

COVID-19 guidelines and procedures for construction sites and workers

These Guidelines and Procedures **MUST** be implemented at all times on all construction sites for works carried out by Danish Refugee Council in Iraq. All construction sites (with support from DRC's COVID-19 focal point) **MUST** conduct a meeting to disseminate these Guidelines to all employees and workers.

- These guidelines are to be followed for all people on the construction sites, including DRC staff, contractors and any visitors to the site.
- DRC will appoint a **COVID-19 focal point** from the Shelter & Infrastructure team to all sites who will oversee compliance with these guidelines and who will be available to contractors and workers for additional support.
- An **onsite checklist** is available to be used during daily site visits by DRC staff as well as contractors to ensure that guidelines are being followed.
- Supporting information (as addendums to this document) are available for **Cash for Work (CfW) sites & Shelter Rehabilitation work sites** outline the additional guidelines for duty of care for daily laborers as well as protection guidelines for households who residing in shelters during construction works.
- Contractors working with DRC are required to sign an **acknowledge form**, agreeing to comply with the stated guidelines.
- Guidance documents will be provided by DRC to local authorities and directorates prior to the resumption of work and will be updated to comply with any specific local health and safety regulations that are in effect.
- This guidance will be updated as needed based on any changes or updates in the national health and safety regulations and will remain in effect until further notice.

COVID-19 Workers Health, Protection, Guidance and Prevention

Employee Health Protection – ZERO Tolerance

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text) right away, and head home from the job site or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor and asked to leave the project site immediately.

COVID-19 Typical Symptoms

- Fever
- Cough
- Shortness of Breath
- Sore Throat

Self-certify prior to shift

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees F (37.9 C) or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 2 meters of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Workers that are working in a confined space or inside a closed building envelope will have to be temperature screened by a Medical Professional or Trained Individual provided that such screening is out of public view to respect privacy and results are kept private.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Each jobsite should have Education, Information and Communication (IEC) Materials (either from MOH or WHO) that are posted and shared. These posters must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 1-meters from other individuals
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- All individual work crew meetings and breaks should be held outside and follow social distancing
- Please keep all crews a minimum of 1 meters apart at all times to eliminate the potential of cross contamination

- At each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities/porta-potties should be cleaned daily and handwashing stations must be provided with soap
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- Be sure to use your own cup/ bottle for water, and do not share.
- To avoid external contamination, we recommend everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
- If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices

- At the start of each shift, confirm with all employees that they are healthy.
- We will have a 100% glove policy from today going forward. All construction workers will be required to wear cut-resistant gloves or the equivalent.
- In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection.
- All employees shall drive to work site/parking area in a single occupant vehicle. Contractors / State staff shall not ride together in the same vehicle
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
- In instances where it is possible, workers should maintain separation of 2 meters from each other per MOH/WHO guidelines.
- Multi person activities will be limited where feasible (two person lifting activities)
- Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing.
- Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

Handwashing Stations

All site-specific projects with outside construction sites without ready access to an indoor bathroom MUST install Wash Stations.

- Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees
- All onsite workers must help to maintain and keep stations clean
- If a worker notices soap is running low or out, immediately notify supervisors
- Garbage barrels will be placed next to the hand wash station for disposal of tissues/towels

Limiting Exposures and Worker Infection Protocol COVID-19

Limiting Exposures

Workers should follow the General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus of the COVID-19 Employee Health, protection, guidance and prevention guide.

In addition, DRC will continue to advise workers of best practice to limit exposures off the construction site as new guidance becomes available.

When leaving a construction site for breaks, lunch, or other reasons are required to wash hands with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol before leaving the site and must maintain social distancing if traveling to other locations off the construction site. Frequent use of handwashing or alcohol-based hand sanitizers should be encouraged and handwashing facilities and/or alcohol-based hand sanitizers should be made readily available at work sites.

Worker Infection Protocol

As provided in the guidance document, there is a zero tolerance for sick workers reporting to work. DRC staff, contractors and workers should be instructed that even those with mild symptoms of respiratory infection (cough, shortness of breath, sore throat) or fever should stay off work. Contractors shall take immediate steps to limit infections at the job site in the event that a worker discovered to have tested positive for COVID-19 or has COVID-19 related symptoms.

Although it is understood that contractors and DRC are enforcing Work Site Risk Prevention Practices including social distancing rules and use of PPE, consistent with guidelines it is also recognized that there may be occasions where someone who has tested positive for COVID-19 or who has COVID-19 symptoms has been present in a work area.

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, visitors, and others at a worksite.

Identification of Exposure

The Contractor shall direct workers with COVID-19 related symptoms to leave the jobsite immediately and contact their healthcare provider. The Directorate of Health (DOH) will make appropriate notifications to those who had direct prolonged contact with the COVID-19 positive workers.

The Contractor shall work with the local board of health to identify any potential job site exposures, including :

- Other workers, government authorities, or visitors to the work site with close contact to the individual
- Working areas of the construction site
- Work tools and equipment
- Common areas such as offices, storage rooms, and bathroom facilities

Notification of Public Health Authorities

As provided by law, the identity of the worker must be kept confidential. DRC applies its data protection policy to the sharing of confidential information.

Upon learning of an infection, the contractor must immediately notify the designated COVID-19 focal point from DRC who will then contact the DOH for notification.

Disinfection Requirements

DRC and contractors with support from local DoH, shall take immediate steps to sanitize common areas and direct work places if a known exposure is identified. This includes all on-site bathroom facilities, any and any other common areas on the job site that may have been in close contact with the infected worker.

Disinfection will be conducted with personnel, equipment, and material approved for COVID-19 disinfection.

Identified areas should remain isolated from workers until sanitation process has been completed and area is deemed safe for use.

Returning to Work

All impacted workers should follow MOH and WHO recommended steps concerning return to work. Workers who are considered close contacts to a COVID-19 case by public health authorities should not return for 14 days and are subject to quarantine by public health.

Workers who leave during the work-day due to COVID-19 symptoms and develop COVID-19 as confirmed by laboratory testing or diagnosis by a healthcare provider shall not return to the site until either released from isolation by healthcare provider or public health.

In All Cases

- Keep all employee names confidential as required by law (whether it is a DRC staff or worker)
- Other workers may be sent home while construction site or worksite is being disinfected but will return to work after cleaning unless advised otherwise by a health care provider.
- Other workers should be asked to contact their local DoH or DRC COVID-19 focal point if they have any questions.
- Remind other workers to continue to practice proper hygiene and monitor for flu like symptoms.

Contractor Compliance with guidelines

A site-specific COVID-19 focal point shall be designated for every site, (this person will be from the Shelter & Infrastructure Team of DRC).

Contractors will be briefed on these guidelines by DRC and provide acknowledgement that they understand and will follow the guidelines. See below for *Declaration of Agreement to terms of work*, which are required to be signed by lead contractor/site engineer as well as the DRC site focal point.

Any issue of non-compliance with these guidelines shall be a basis for the suspension of work. The contractor will not be allowed to resume work until a corrective plan is approved by the DRC. Any additional issues of non-conformance may be subject to action against the contractor's agreement with DRC.

Declaration of agreement to terms of work

I understand and agree to all of the above and undertake full responsibility to ensure that all protocols are followed to ensure the safety of workers and household members throughout the duration of the works.

Further, I agree that designated and dedicated engineer shall be onsite at all times to ensure quality of works and adherence to safety & COVID-19 protocols.

	DRC	Contractor
Project Location		
Focal point name		
Focal point phone number		
Focal point signature		