



Acknowledgement of Shelter In Place Order & Appendix B Safety Protocols Small Projects

FRM-008
Date:5/1/2020
Mod: 12/6/2021

Approved by:
RWM

This form establishes acknowledgement that you read and fully understand all the requirements of the San Mateo County Health Office Shelter In Place Order dated April 28, 2020. Please read the Order carefully. Violation of or failure to comply is a misdemeanor punishable by fine, imprisonment or both. (California Health and Safety Code Section 120295, et seq.; Cal. Penal Code Section 69,148(a)(1)) All Health Officer Statements and orders are available for download at:

<https://www.smchealth.org/post/health-officer-statements-and-orders>

The San Mateo Consolidated Fire Department will not issue a permit unit you have read, initialed your understanding of each provision, signed, and returned this form to us.

Project Name:	Building Permit No.:
Project Address:	
Designated COVID-19 Safety Supervisor name, email and phone #:	

Directions: Read and initial each box below to establish that you understand the information herein.

Health Officer Order Revising Shelter In Place Through May 31 Dated: 4/29/20

I acknowledge that I have *Fully* read and understand this order and all its requirements.
<https://bit.ly/3c0W0Jy>

Health Office Order Generally Requiring Members of Public and Workers to Wear Face Coverings

I acknowledge that I have *Fully* read and understand this order and all its requirement.
<https://bit.ly/2YJismL>

Appendix B-1: SMALL Construction Project Safety Protocol

I acknowledge that I have *Fully* read and understand this order and all its requirements.
<https://bit.ly/2SzsaEc>

Designated COVID-19 Responsibilities

1. I will enforce the guidance identified in Appendix B section 2 subsections a through u.

a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this SCP Protocol, the stricter standard shall apply.

b. Designate a site-specific COVID-19 supervisor or supervisors to enforce this guidance. A designated COVID-19 supervisor must be present on the construction site at all times during construction activities. A COVID-19 supervisor may be an on-site worker who is designated to serve in this role.

c. The COVID-19 supervisor must review this SCP Protocol with all workers and visitors to the construction site.

d. Establish a daily screening protocol for arriving staff to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.

e. *Intentionally left Blank*

f. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:

i. Immediately remove the infected individual from the jobsite with directions to seek medical care.



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- ii. Each location the infected worker was at must be decontaminated and sanitized by an outside vendor certified in hazmat clean ups, and work in these locations must cease until decontamination and sanitization is complete.
- iii. The County Public Health Department must be notified immediately and any additional requirements per the County health officials must be completed, including full compliance with any tracing efforts by the County.
- g. Practice social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the construction project.
- h. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.
- i. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
- j. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
- k. Cal-OSHA requires employers to provide water, which should be provided in singleserve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.
- l. Provide personal protective equipment (“PPE”) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE unless required due to the medical nature of a jobsite. Face coverings must be worn in compliance with the Health Officer’s Order No. C19-8, dated April 18, 2020, or any subsequently issued or amended order.
- m. *Intentionally left Blank*
- n. Strictly control “choke points” and “high-risk areas” where workers are unable to maintain six-foot social distancing and prohibit or limit use to ensure that six-foot distance can easily be maintained between individuals.
- o. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professionals and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.
- p. Stagger trades as necessary to reduce density and allow for easy maintenance of a minimum six-foot separation.
- q. Discourage workers from using others’ desks, work tools, and equipment. If more than one worker uses these items, the items must be cleaned and disinfected with disinfectants that are effective against COVID-19 in between use by each new worker. Prohibit sharing of PPE.
- r. If hand washing facilities are not available at the jobsite, place portable wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- s. Clean and sanitize any hand washing facilities, portable wash stations, jobsite restroom areas, or other enclosed spaces daily with disinfectants that are effective against COVID-19. Frequently clean and disinfect all high touch areas, including entry and exit areas, high traffic areas, restrooms, hand washing areas, tools, and equipment.



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- t. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and e-mail.
- u. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
 - i. Do not touch your face with unwashed hands or with gloves.
 - ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 - iii. Clean and disinfect frequently touched objects and surfaces such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
 - iv. Cover your mouth and nose when coughing or sneezing, or cough or sneeze into the crook of your arm at your elbow/sleeve.
 - v. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
 - vi. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six feet at all times. If not possible, wear the necessary PPE for working in close proximity to another person.
 - vii. Do not carpool to and from the jobsite with anyone except members of your own household unit, or as necessary for workers who have no alternative means of transportation.
 - viii. Do not share phones or PPE.

Acknowledgements Print name, sign, and enter date

COVID-19 Safety Supervisor Name	Signature	Date