-aid training within the past two years, who must be trained in the protocols herein and verify compliance, including by visual inspection and random interviews with workers, with this LCP Protocol.

- i. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with this LCP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.
- ii. If the JSAS discovers that a jobsite is not in compliance with this LCP Protocol, the JSAS must work with the SCO to develop and implement a remediation plan.
- iii. The JSAS must coordinate with the SCO to prohibit continuation of any work activity not in compliance with rules stated herein until addressed and the continuing work is compliant.
- iv. The remediation plan must be sent to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.

- k. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:
  - i. Immediately remove the infected individual from the jobsite with directions to seek medical care.
  - ii. Each location the infected worker was at must be decontaminated and sanitized by an outside vendor certified in hazmat clean ups, and work in these locations must cease until decontamination and sanitization is complete.
  - iii. The County Public Health Department must be notified immediately and any additional requirements per the County health officials must be completed, including full compliance with any tracing efforts by the County.

- l. Where construction work occurs within an occupied residential unit, any separate work area must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.

- m. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, any separate work area must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.

**Acknowledgement**

**Print name, sign, and enter date:**

COVID-19 Safety Supervisor Name	Signature	Date
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