



Department of Public Works

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March 31, 2020

TO: All Contractors working on City of Madison  
Construction Projects

FROM: Rob Phillips, P.E. – City Engineer

RE: Continuation of work during COVID-19 Pandemic

In response to the declared Federal, State and Local public health emergencies and associated orders made due to the ongoing COVID-19 pandemic, and the obligations of all Contractors, under Sec. 108.1 of the City of Madison Standard Specifications for Public Works Construction (2020), to observe and comply with all Federal, State and Local laws, rules, ordinances, regulations, orders and decrees, it is necessary that the City and all public works contractors make changes in their workplaces. The purpose of this correspondence is to set forth documentation and reporting requirements related to COVID-19 exposure for all Contractors performing work with the City of Madison on any construction project to ensure compliance with these laws and orders.

**This policy is in force immediately. All City construction projects are set to resume construction on April 6, 2020.**

**Nothing in this communication shall be construed as directing Contractors to stop work on projects. Contractors shall continue work in accord with the guidance attached, unless directly ordered to stop by the City Engineer.**

**The attached STANDARDS are the minimum standards Contractors shall impose during the ongoing public health emergency. Contractors are encouraged to take additional measures to reduce the possibility of COVID-19 spread among their workforce and the public at large and to consult with their own human resources departments and legal counsel to ensure compliance with the Governor's orders and existing laws for the protection of your workforce.**

### EFFECTIVE IMMEDIATELY:

All Contractors shall complete the attached **SCREENING** form for all employees and suppliers. This screening shall be completed at each jobsite on a daily basis. The forms from each worksite shall be scanned and provided to the City of Madison on a weekly basis. The screening documentation shall be emailed to Alane Boutelle [aboutelle@cityofmadison.com](mailto:aboutelle@cityofmadison.com).

In the event that a Prime Contractor knows or has reason to believe that any of its employees or any of the employees of its subcontractors performing work on a City of Madison construction project has contracted COVID-19 or been exposed to another person who has contracted COVID-19, the Contractor shall promptly remove the employee from the project site, provide notice thereof to the City Engineer or their agent and follow the steps detailed in the attached document titled '**RESPONSE**'.

The Contractor shall consider requests from vulnerable staff including (per CDC guidance) those listed below, to be given leave from work to remain safe at home:

- 1) People aged 65 years and older.
- 2) People with chronic lung disease or moderate to severe asthma.
- 3) People who have serious heart conditions.
- 4) People who are immunocompromised, including those undergoing cancer treatment.
- 5) People of any age with severe obesity (body mass index “BMI”  $\geq 40$ ).
- 6) People with underlying medical conditions, including diabetes, renal failure, or liver disease.

The purpose of this directive is to provide City of Madison Contractors with information necessary to take appropriate action on City worksites to ensure the health and safety of the Contractor’s employees, City employees, and members of the general public who are served by Municipal government. The City of Madison shall not seek information about individual employees that would violate their privacy rights under the Americans with Disabilities Act.

Contractors are encouraged to visit the Wisconsin Department of Health and Services’ website (<https://www.dhs.wisconsin.gov/covid-19/>) for information related to COVID-19 and its impact on public health and safety.

# Responding to a Suspected or Confirmed Positive Case of COVID-19

## Response

***If you have a suspected or confirmed case of COVID-19, it is recommended that you take the following steps.***

1. **The Contractor shall remove the infected, or potentially infected, employee from the workplace or jobsite:** Before the employee departs, ensure you have a full list of affected employees who should be sent home (i.e., individuals who worked in close proximity (three to six feet) with them in the previous 14 days). For suspected cases, take the same precautions and treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees.
2. **The Contractor shall contact the local public health department.** If you have a suspected or confirmed case of COVID-19, you are required to contact the local public health department to report the situation and to get any advice from the department on steps to take to handle the situation.
3. **The Contractor shall ensure a medical evaluation is completed:** The employee shall contact their primary care physician to discuss the symptoms that they are experiencing and follow any orders given.
4. **The Contractor shall investigate:** Just as you would investigate a workplace injury (i.e., slip and fall), you must do the same for COVID-19, suspected or confirmed cases, and document your investigation. Investigating will also assist with the determination of work-relatedness of the confirmed case or exposure.

COVID-19 can be a recordable illness if a worker is infected as a result of an event or exposure in the work environment. However, employers are only responsible for recording cases of COVID-19 if all of the following are met:

- a. The case is a confirmed case of COVID-19 (see [CDC information](#) on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
  - b. The case is work-related, as defined by [29 CFR 1904.5](#); and
  - c. The case involves one or more of the general recording criteria set forth in [29 CFR 1904.7](#) (e.g., medical treatment beyond first-aid, days away from work).
5. **The Contractor shall identify corrective actions:** These items will include what measures should be put into place to prevent further spreading of the virus on the jobsite or in the workplace as well as future occurrences. Such measures may include the cleaning and sanitizing of the work area(s) and/or tools (hand and power) as well as reinforcing the guidelines for prevention outlined by CDC with others in the workplace and on the jobsite.
  6. **The Contractor shall establish a procedure to follow up:** The Contractors shall communicate with both affected and non-affected employees on the status of the suspected or confirmed COVID-19 case, but are not to communicate the name of affected individuals or specific medical diagnoses. Where there is a confirmed case of COVID-19, the affected employees shall be notified and encouraged to follow up with their primary care physician or seek medical attention. If a suspected case tests negative, affected employees shall be notified and encouraged to return work.

# COVID-19 Standard Required Practices on City of Madison Construction Jobsites

*Updated: March 31, 2020*

## A. Personal Responsibilities

- a. 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.
- b. The Contractor shall insure that individuals having or developing the symptoms noted above seek medical attention.

## B. Social Distancing

- a. To the extent possible, the Contractor shall not host large group meetings on site, and when meetings and work functions do take place employees shall keep a minimum 6 foot distance between people. Perform meetings online or via conference call whenever possible.
- b. To the extent possible and to limit the number of people on a jobsite, the Contractor shall allow non-essential personnel to work from home when possible.
- c. The Contractor shall prohibit hand-shaking and other contact greetings.

## C. Jobsite / Office Practices

- a. Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:
  - [How to Protect Yourself](#)
  - [If You are Sick](#)
  - [COVID-19 Frequently Asked Questions](#)
  - **The Contractor shall place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.**
  - For OSHA Guidance on Preparing Workplaces for COVID-19 – go to [www.osha.gov](http://www.osha.gov)
- b. **On a daily basis** the Contractor shall ask questions 1-4 to all employees prior to entering the jobsite and log those responses on a weekly job site form (example attached).

### QUESTIONS 1-4

1. Have you traveled to a county or area that has a travel warning of level 2 or 3 as listed by the CDC in the past 14 days? [CDC Travel Warnings](#)

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, where have you traveled? \_\_\_\_\_

What was your date of return? \_\_\_\_\_

2. Have you, or anyone in your family, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days either at home or on a jobsite, etc.?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are you currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

Yes \_\_\_\_\_ No \_\_\_\_\_

- c. **On a daily basis** the Contractor shall use thermal imaging equipment or laser thermometers to obtain and log employee temperatures prior to allowing them to enter the job site and log that information on a weekly job site form.

Regardless of the results of the temperature scan, if an employee answers “yes” to questions 3 or 4, they shall be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until **72-hours** after they are free from a fever or signs of a fever without the use of fever-reducing medication.

- d. **On a weekly basis** the Contractor shall provide a copy of the weekly job site form to the City Engineer or their designee.
- e. **The Contractor shall not** allow high risk employees and/or those with underlying health conditions that result in their immune system being compromised to be on the job site.
- f. The Contractor shall provide and instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol (or similar effective cleaner such as a bleach solution), or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- g. The Contractor shall provide soap and water and alcohol-based hand rubs (or similar effective cleaning solution) in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- h. The Contractor shall direct employees to wear work gloves when practical. Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- i. The Contractor shall ensure that employees maintain social distancing during lunch/break periods.
- j. To the extent possible, the Contractor shall direct employees to not share tools.
- k. The Contractor shall provide each employee personal protection equipment (PPE).
- l. The Contractor shall sanitize reusable PPE per manufacturer’s recommendation prior to each use.
- m. The Contractor shall ensure that used PPE is disposed of properly.
- n. The Contractor shall disinfect reusable supplies and equipment.

- o. The Contractor shall identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- p. The Contractor shall direct staff to provide individual water bottles for their use on the job site.
- q. The Contractor shall provide and direct employees to utilize shoe sanitation tubs (non-bleach sanitizer solution) prior to entering/leaving jobsite.
- r. The Contractor shall instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer, or provide a laundry service for this purpose
- s. To the extent possible, the Prime Contractor shall limit the stacking of trades if possible.
- t. The Contractor shall provide and direct employees to utilize disposable hand towels and no-touch trash receptacles.
- u. If portable toilets are used on the job site the Contractor shall request additional/increased sanitation (disinfecting) of portable toilets and shall provide adequate hand cleaning materials such as alcohol based cleaners (greater than 60% alcohol), hand washing stations, or other similar cleaning solutions (such as bleach solutions).
- v. The Contractor shall avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bio-aerosols.
- w. The Contractor shall clean surfaces of service/fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.
- x. The Contractor shall, in regards to shuttling employees, ensure distancing and encourage workers to provide their own transportation where possible.

## **State of Wisconsin**

For unemployment COVID-19 Public Information – [Click here to access](#)

