



## COVID-19 Recommended Best Practices for Highway Construction Worksites (Jobsite/Office/Material Production Site)

The following summary of best practices have been developed from various sources to assist association members in managing their worksites to ensure the continued maintenance and construction of essential Illinois transportation infrastructure. This summary is intended to be used as a resource only, and not to be relied upon as legal or official guidance. Individual companies are encouraged to consult with legal, safety, insurance, labor, and HR professionals to determine the appropriate practices for their respective operations.

- Communicate key Center for Disease Control and Prevention (CDC) recommendations and worksite procedures to staff, tradespeople, inspectors, and vendors:
  - ✓ [How to Protect Yourself](#)
  - ✓ [COVID-19 Symptoms](#)
  - ✓ Distribute (posters, job boards, electronically, etc.) information that encourages [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#).
  - ✓ Discuss procedures with project Owner as part of pre-construction meeting including protocol if anyone who has been on the worksite tests positive for COVID-19.
- All employees/vendors should be asked COVID-19 screening questions prior to entering the worksite. If they answer “yes” to any, they should be asked to leave the worksite immediately.
  - ✓ Have you, or anyone you have had close contact with, been in contact with a person that has tested positive for COVID-19?
  - ✓ Have you, or anyone you have had close contact with, been in contact with a person that is in the process of being tested for COVID-19?
  - ✓ Have you, or anyone you have had close contact with, traveled outside of the U.S. within the last two weeks?
  - ✓ Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
  - ✓ Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?
- Manage sick employees to ensure any illness is not spread to other workers.
  - ✓ Actively encourage sick employees to stay home. It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. Individuals should seek medical attention if they develop these symptoms.
  - ✓ Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
  - ✓ CDC recommends to immediately separate and send home employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day.
  - ✓ Communicate your company’s Human Resources practices for managing sick time related to COVID-19.
- Personal Protective Equipment (PPE)
  - ✓ Do not share PPE.
  - ✓ Ensure used PPE is disposed of properly.
  - ✓ Sanitize reusable PPE per manufacturer’s recommendation prior to each use.
  - ✓ Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.



- Tools, Supplies, Equipment
  - ✓ Do not share hand tools (shovels, floats, loots, hand saws, etc.)
  - ✓ Disinfect reusable supplies before and after use.
  - ✓ Operators use the same piece of equipment all day.
  - ✓ Clean surfaces of construction equipment (pavers, end loader, rollers, cranes, etc.) and service/fleet vehicles including steering wheel, gear shift, instrument panels, etc. at beginning and end of shifts. Use aerosol sanitizers inside closed cabs.
- Documentation/Weight Tickets
  - ✓ If allowed, consider submitting required documentation (inspections, certifications, invoices, prevailing wage reports, etc.) electronically.
  - ✓ For documents requiring paper copies or wet signatures, consider drop boxes or other non-contact means to transfer paperwork between Contractor and Owner.
  - ✓ Use e-ticketing for truck weight tickets.
- Social Distancing
  - ✓ Restricting access to confined areas (field office, control room, etc) to only essential staff needed to operate.
  - ✓ If possible, stagger work hours to avoid everyone arriving and leaving at the same time.
  - ✓ Do not congregate in lunch areas – eat separately.
  - ✓ Do not use a common water cooler. Use individual bottles or personal cooler.
  - ✓ If possible, keep operations separate. Do not stack trades/subcontractors.
  - ✓ Discourage carpooling to worksite
  - ✓ When possible, perform all meetings online or via conference call. Do not host large group meetings - CDC defines large group as 10+ people.
  - ✓ When possible, keep a 6 foot distance between people.
  - ✓ When possible, allow non-essential personnel to work from home to limit the number of people at a worksite.
  - ✓ Non-contact greetings only. Discourage hand-shaking and other contact greetings.
- Promote good hygiene.
  - ✓ Provide hand sanitizing stations. If soap and water is not available, use alcohol-based (60 – 95%) hand sanitizer.
  - ✓ Encourage people to cover mouth and nose with a tissue when you cough or sneeze or use the inside of elbow. Throw used tissues in the trash.
  - ✓ Discourage touching eyes, nose and mouth.
  - ✓ Provide additional port-a-potties.
  - ✓ Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
  - ✓ Utilize disposable hand towels and no-touch trash receptacles. Identify specific locations and practices for daily trash.
  - ✓ Request additional/increased sanitation (disinfecting) of portable toilets.
  - ✓ Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.
- Resources
  - ✓ [Center for Disease Control and Prevention](#)
  - ✓ [OSHA Guidance on Preparing Workplaces for COVID-19](#)
  - ✓ [Illinois Department of Public Health](#)