

CPWR-NIOSH COVID-19 Webinar Series

What We've Learned: Health Risks and Prevention

New Exposure Control Planning Tool

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<https://www.covidcpwr.org>

Home Page

1. Why Create A Plan
2. How it Works
3. Register/Login (*optional*)
4. Begin Your Plan

Creating a plan to protect workers and prevent the spread of COVID-19 on construction job sites

The [Centers for Disease Control and Prevention \(CDC\)](#) and the [Occupational Safety and Health Administration \(OSHA\)](#) recommend that companies develop a plan to protect their employees and prevent the spread of COVID-19. This free COVID-19 Exposure Control Planning Tool takes you step-by-step through developing your plan, including what to consider when conducting a job hazard analysis for COVID-19, selecting appropriate controls, screening workers and visitors, training employees, and implementing the plan. Remember to take advantage of your employees' knowledge of job site conditions as you develop your plan.

At the end of the steps, you will have a written plan tailored for your job that can be saved, printed, and emailed. There is an option to confidentially register if you want to save and edit your plan(s) at a later time, but registration is not required to use this free tool.



[Begin Your Plan](#)

Why Create A Plan?

Preventing the spread of COVID-19 will keep construction job sites open, help prevent delays, and protect employees.

How it Works

This easy to use tool has four key steps to follow to create your plan.

Register/Log In

You do not need to register to use the tool. This is an option for users who want to edit their plans.


COVID-19 Construction Clearinghouse

A central resource for construction employers and workers to find the latest information and resources to help prevent the spread of the disease.

[VISIT THE SITE](#)

Develop a Plan – Step 1

Identify the Risks and Control Measures on the Job Site *and* in the Office/Trailer

HOME WHY CREATE A PLAN? HOW IT WORKS REGISTER/LOGIN















New Plan [CLICK HERE TO CHANGE PLAN NAME](#)

[STEP 1: JOB SITE](#) // [STEP 1: OFFICE/TRAILER](#) // [STEP 2: SCREENING EMPLOYEES](#) // [STEP 3: TRAINING](#) // [STEP 4: COMPLETE YOUR PLAN](#)


Step 1: Identify where your employees could be exposed to COVID-19 and the control measures that will be used to protect them and prevent exposure.

The following is a list of areas on a job site and in an office/trailer where individuals may be exposed to COVID-19 in the air and/or on surfaces. Select all the exposure risks that you expect will be present on your job site. As you select an exposure risk, a list of possible controls to prevent exposure will appear. Please select all the controls that you will use. If an exposure risk or control is not listed, please use the 'Other' option to fill in ones of your own and use the text box to include additional information on the location of the risks and how controls will be implemented. The blue information icon will take you to additional information on the risk or control measure.

JOB SITE EXPOSURE RISKS AND CONTROLS

| | |
|---|---|
| Airborne Exposures Outdoors – General Work Areas  |  |
| Airborne Exposures Indoors/Enclosed Areas  |  |
| Airborne & Touch Exposures in Choke Points (entrances, elevators, lifts)  |  |
| Touch Exposures from Lifting and Moving Materials  |  |
| Touch Exposures from Sharing Hand Tools and Small Equipment  |  |
| Touch Exposures from Sharing Vehicles and Heavy Equipment  |  |
| Airborne & Touch Exposures in Heavy Traffic/Frequent Use Areas (break areas, porta potties)  |  |

NEXT: Office/Trailer Exposure Risks and Controls

HOME WHY CREATE A PLAN? HOW IT WORKS REGISTER/LOGIN









New Plan [CLICK HERE TO CHANGE PLAN NAME](#)

[STEP 1: JOB SITE](#) // [STEP 1: OFFICE/TRAILER](#) // [STEP 2: SCREENING EMPLOYEES](#) // [STEP 3: TRAINING](#) // [STEP 4: COMPLETE YOUR PLAN](#)

Step 1: Identify where your employees could be exposed to COVID-19 and the control measures that will be used to protect them and prevent exposure.


The following is a list of areas on a job site and in an office/trailer where individuals may be exposed to COVID-19 in the air and/or on surfaces. Select all the exposure risks that you expect will be present on your job site. As you select an exposure risk, a list of possible controls to prevent exposure will appear. Please select all the controls that you will use. If an exposure risk or control is not listed, please use the 'Other' option to fill in ones of your own and use the text box to include additional information on the location of the risks and how controls will be implemented. The blue information icon will take you to additional information on the risk or control measure.

OFFICE/TRAILER

| | |
|---|---|
| Airborne Exposures in Enclosed Office Work Area  |  |
| Touch and Airborne Exposures in Bathrooms  |  |
| Airborne & Touch Exposures in Heavy Traffic Areas and Choke Points (entrances, elevators, hallways, kitchens, and common areas)  |  |
| Touch Exposures from Sharing Equipment & Supplies (computers, tablets, phones, pens, etc.)  |  |

Back

NEXT: Step 2 Screening Employees

- ✓ Select multiple risk categories and controls for the risks
- ✓ Throughout  gives descriptions and links to additional information

Test Plan [CLICK HERE TO CHANGE PLAN NAME](#)

[STEP 1: JOB SITE](#) // [STEP 1: OFFICE/TRAILER](#) // [STEP 2: SCREENING EMPLOYEES](#) // [STEP 3: TRAINING](#) // [STEP 4: COMPLETE YOUR PLAN](#)

Step 1: Identify where exposures occur and the control measures that will be used to protect them from exposure.

The following is a list of areas on a job site where exposures may occur. Select all the exposure risk categories that apply. Controls to prevent exposure will apply to all selected areas. Use the 'Other' option to fill in ones not listed. The below controls will be implemented. The below controls will be implemented.

Close

Keep workers and others moving in the same direction to limit interactions by establishing separate gates/points and routes to use when arriving and leaving the job site. [Click here for resources on designating separate points for entering and leaving the job site.](#)

OFFICE/TRAILER

Airborne Exposures in Enclosed Office Work Area

Touch and Airborne Exposures in Bathrooms

✓ Airborne & Touch Exposures in Heavy Traffic Areas and Choke Points (entrances, elevators, hallways, kitchens, and common areas)

☒ Designate separate points for entering & leaving job site

☒ Require handwashing before & after entering area

☐ Increase ventilation

☐ Limit the number of individuals in lifts & elevators

☐ Place handwashing stations & hand sanitizers in accessible locations

☐ Restock soap/water, towels & hand sanitizer frequently

☐ Prohibit sharing of food & beverages

☐ Use respirators (such as N-95s) as part of a respiratory protection program

☐ Mark walking areas with directional arrows

☐ Use signs/posters/markers to maintain a 6ft distance between workers

☐ Use signs to limit number of people in an area

☐ Use face coverings

☐ Use face shields

☒ Other

TEST

Use this space for additional details on how the controls will be used to address the risk.

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Connected to Resources in the COVID-19 Construction Clearinghouse

Test Plan [CLICK HERE TO CHANGE PLAN NAME](#)

STEP 1: JOB SITE // STEP 1: OFFICE/TRAILER // STEP 2: SCREENING EMPLOYEES // STEP 3: TRAINING // STEP 4: COMPLETE YOUR PLAN

Step 1: Identify where your employees could be exposed to COVID-19 and the control measures that will be used to protect them and prevent exposure.

The following is a list of areas on a job site and in an office/trailer where individuals may be exposed to COVID-19 in the air and/or on surfaces. Select all the exposure risks that you expect will be present on your job site. As you select an exposure risk, a list of possible controls to prevent exposure will appear. Please select all the controls that you will use. If an exposure risk or control is not listed, please use the 'Other' option to fill in ones of your own and use the text box to include additional information on the location of the risks and how controls will be implemented. The blue information icon will take you to additional information on the risk or control measure.

OFFICE/TRAILER

Airborne Exposures in Enclosed Office Work Area

Touch and Airborne Exposures in Bathrooms

Airborne & Touch Exposures in Heavy Traffic Areas and Check Points (entrances, elevators, hallways, kitchens, and common areas)

Designate separate points for entering & leaving job site

Require handwashing before & after entering area

☐ Increase ventilation

☐ Limit the number of individuals in lifts & elevators

☐ Place handwashing stations & hand sanitizers in accessible locations

☐ Restock soap/water, towels & hand sanitizer frequently

☐ Prohibit sharing of food & beverages

☐ Use respirators (such as N-95s) as part of a respiratory protection program

☐ Mark walking areas with directional arrows

☐ Use signs/posters/markers to maintain a 6ft distance between workers

☐ Use signs to limit number of people in an area

☐ Use face coverings

☐ Use face shields

Other

TEST

Use this space for additional details on how the controls will be used to address the risk.

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Enter search terms...

Control: Designate separate points for entering & leaving job site

Designated stairs for up and down to promote social distancing

Description:
Segregated stair towers with signage reduce two-way traffic in stairwells and help workers maintain social distancing.

Source: Oregon State Building Trades Council

Date: 08/28/20

Signs indicate walking paths to maintain social distancing


Description:
Signage and segregated walk paths reduce two-way traffic on narrow

Step 2

Describe procedures for screening:

- ✓ Who will be screened?
- ✓ How will screening be done?
- ✓ Who will do the screening?
- ✓ How will sick and exposed workers will be handled?

This is a screen shot of what a user will fill out.

[HOME](#) [WHY CREATE A PLAN?](#) [HOW IT WORKS](#) [REGISTER/LOGIN](#)

Test Plan [CLICK HERE TO CHANGE PLAN NAME](#)


[STEP 1: JOB SITE](#) // [STEP 1: OFFICE/TRAILER](#) // [STEP 2: SCREENING EMPLOYEES](#) // [STEP 3: TRAINING](#) // [STEP 4: COMPLETE YOUR PLAN](#)


Step 2: Identify the procedures for screening employees and dealing with sick or exposed workers.


Please use the space provided to describe the specific approaches and policies you will implement for dealing with sick or exposed workers to prevent the spread of disease. The blue information icon will take you to additional information.


Is your company responsible for screening your employees or others who come to the job site?


☐ Yes ☐ No


If your company is not responsible, please list the company that is responsible. 


Who will be screened? (All employees? All visitors? Others?) 


When and how frequently will the screening take place? (days/times) 


Where will the screening be performed? (Identify the location on the job site) 


Who will perform the screening? (Name of individual(s) and/or company, and title(s)) 


How will workers be screened? 


Do you anticipate any language or literacy barriers and how will they be handled? 


How will screening records be maintained and who will maintain the records? 


How will workers with COVID-19 symptoms be dealt with? 


What is the policy for dealing with workers who had contact with a sick co-worker? 

What is the procedure for cleaning and disinfecting the work area where a sick worker was located? (How soon after the worker is sent home will the cleaning take place? Who will do the cleaning? How will the individual(s) cleaning be protected? What will the cleaning involve?) 

How will the sick person's confidentiality be protected? 

When you learn a worker on the job has tested positive for COVID-19, who will you notify and when? (Local health department, other contractors, etc.) 

Will an effort be made to trace sick workers and if so how (contact tracing)? (Local health authority, etc.) 

What is the policy for workers who have tested positive returning to work? 

Step 3

Describe the training that will be provided:

- ✓ Who will be trained?
- ✓ How will the training be provided?
- ✓ Where will the training take place?
- ✓ When will the training be conducted?
- ✓ What topics will be covered?
- ✓ Will there be special (ICRA, etc.) or trade specific training?

This is a screen shot of what a user will fill out.

The screenshot shows the 'Test Plan' interface for the CPWR COVID-19 Exposure Control Planning Tool. The top navigation bar includes links for HOME, WHY CREATE A PLAN?, HOW IT WORKS, and REGISTER/LOGIN. The main heading is 'Test Plan' with a link to 'CLICK HERE TO CHANGE PLAN NAME'. Below this are four steps: STEP 1: JOB SITE, STEP 2: SCREENING EMPLOYEES, STEP 3: TRAINING (selected), and STEP 4: COMPLETE YOUR PLAN. The 'Step 3: Training on COVID-19' section includes a description of the training space and a blue information icon. The form contains several sections with checkboxes and text input fields: 'Who will be trained?' (text field), 'How will the training be provided?' (checkboxes for In-person with social distancing, Videos - on-demand, Conference calls, Online Meetings, and Other), 'Where will the training be provided?' (text field), 'When will the training be held?' (text field), 'What will the training cover?' (checkboxes for various topics including signs and symptoms, disease spread, screening methods, company policy, procedures, specific COVID-19 risks, control measures, face coverings, respirator training, glove use, hazard communication, food and beverage restrictions, COVID-19 officer role, exposure risk, mental health, and the Families First Coronavirus Response Act), 'Specialized training (such as ICRA) - please specify:' (text field), and 'Training specific to trade-specific tasks to prevent COVID-19 exposure:' (text field). At the bottom, there are 'Back' and 'NEXT: Step 4 Complete Your Plan' buttons.

CPWR
COVID-19
Exposure Control Planning Tool

HOME WHY CREATE A PLAN? HOW IT WORKS REGISTER/LOGIN

Test Plan [CLICK HERE TO CHANGE PLAN NAME](#)

[STEP 1: JOB SITE](#) // [STEP 2: SCREENING EMPLOYEES](#) // [STEP 3: TRAINING](#) // [STEP 4: COMPLETE YOUR PLAN](#)

Step 3: Training on COVID-19

Please use the space provided to describe the COVID-19 focused training that will be provided to employees. The blue information icon will take you to training resources to help you carry out this training.

Who will be trained? ⓘ

How will the training be provided? ⓘ

- ☐ In-person with social distancing
- ☐ Videos - on-demand
- ☐ Conference calls
- ☐ Online Meetings
- ☐ Other

Where will the training be provided? (Location if in-person; platform (Zoom, Microsoft Teams, etc.) if online; link to videos) ⓘ

When will the training be held? (Start of the job? When new employees are hired? When there is new guidance or policies?) ⓘ

What will the training cover? ⓘ

- ☐ Signs and symptoms of COVID-19
- ☐ How the disease spreads
- ☐ Reason for the screening (why it is being done)
- ☐ Screening methods that will be used
- ☐ Company policy for sending sick workers home
- ☐ Company policy for dealing with workers that may have been exposed
- ☐ Procedures or restrictions for accessing the job site
- ☐ Specific COVID-19 risks on the job that the workers may encounter
- ☐ Control measures that will be used for each exposure risk
- ☐ Requirements for face coverings (if and when they will be provided, proper use, when will they be required to be used)
- ☐ OSHA required respiratory protection training (when respirators are used)
- ☐ Locations and availability of gloves, handwashing stations and/or hand sanitizer, and expectations for use
- ☐ How to use of gloves (donning and doffing gloves, proper care, maintenance, useful life, and disposal)
- ☐ Hazard communication training for COVID-19 related disinfectants and hand sanitizers used
- ☐ Recommendations or restrictions related to food and beverages on the job
- ☐ The role of the COVID-19 officer for the job site - the name, how to reach, when to contact, who to contact if the person is unavailable
- ☐ What to do if you feel at risk of exposure
- ☐ Mental health resources
- ☐ Requirements under the Families First Coronavirus Response Act

Specialized training (such as ICRA) - please specify:

Training specific to trade-specific tasks to prevent COVID-19 exposure:

Back NEXT: Step 4 Complete Your Plan

Step 4

Other information to include in a plan:

- ✓ Company name
- ✓ Person preparing the plan
- ✓ Project name and description
- ✓ Person responsible for implementing the plan and their authority
- ✓ Other steps the company will take

This is a screen shot of what a user will fill out.

The screenshot shows the 'Test Plan' interface for the CPWR COVID-19 Exposure Control Planning Tool. At the top, there is a navigation bar with links: HOME, WHY CREATE A PLAN?, HOW IT WORKS, and REGISTER/LOGIN. Below this, the title 'Test Plan' is displayed with a link to 'CLICK HERE TO CHANGE PLAN NAME'. A progress bar indicates the current step: STEP 1: JOB SITE // STEP 2: OFFICE/TRAILER // STEP 3: SCREENING EMPLOYEES // STEP 4: TRAINING // STEP 5: COMPLETE YOUR PLAN. The main heading is 'Step 4: Complete Your Plan.' followed by instructions: 'Please use the following spaces to provide information on the project, who will be responsible for implementing the plan, and other actions you plan to take to prevent the spread of COVID-19 on the job.' The form contains several input fields: 'Company Name', 'Person Preparing the Plan (First and Last Name and Title)', 'Project (Name/Location)', 'Description of Project' (with a text area), 'Name of Person Responsible for Implementing the Plan on the Job Site (COVID-19 Officer)', 'COVID-19 Officer's Role Within the Company', 'COVID-19 Officer's Authority to Implement the Plan', and 'Other steps that will be taken to prevent exposures and the spread of COVID-19 on the job site (i.e., sick leave policy, etc.)' (with an information icon). At the bottom, there are two buttons: 'Back' and 'NEXT: Get Your Plan'.

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HOME WHY CREATE A PLAN? HOW IT WORKS REGISTER/LOGIN

Test Plan [CLICK HERE TO CHANGE PLAN NAME](#)

STEP 1: JOB SITE // STEP 2: OFFICE/TRAILER // STEP 3: SCREENING EMPLOYEES // STEP 4: TRAINING // STEP 5: COMPLETE YOUR PLAN

Step 4: Complete Your Plan.

Please use the following spaces to provide information on the project, who will be responsible for implementing the plan, and other actions you plan to take to prevent the spread of COVID-19 on the job.

Company Name

Person Preparing the Plan (First and Last Name and Title)

Project (Name/Location)

Description of Project

Name of Person Responsible for Implementing the Plan on the Job Site (COVID-19 Officer)

COVID-19 Officer's Role Within the Company


COVID-19 Officer's Authority to Implement the Plan

Other steps that will be taken to prevent exposures and the spread of COVID-19 on the job site (i.e., sick leave policy, etc.) [i](#)

Back NEXT: Get Your Plan

Completed Plans – Plans can be downloaded, emailed and printed – If registered and logged in, saved and edited later

Users can go back to
earlier steps and
modify their entries



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COVID-19
Exposure Control Planning Tool

[HOME](#) [WHY CREATE A PLAN?](#) [HOW IT WORKS](#) [REGISTER/LOG IN](#)

Test Plan [CLICK HERE TO CHANGE PLAN NAME](#)

STEP 1: JOB SITE // STEP 1: OFFICE/TRAILER // STEP 2: SCREENING EMPLOYEES // STEP 3: TRAINING // STEP 4: COMPLETE YOUR PLAN

Test Plan

What is known about how COVID-19 spreads and can be controlled is evolving. As new information is learned, this COVID-19 Planning Tool and related Construction Clearinghouse will be updated. Please review your plan periodically to ensure it includes the most up-to-date information and is being implemented properly.

Company Name
Test Company

Person Preparing the Plan (First and Last Name and Title)
John Doe

Project (Name/Location)
Local School

Description of Project
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Name of Person Responsible for Implementing the Plan on the Job Site (COVID-19 Officer)
Jane Doe

COVID-19 Officer's Role Within the Company
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COVID-19 Officer's Authority to Implement the Plan
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Other steps that will be taken to prevent exposures and the spread of COVID-19 on the job site (i.e., sick leave policy, etc.)
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COVID-19 Exposure Risks and Controls

Office/Trailer: Airborne & Touch Exposures in Heavy Traffic Areas and Choke Points (entrances, elevators, hallways, kitchens, and common areas)

☒ Designate separate points for entering & leaving job site

☒ Require handwashing before & after entering area

☒ Other: TEST

Procedures for COVID-19 screening and responding to sick workers

Is your company responsible for screening your employees or others who come to the job site?
Yes

If your company is not responsible, please list the company that is responsible.
John Doe

Who will be screened? (All employees? All visitors? Others?)
All Workers

When and how frequently will the screening take place? (days/times)
Daily

Where will the screening be performed? (Identify the location on the job site)
Entrance to job site

Who will perform the screening? (Name of individual(s) and/or company, and title(s))
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How will workers be screened?
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Do you anticipate any language or literacy barriers and how will they be handled?
No

How will screening records be maintained and who will maintain the records?
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How will workers with COVID-19 symptoms be dealt with?
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What is the policy for dealing with workers who had contact with a sick co-worker?
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What is the procedure for cleaning and disinfecting the work area where a sick worker was located? (How soon after the worker is sent home will the cleaning take place? Who will do the cleaning? How will the individual(s) cleaning be protected? What will the cleaning involve?)
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How will the sick person's confidentiality be protected?
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When you learn a worker on the job has tested positive for COVID-19, who will you notify and when? (Local health department, other contractors, etc.)
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Will an effort be made to trace sick workers and if so how (contact tracing)? (Local health authority, etc.)
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What is the policy for workers who have tested positive returning to work?
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Training on COVID-19

Who will be trained?
All Employees

How will the training be provided?

☒ In-person with social distancing

☒ Videos - on-demand

☒ Online Meetings

☒ Other: Test

Where will the training be provided? (Location if in-person; platform (Zoom, Microsoft Teams, etc.) if online; link to videos)
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When will the training be held? (Start of the job? When new employees are hired? When there is new guidance or policies?)
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What will the training cover?

☒ Signs and symptoms of COVID-19

☒ How the disease spreads

Specialized training (such as ICRA) - please specify:
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Training specific to trade-specific tasks to prevent COVID-19 exposure:
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