

# Martha's Vineyard Construction Guidelines – Rules for Getting Back to Work

## Phase 2

The towns of Martha's Vineyard have jointly developed the following guidance document to adopt and implement the Commonwealth of Massachusetts COVID-19 Guidelines and Procedures for all essential workers at Construction Sites and Worksites. The provisions herein are designed to monitor and implement the State guidelines in an easily understandable and effective way to ensure that work resumes in an orderly and safe manner without creating undue risk for our local residents through the further spread of the COVID-19 virus. Additional safeguards and emphasis have been provided to ensure a clear understanding of the State guidelines and greater accountability for meeting their performance standards. It is intended that this guidance will assist the essential workers at Construction Sites and Worksites in resuming work while not creating undue risk for their communities or our local medical infrastructure.

### Implementation Guidelines

- No work shall occur at any location unless the appropriate forms are completed and submitted to the local Building Department and Health Department and the *Construction Site* has been inspected. All Construction sites with a maximum of 10 workers must submit a complete "Back to Work Checklist." *Worksites* and *Construction Sites* with more than 10 workers must submit a complete "Long Form Back to Work Checklist." Work may begin after two business days from submission if no inspection is conducted.
  - \*\* *Construction Sites* inspected under Phase 1 or Phase 1.5 do not need a new inspection, but *Construction Sites* and *Worksites* must submit the "Long Form Back to Work Checklist" and receive approval to have more than 10 workers on a single parcel. \*\*
- No work shall occur inside an occupied home unless the occupants and all workers complete the Wellness Questionnaire daily. Workers must also review the COVID-19 Work Inside an Occupied Home form with occupants prior to starting work. Occupants and workers must maintain as much separation as possible by staying out of the area and level work is occurring, constructing temporary partitions, or staying in a room with a shut door.
- In work conditions where required social distancing is impossible to achieve, affected employees shall be supplied personal protective equipment (PPE) including, as appropriate, a standard face mask, gloves, and eye protection. Any task that requires PPE to be completed safely shall not be undertaken if the PPE is not available. All used PPE should be put in a durable trash bag, sealed, and thrown away with all regular trash.
- Guidelines for stopping the spread of COVID-19 and proper social distancing shall be posted at the entrance of a *Construction Site*, on each floor of a *Construction Site*, in the bathroom/porta-potty, and inside any office/storage/equipment trailer. Guidelines for proper hand washing technique shall be posted at all hand washing sinks.
- Upon learning of an infection, the contractor must immediately notify the owner of the site and the Town's Health Agent and Building Inspector. Impacted workers should follow CDC and DPH recommended steps concerning returning to work. As required by law, the identity of the worker must be kept confidential.
- "*Construction Site*" means any place of new construction, renovation, demolition, or addition of a structure that is subject to a building permit.
- "*Worksite*" means any location where work is occurring that is not a Construction Site.

- “*Hand Sanitizer*” means alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- “*Disinfected*” means wiped down with an EPA listed household disinfectant (see references and resources); bleach solution consisting of 5 tablespoons of bleach (1/3 of a cup) per gallon of water, or a product containing 70% alcohol. **ALL WIPES OR CLOTH USED WITH ALCOHOL SHOULD BE DISCARDED IN A METAL TRASH BIN.**

### **Construction Sites and Worksites Guidelines**

- All workers shall travel to the *Construction Site* or *Worksite* in a vehicle, by bike, or on foot only. Gloves and a mask must be worn at all times if traveling in a vehicle with more than one person.
- All *Construction Sites* shall post the maximum number of workers permitted at the entrance to the site or structure.
- All *Construction Sites* shall have all Cleaning Logs and Wellness Questionnaires located either in the job site trailer, the permit box, or immediately inside the primary entrance. There shall be located on the outside of each primary entrance/exit disinfecting supplies and a trash can with a plastic bag liner.
- A maximum of 10 workers, regardless of trade may be present on a single *Construction Site* or *Worksite* at any given time either internally, externally or a mixture thereof. Adequate space to maintain social distancing of 6 feet between workers shall be maintained. The number of workers must be reduced if social distancing space cannot be maintained. Exception: if an individual task requires contact closer than 6 feet then a face mask shall be worn.
  - \*A recommended guideline for the quantity of interior workers is 1 worker for every 500 Square Feet of interior space \*
- *Construction Sites* and *Worksites* seeking to employ more than 10 workers at one time must complete a “Long Form Back to Work Checklist.”
- A *Construction Site* must be equipped with a hand washing station with running water, pump soap, paper towels mounted on a holder or in a dispenser, and a trash bin. These supplies shall always be present. Wastewater must be discharged into a drywell, French drain, or existing septic system as approved by the local Health Inspector.
- A hand washing station is not required at a *Worksite*, but workers shall always have portable water for proper hand washing according to the handwashing guidelines and must always carry *Hand Sanitizer* on their person.
- *Construction Sites* must have at least one bathroom, porta-potty, or approved equivalent for every 8 workers. These facilities must be *Disinfected* at least once daily by workers and porta-pottys must be pumped and professionally cleaned a minimum of twice a week by the rental company.
- Every *Construction Site* shall be posted with a Wellness Questionnaire sign in/sign out sheet which shall be completed by each worker on the site and kept on site for 30 days. Workers on a *Worksite* shall be provided a copy of the Wellness Questionnaire and shall verbally complete the questionnaire with their supervisor prior to starting work each day which the supervisor shall record.
- Work gloves shall always be worn while workers are on all sites except when not technically feasible.
- All shared surfaces including tools, door handles, gates, and bathrooms/porta-pottys shall be *Disinfected* at the end of each day and when workers or trades change during the course of a workday. A cleaning log shall be kept on site for 30 days and document all cleanings.

- All coffee and lunch breaks must be taken at the *Construction Site* or *Worksite* and social distancing must be adhered to. Workers are strongly encouraged to bring food and drink from home to work and to not pick up food to go.

### **Inspection Requirements, Enforcement, & Penalties**

- Prior to starting at any *Construction Site*, the site supervisor must submit the Back to Work Checklist, and the Return to Work Long Form if more than 10 workers on the site is requested, to the Health Agent or Building Inspector with an inspection request to confirm all elements of these guidelines are met. No work may begin until the *Construction Site* is inspected, or two business days has lapsed after requesting the inspection. Random re-inspections will occur to ensure guidelines are being followed.
- A *Construction Site* must be free of all workers and *Disinfected* prior to the initial inspection, and for any progress inspection on a *Construction Site* or *Worksite*. The permit holder may be present if requested by the inspector.
- If any *Worksite* or *Construction Site* is in violation of these guidelines, the Town may take any or all of the following actions: notify the owner of record for the site of the violation, suspend the work authorization for the site until all infractions are corrected and a new inspection is performed, or impose a fine. Repeated violations may result in the revocation of a work authorization.
- This Order may be enforced by the town Health Agent, Building Inspector, police or any other official authorized by the town. Whoever violates any provision of this Order may be penalized by a non-criminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D. If non-criminal disposition is elected, then any person who violates any provision of this Order shall be subject to a penalty in the amount of three hundred dollars (\$300.00) per violation. Each day shall constitute a separate offense.
- Whoever violates any provision of this Order may be penalized by indictment or on complaint brought in the district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation or offense shall be one thousand dollars (\$1,000). Each day or portion thereof shall constitute a separate offense.
- The building permit holder for a *Construction Site* is the entity responsible for compliance with these guidelines and any fine or penalty imposed.
- The worker present and their employer shall be responsible for compliance with these guidelines and any fine or penalty imposed for a *Worksite*.

### **Resources and References – To Be Developed and Linked**

Back to Work Checklist

Return to Work Long Form

Cleaning Log

Daily Report Template

Wellness Questionnaire

COVID-19 Work Inside an Occupied Home

Guidelines for Stopping the Spread of COVID-19 Poster

Guide to Proper Social Distancing Poster

Guidelines for Proper Hand Washing Technique Poster

EPA Certified Household Disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Return to Work Long Form

Construction Site Checklist for Requests over 10 Workers

1. Site address \_\_\_\_\_
2. Permit #, Client Name & Phone Number \_\_\_\_\_
3. Contractor/Applicant Name and Phone Number \_\_\_\_\_
4. Number of Structures \_\_\_\_\_
5. Square Footage of Each Structure \_\_\_\_\_
6. Square Footage of the Property \_\_\_\_\_
7. Number of Workers Requested Daily  
Total \_\_\_\_\_  
Per Structure \_\_\_\_\_  
Internally \_\_\_\_\_  
Externally \_\_\_\_\_  
Working on the Grounds \_\_\_\_\_
8. Name & Phone Number of each trade on site \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Will there be workers coming form off-island? \_\_\_\_\_ If so, how many daily? \_\_\_\_\_
10. Is their running water on site? \_\_\_\_\_ Number of wash stations \_\_\_\_\_
11. Number of bathroom facilities \_\_\_\_\_
12. Number of expected vehicles on site at any given time \_\_\_\_\_
13. Is their enough parking for all vehicles that allows access to and from the structure? \_\_\_\_\_
14. Is their public parking available nearby? \_\_\_\_\_
15. Is the owner/client on site? \_\_\_\_\_
16. Will you be working extended hours, on weekends? \_\_\_\_\_
17. Anticipated completion date? \_\_\_\_\_
18. Is there a CSL/Supervisor on site during the workday responsible for compliance? \_\_\_\_\_
19. Name and phone number of CSL/Supervisor \_\_\_\_\_