

# CHUCKANUT BUILDERS COVID-19 RESPONSE PLAN



*committed to the community  
committed to the craft*

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## **PURPOSE**

Chuckanut Builders has always prioritized safe working conditions on our jobsites. While the COVID-19 outbreak is making that more challenging than ever, we are still committed to that goal. Even though guidelines and recommendations from health authorities have continued to evolve as new research emerges, as remodelers, we are skilled at adapting to changing conditions. We are fond of saying that every project is a prototype, and that remains true as we identify feasible and appropriate safety measures for each jobsite.

This plan is based on information from the Association of General Contractors (AGC), Governor Inslee's Construction Working Group Phase 1 Construction Safety Requirements, and the Washington State Department of Health (DOH). We will update it as needed to reflect changes recommended by these organizations and other public officials. If you have questions, contact someone on the Leadership Team.

**EVERY EMPLOYEE AT CHUCKANUT BUILDERS IS RESPONSIBLE FOR IMPLEMENTING THE SAFETY AND HEALTH MEASURES IN THE COVID-19 RESPONSE PLAN, TO THE BEST OF THEIR ABILITIES, AT ALL CHUCKANUT BUILDERS JOBSITES AND IN THE OFFICE. CHUCKANUT BUILDERS EMPLOYEES, ESPECIALLY THOSE IN LEADERSHIP ROLES, MUST ALWAYS SET A GOOD EXAMPLE BY FOLLOWING THIS PLAN AND ENCOURAGING CO-WORKERS AND TRADE CONTRACTORS TO DO THE SAME.**

The measures described in this plan are not suggestions, they are requirements. Any deviation from this plan will have consequences that could include termination of employment. We take your safety and health and the safety and health of our clients and trade contractors very seriously. It will take the sustained efforts of everyone on our team to be able to continue to work safely – thank you for doing your part.



## COVID-19 SYMPTOMS

- FEVER
- COUGH
- SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- Less common symptoms include sore throat, chills, body aches, headache, abdominal pain, diarrhea or vomiting.

## RESPONSE TO COVID-19 ILLNESS

If you develop any of the symptoms listed above, or if you find out that you have been in close contact with someone who has these symptoms, **DO NOT COME TO WORK**. Contact the Leadership Team immediately to make a plan.

If you are at work and you develop any of these symptoms, **LEAVE THE JOBSITE IMMEDIATELY**, then contact the Site Lead or Leadership Team to make a plan.

**IF YOU NOTICE SOMEONE** showing symptoms of COVID-19, contact the Site Lead. The person will be asked to leave the jobsite immediately.

If anyone leaves a jobsite during the day because they started experiencing symptoms of COVID-19, **THE SITE LEAD WILL IMMEDIATELY STOP WORK**, inform everyone on-site what happened and clean/sanitize any areas or equipment used by that person (while wearing PPE). Employees or trade contractors working on site will have the option to leave at this time. If the Site Lead is not comfortable staying on the jobsite, they should leave and contact the Leadership Team.

Up to **2 WEEKS OF EMERGENCY PAID SICK LEAVE** is available especially for people with known or suspected COVID-19 illness.

## RETURNING TO WORK

Any person who has experienced known or suspected COVID-19 illness must be symptom-free for at least 72 hours before entering the Chuckanut Builders office or any Chuckanut Builders jobsite.



## KEY PREVENTION & SAFETY STRATEGIES

- Wash your hands!
  - Use soap and water, and lather for at least 20 seconds before rinsing.
  - Wash your hands after you have been in a public place.
  - Wash your hands after blowing your nose, coughing or sneezing.
  - Wash your hands before touching your eyes, nose or mouth.
  - Wash your hands if it's been awhile since you washed your hands.
  - Running water and soap will be available on all job sites.
  - If soap and running water is not practical, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth.
- Cover coughs and sneezes with a tissue or with the inside of your elbow.
- Avoid contact with people who are sick (if possible).
- Keep at least a 6' distance between yourself and other people.

## COVID-19 SUPERVISOR

A site-specific COVID-19 Supervisor will be designated to monitor the health of employees and enforce the COVID-19 Response Plan (this document).

- All commercial jobsites and any single-family residential jobsite with 7 or more people on site must always have a COVID-19 Supervisor present during construction activities.
- The COVID-19 Supervisor must be present at the beginning of the day on residential jobsites with fewer than 7 people present, and at any time when others may need to enter the jobsite during the day.
- The COVID-19 Supervisor is usually the Site Lead, however other Chuckanut Builders employees may be designated to play this role if the Site Lead is not available.
- The COVID-19 Supervisor is designated by a high-visibility vest.



# COMMUNICATION IS KEY

## Jobsites

- COVID-19 Supervisor completes daily Health Assessment for anyone entering the jobsite.
- Daily morning huddle (10 minutes) with all employees and trade contractors prior to starting work for the day.
  - Site lead announces whether anyone was turned away during the Health Assessment.
  - Identify anyone who worked with that person/those people recently (meet with them separately after the huddle to make a plan.)
  - Review any changes to the workplan for the day due to missing employees and/or trade contractors.
  - Review daily work goals (as usual.)
- Incident Reporting
  - If anyone was turned away during the Health Assessment or left the jobsite because of concerns about exposure, report that information to the Leadership Team.
  - If anyone has to leave the jobsite during the day because they experience symptoms of COVID-19, report that information to the Leadership Team.
- Weekly Safety Meetings
  - All weekly safety meetings will include COVID-19 safety information in addition to Toolbox Talk topics and site-specific safety information.

## Office

- Any employee who leaves work during the day because they were experiencing symptoms should contact the Leadership Team immediately after leaving.
- The Leadership Team will contact others working in the office to inform them and make a plan.



## Crew Communication

- The Leadership Team will meet regularly to evaluate the effectiveness of this plan and make corrections as necessary.
- The Leadership Team will share changes to the COVID-19 Response Plan with the crew in the Weekly ChuBVID email.

## **JOBSITE PREVENTION & SAFETY MEASURES**

### Typical Work Area Protection (Occupied Projects)

- Create a confined work area whenever possible. Isolate the area by using temporary plastic barrier walls. Tape the plastic on all sides, top and bottom. Install a zippered dust door for egress.
- All work areas should be set up as if you were setting up for lead abatement. All lead safe work and OSHA practices are to be followed. These include careful dust protection and the use of high efficiency particulate air (HEPA) vacuums and air scrubbers.
- Tape air filters over air registers and or vents within the work area.
- Install canvas or paperboard runners to create a path through non-isolated areas of the home as necessary to access to the work area.
- Exact details of Area Protection strategy to be determined on a job by job basis, in consultation with site lead and the Leadership Team.



## Jobsite Orientation & Entry

- Orientation – The COVID-19 Supervisor will conduct the following orientation for all employees or trade contractors the first time they enter the jobsite:
  - Review PPE requirements
  - Review physical distancing protocols
  - Note location of handwashing/hand sanitizer station
- Health Assessment – The COVID-19 Supervisor will carry out the following procedure with all employees, trade contractors, clients, designers, inspectors or other visitors at their first jobsite entry each day:
  - Meet folks at the door/designated entry point
  - Review the questions on the Health Assessment
  - Record the date, person’s name and the results of the Health Assessment in the personnel log
- Personnel Log
  - Every employee, trade contractor, client, designer, inspector or other visitor who enters a jobsite must be recorded in the personnel log every time they enter the jobsite, even if this means they make multiple entries per day.
  - The COVID-19 Supervisor makes the entries on the log and is responsible for maintaining and storing it throughout the workday.
  - Logs will be submitted to the office weekly and will be kept on file for at least 4 weeks.
  - The Personnel Log will act as a tool for tracking and informing people in the event of a suspected or confirmed COVID-19 infection.





## Required Personal Protective Equipment (PPE)

- **EYE PROTECTION** – must be worn at all times while at work
- **HEARING PROTECTION** – must be worn at all times while at work
- **MASKS** – must be worn at all times while at work
  - Reusable fabric masks are adequate for most circumstances. Respirators or N95 masks may be required for specific tasks (such as chemical or silica exposure) per the Accident Protection Plan.
  - Employees are encouraged to limit the need for N95 respirators/masks by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- **GLOVES** – must be worn at all times while at work
  - Choose a glove that is appropriate to the task.
  - If gloves are not typically required for a task, any type of glove is acceptable, including latex or nitrile gloves.

## Jobsite Cleaning & Maintenance

Chuckanut Builders employees should clean and/or disinfect their jobsite daily in the morning before work begins. Employees must wear proper PPE while cleaning.

- Clean and/or disinfect frequently touched surfaces (door handles, handrails, tool handles, cellphones, tablets, laptops, etc.)
- Clean and/or disinfect the handwashing area and bathroom.
- Limit the use of shared tools and equipment as much as possible.
- Clean shared tools with a disinfecting wipe before use.
- Eat meals away from the work area or in your vehicle.



## Physical Distancing

At least 6' of separation must be maintained by every person on the worksite at all times.

- Group size – Gatherings of more than 10 people in one area are prohibited, including for safety meetings.
- Choke points – Site Leads to identify and control any areas that may make 6' of separation difficult.
- Visitors – Individuals who directly support work activities are permitted on-site. No other jobsite visitors are allowed.
- Deliveries – Coordinate site deliveries to minimize interactions with the jobsite crew. Delivery personnel should remain in their vehicles when possible.
- Safety meetings – Site Leads will verbally collect safety meeting sign-ins.
- Site Leads will remind employees and trade contractors to increase personal space to at least 6' at all times.
- Meetings will be conducted by phone/video when possible.
- Meetings that must occur onsite and in person, such as trade contractor coordination meetings, should be held in a location where it is possible to maintain 6' of distance between participants.
- **IMPORTANT NOTE:** If it is not possible to safely perform a work task without maintaining 6' of distance between people, the Site Lead should call Ian or Forest to make a plan for how to proceed.

## Required Signage

- No unauthorized entrance
- Handwashing sign
- COVID-19 awareness signs at each entry
- Various awareness and informational posters from State and Federal sources including the CDC



## CHUCKANUT BUILDERS OFFICE

### Office Entry

- Anyone entering the office should disinfect their hands before entering the building, or wash them immediately upon entering, using the kitchen sink
  - After washing hands, clean front door handle and alarm keypad, then wash hands again.
- Health Assessment – A log for self-reporting will be located near the front door.
  - All employees will sign the log each day when arriving to work.
  - Necessary visitors will sign the log upon entering the building.

### Personal Protective Equipment

- Masks – Required/Recommended (see below)
  - **REQUIRED** if visiting a jobsite.
  - **REQUIRED** if it is necessary to work closer than 6' from another person in the office.
  - At the employee's discretion for other office situations.
- Gloves – As needed
  - Gloves may be needed in certain circumstances while working but are not required.



## Office Cleaning & Maintenance

- The first person in the office in the morning will wipe down bathroom door handles and inside of the front door with an appropriate cleaning product and use a glove or paper towel to open the doors between the office and the shop.
- Clean the surfaces in your own workspace (including technology, drawer handles, etc.) when you arrive to work.
- Wash your hands before using the kitchen and before entering the bathroom.
- Limit the use of common areas (conference room, small office, kitchen, plans table, couch) as much as possible.
- Clean common areas after each use.
- Eat meals in your workspace, outside or in your vehicle.
- Limit the use of shared equipment as much as possible.
- Clean shared equipment before use.
- The last person in the office at the end of the day will close and lock the connecting shop doors.



## Physical Distancing

While it is not always possible to maintain 6' of physical distance in the office, we ask that you do your best! Here are some guidelines/ideas for how to make it happen:

- Group size – No more than 10 people should be in the office at any given time.
- Visitors – The office door will remain locked during business hours, and visitors are discouraged.
- Deliveries – Mail and courier deliveries should be left outside the door when possible. If a signature is required, it should happen in the parking lot.
- Meetings will be conducted by phone/video when possible.
- Meetings that must occur onsite and in person should be held in a location where it is possible to maintain 6' of distance between participants.
  - If it is not possible to maintain 6', use PPE (see PPE section for details).
- Chuckanut Builders employees should limit office visits.
- Paperwork drop-off and materials for pickup will be staged in the shop.

## Required Signage

- No unauthorized entrance
- Handwashing signs
- Various awareness and informational posters from State and Federal sources including the CDC

