

City of Lynn

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Thomas M. McGee
Mayor

CITY OF LYNN
COVID-19 GUIDELINES AND PROCEDURES
FOR ALL CONSTRUCTION SITES AND WORKERS AT ALL
PUBLIC WORK PROJECTS

These Guidelines and Procedures MUST be implemented at all times on all construction sites and public work sites within the City of Lynn. All construction sites and public work sites MUST conduct a Safety Stand Down day to disseminate these Guidelines to all employees and workers.

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 mandated to report this to your supervisor (via phone, text or email) immediately, 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 (via phone, text or email) and asked to leave the project site immediately.
- COVID-19 Typical Symptoms include fever, cough, shortness of breath, and sore throat
- 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 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 6 feet 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.
- 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.
- Contractor Offices and contractor sites are locked down to all but authorized personnel.
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures 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/work site.
- Avoid face to face meetings — critical situations requiring in-person discussion must follow social distancing.
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project/work discussion.
- All individual work crew meetings/tailgate talks should be held outside and follow social distancing.
- Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination. Multi person activities will be limited where feasible (two person lifting activities).
- At each job briefing/tool box talk, employees should be asked if they are experiencing any symptoms, and are sent home if they are.
- Each jobsite/worksites should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities/porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels. Soap and hand sanitizers must be also kept socked inside the restroom facilities/porta-potties.
- 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.
- All employees shall use their own water bottle. The sharing of bottles is strictly prohibited.
- To avoid external contamination, the City of Lynn recommends all employees bring food from home.
- Maintain Social Distancing separation during breaks and lunch.
- Breaks and lunches should be staggered to minimize unnecessary congregation.
- 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.

WORK SITE RISK PREVENTION PRACTICES

- The City of Lynn shall have a 100% glove policy moving forward for all employees. All construction workers will be required to wear cut-resistant gloves or the equivalent.
- Use of eye protection (safety goggles/face shields) is recommended.
- In work conditions where required social distancing is impossible to achieve affected employees shall be supplied Personal Protection Equipment (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. The busing of employees to and from work site is strictly prohibited.

- When entering a machine or vehicle which an employee is not certain he/she was the last person to enter, make sure that the employee wipes down the interior and door handles with disinfectant prior to entry.
- 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.
- Contact the cleaning person for your office trailer or office space and ensure they have proper COVID-19 sanitation processes. Cleaning visits should be increased to daily, at a minimum.
- 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.

WASH 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 or towels are running low or out, immediately notify supervisors
- Garbage barrels will be placed next to the hand wash station for disposal of tissues/towels.

HAZARD ANALYSIS AND COMPLIANCE PLAN AND DESIGNATION OF COVID-19 OFFICER APPLICABLE FOR ALL CONSTRUCTION AND PUBLIC WORKS PROJECTS EMPLOYING 10 OR GREATER EMPLOYEES, INCLUDING SUBCONTRACTORS AND DAY LABORERS

- Prior to the issuance of any building, demolition, electrical, gas and/or plumbing permit, the Contractor must file with the Lynn Inspectional Services Department, with a copy to the Lynn Health Director, a report detailing the hazards posed by the COVID-19 pandemic that are presented at the work site and a plan specifying the methods by which those hazards will be mitigated. In addition, the plan shall specify the methods by which the project will comply with the requirements of these Policies and Procedures, including a sketch plan showing where all required physical elements, such as wash stations and bathroom facilities, will be located.
- Prior to the issuance of any trench, driveway, street, utility connection permit, or any other permit issued by the Lynn Department of Public Works (DPW), the Contractor must file with the DPW Director, with a copy to the Lynn Health Director, a report detailing the hazards posed by the COVID-19 pandemic that are presented at the work site and a plan specifying the methods by which those hazards will be mitigated. In addition, the plan shall specify the methods by which the project will comply with the requirements of these Policies and Procedures, including a sketch plan showing where all required physical elements, such as wash stations and bathroom facilities, will be located.
- Such Compliance Plan shall include the designation of a COVID-19 Officer (who may be the Owner, Contractor or a Health and Safety Officer), who shall certify under the pains and penalties of perjury that the project and jobsite are in compliance with these Policies and Procedures. The name, address, e-mail address, telephone number of the COVID-19 Officer shall be provided to the Public Health Director. The COVID-19 Officer shall

certify weekly in writing to the Health Director that the project has been compliance for the preceding week or, if not in compliance, all instances of noncompliance and all measures taken to bring the project and jobsite into compliance.

- Any project permitted prior to the issuance of these mandatory Policies and Procedures shall have three (3) business days to file the report plan required hereunder showing how the construction site and/or worksite meets these Policies and Procedures or how the site will be modified to meet these Policies and Procedures. Said report shall be filed with the Public Health Director. Failure to file the report and plan as required will result in immediate suspension of any permit issued and an order to cease and desist.

FEES FOR PERMITS

All fees schedules for permits shall be modified for the duration of the Board of Health's declaration of state of emergency to be 1.5 times the existing fee plus the cost of any protective equipment provided by the city to its inspectors and used during an inspection of the project.

GENERAL PROVISIONS

Everyone should maintain good health by: getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids.

Please Note: This document is not intended to replace any formalized procedures currently in place with the General Contractor or Manufacturing Employer.

Where this guidance does not meet or exceed the standards put forth by the General Contractor, everyone shall abide by the most stringent procedure available.

This Order shall apply to all general contractors and subcontractors working at a specific site. The COVID-19 Officer of the general contractor shall be responsible to ensure that all subcontractors are complying with the terms of this Order.

The approved project Health and Safety Plan (HASP) may be modified to require that the Contractor's site-specific project COVID-19 Officer submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with these guidelines.

Construction sites that cannot consistently comply with this Order, including ensuring that social distancing and safety requirements are being followed, must:

- Safely secure the site and pause construction activities until a corrective action plan is prepared, submitted and approved by both the Owner and the City; or
- Close down the site for the duration of the State of Emergency if repeatedly found by either the Owner's COVID-19 Officer or a state or local inspector (including a third-party private inspector accountable to the City) to be in violation of the social distancing and safety requirements.

The Director of Public Health may require the Owner of a private project employing ten or greater employees (including subcontractors and day laborers) to pay for an independent, third party inspector or inspection firm (or to pay into a pool to pay for such inspections). The third party inspector shall be accountable solely to the City of Lynn and shall be responsible for

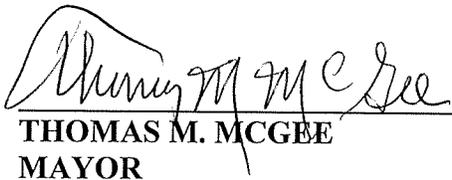
enforcement on behalf of the City. The Director of Public Health may require private projects to pause construction until such a third-party inspector has been secured.

ENFORCEMENT AUTHORITIES

- Employees of the Department of Inspectional Services, including Building and Health Inspectors, the Lynn Police Department and the Lynn Fire Department shall possess the power to enforce the provisions of this Order
- The Health Director shall also be authorized to deputize persons to assist in the enforcement of this Order.

ANY ISSUE OF NON-COMPLIANCE WITH THESE GUIDELINES SHALL BE A BASIS FOR THE SUSPENSION OF WORK. THE CONTRACTOR WILL BE REQUIRED TO SUBMIT A CORRECTIVE ACTION PLAN DETAILING EACH ISSUE OF NONCONFORMANCE AND A PLAN TO RECTIFY THE ISSUE(S). THE CONTRACTOR WILL NOT BE ALLOWED TO RESUME WORK UNTIL THE PLAN IS APPROVED BY THE OWNER. ANY ADDITIONAL ISSUES OF NON-COMFORMANCE MAY BE SUBJECT TO ACTION AGAINST THE CONTRACTOR'S PREQUALIFICATION AND CERTIFICATION STATUS.

PER ORDER:



THOMAS M. MCGEE
MAYOR



MICHELE DESMARAIS,
PUBLIC HEALTH DIRECTOR