

COVID-19 Return to Work Checklist

This document is provided as a basic checklist to help utility construction employers establish a protocol to return their employees to work. As your company returns to work it is important for you to establish a plan that ensures employees are protected from COVID-19 while on the job.

Before returning to work, you must refer to your state's COVID-19 return-to-work requirements to ensure you have met all the state requirements. Some states will have more stringent requirements than what may be listed below.

Here are some of the things your company should consider doing as your company returns to work.

- Develop a COVID-19 Return to Work Safety Plan.
- Designate a COVID-19 supervisor for every jobsite to monitor employee actions and enforce the COVID-19 safety plan. This task could be added to the excavation Competent Persons responsibilities.
- COVID-19 safety training should be conducted on all jobsites on the first day of returning to work and weekly thereafter. All employees, including foremen/managers must attend meetings and the instructor should keep a list of workers in attendance. **DO NOT PASS AROUND A SIGN-IN SHEET.** Meetings should be limited to no more than 10 people and they should maintain social distancing (6 feet apart) during training; or, telephone/electronic training may be used.
- Establish a temperature scan protocol. A sample is included with these instructions. Temperature scans of all workers including subcontractors should be taken with a “no-touch” infrared thermometer before workers start their shift and after returning from lunch. All visitors and delivery workers to the jobsite must also receive a temperature scan when they enter the jobsite.
- Keep a daily log of all workers and visitors to each and every jobsite.
- Require workers to maintain social distancing and to wear masks whenever a distance of 6 feet cannot be maintained.
- Choke points and areas on the jobsite where workers congregate must be controlled.
- Minimized interactions when picking up or delivering equipment or materials.
- Require workers to wear appropriate personal protective equipment and face masks as necessary.
- Provide soap and water wash stations where possible. Waste water should be collected and disposed of properly. Or, hand sanitizer with at least 60% alcohol should be made available to workers.
- Provide cleaning products so workers can frequently clean and disinfect shared spaces such as trailers, and shared surfaces such as tables, desks, doorknobs, handrails, toilets, etc. as well as shared tools, machines, vehicles, and other equipment. Require workers to clean and disinfect equipment that is shared, both before and after use.
- Workers should be encouraged to drive to work separately and not share rides.
- Ride sharing in company vehicles should not be permitted.
- Access to the job site and trailer should be limited based on need to enter.
- Require subcontractors to provide certification of their COVID19 Safety Protocols. A sample certification form is included.



COVID-19 Sample Project Temperature Scan Protocols

In order to protect our employees during these trying times, we will be implementing a program to ensure the health and safety of everyone who enters our job sites. This includes visitors, suppliers, deliveries as well as everyone assigned to the job site.

Entry to each job site will be restricted to one designated point of entry.

In accordance with CDC guidelines to prevent the transmission of the COVID-19 virus on our projects, (company name) will be providing medical technicians or trained individual to evaluate each person entering the site for signs of fever, or other symptoms of COVID-19. Temperature scans will be performed on each person entering the job site.

Scans will be performed initially with a no-touch infrared (IR) thermometer. Should anyone entering the site exhibit an initial temperature 99.5 degrees Fahrenheit or higher a secondary temperature will be taken a few minutes later to confirm the initial scan.

If the secondary scan confirms a fever, or if the worker exhibits signs of illness concurrent with known COVID-19 symptoms, (company name) management will request the person leave the project site and seek advice from their personal primary care physician.

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) shall notify their supervisors and stay home.
- Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation is met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

The person performing the daily morning and afternoon temperature scans shall maintain a list of all employees tested each day along with the test results. The list shall be retained in the project files.



Copyright 2020, National Utility Contractors Association

www.nuca.com

Please note: These are sample or suggested directions and protocols that member companies can use as a guide for their own return-to-work instructions. This checklist and form should be customized for your company's particular situation.

NUCA recommends that you review your final checklist with your legal counsel. NUCA cannot warrant that this form will satisfy all health and safety protocols needed for your own jobsites and workplace situations. Each NUCA member should review these documents and revise the protocols to be able to provide sufficient protection to themselves and their employees as they return to work and conduct operations in a COVID-19 risk environment.

