COVID-19 Guidelines for Safe Workplace Practices

The information presented in this guidance is a general composite of best practices and current information about prevention of COVID-19 in the workplace. It was compiled jointly by SC&RA’s Crane & Rigging and Transportation Groups’ Safety, Education & Training Committees. The information provided should not be considered as a directive or as an industry standard that must be adopted or followed. Instead, the information is intended to provide helpful ideas and guidance.

GOVERNMENTAL GUIDANCE
Frequently monitor and follow directions given by:
- Center for Disease Control (CDC) www.cdc.gov
- Department of Homeland Security (DHS) www.dhs.gov
- Local, State and Federal Agencies

SAFETY PRACTICES FOR DELIVERY & JOB SITES
In addition to the precautions set forth by the CDC and DHS, SC&RA’s Safety, Education & Training Committees developed the following list of additional safety practices companies should consider for both delivery site and job sites.

Management
- Update your Emergency Action Plan (EAP) with appropriate site contact should any crew member at jobsite test positive or exhibit COVID-19 related symptoms.
- Consider staggered starts and/or lunches to keep amount of people at a minimum.

Example:
6:30 am – 12:00 noon 1st shift office (split of each department). MUST leave at 12:00
12:00 pm- 12:30 pm Custodial service to workstation areas
12:30 pm – 6:00 pm 2nd shift office

- Have crews maintain logs of who they are in contact with in case there is an infection on the jobsite so we can inform others and reduce any further spread.
- Encourage staff to clean their phones frequently.

Safety Briefings
- All Job Safety briefings should include discussions on COVID-19 transmission and prevention guidelines. Continue aggressive personal hygiene throughout the day and wash and sanitize hands frequently.
- Job Hazard Analysis - When conducting safety briefings maintain social distancing especially with outside contractors participating in briefing.

Deliveries - Receiving
- Restrict outside visitors from delivery and job sites. However, if it’s critically important for them to be there, maintain social distancing between them and crew. No one except crew members should touch, operate or even ride as a passenger in/on company equipment that is being operated, utilized, and or driven by company personnel.
- Rental Equipment – Request all rental equipment be sanitized prior to delivery. All equipment should be delivered to a remote area of the terminal or job site.
Deliveries - **Making**
- Crew should limit interaction with others when delivering or picking up loads at terminals or jobsites.
- Maintain social distancing.

**Equipment**
- Sanitize all equipment on regular basis such as forklift controls, equipment handles, gang boxes, hand tools and those tool parts that are handled frequently by multiple crew members. **NOTE: Any item or piece of equipment that is frequently touched or handled by multiple personnel should be sanitized regularly.**
- Equipment Drivers - Sanitize all controls- steering wheels, gear shifts, door handles, ELD devices such as tablets, seat belt buckles, etc. Have a dedicated space to keep your trash and empty it often.

**Personal Protective Equipment (PPE)**
- Don’t share PPE- make sure it’s sanitized on regular basis. Safety gear such as Fall Arrest Systems should be sanitized especially the locking devices before using.
- Ensure PPE is disposed of properly

**Employees**
- Do not share mobile devices. Transport Radios should be assigned to one person and sanitized before redistributing for the next transport.
- Bring your own pen to sign paperwork. Wash your hands as soon as you can after dealing with documents and clipboards post-delivery or pick-up.
- Keep daily work clothes sanitized- don’t wear multiple days without washing/sanitizing.
- Restrain from smoking, dipping and vaping in closed areas or around others.

**Travel/Transport**
- If part of a crew and rooming together, do not share bathroom items such as soap, hand towels, shampoo, etc. Frequently sanitize common areas of room such as bathroom counter tops, TV remote controls, lamp switches, etc.
- When using rest stops, crew should use sanitized wipes to clean door handles prior to opening.
- Crew trucks transporting employees back and forth to delivery or job site should be sanitized daily paying special attention to doorknobs, radio dials, window buttons, seat belt hardware, etc.

**Food**
- Water coolers should not be used as individuals will be constantly reaching into ice for bottled water.
- Designate one person to obtain outside food for crew. Upon return, the person obtaining food should be the one to distribute. Do not allow anyone to reach into bags for their meals. Distribute food and when eating, maintain social distancing.
- For food such as pizzas, donuts, etc. designate a person to distribute food items. The designated person should wear gloves or sanitized napkins/clothes.

SC&RA has created a COVID-19 Crisis Command Center, www.scranet.org/covid19, for members to navigate and understand new enforcement and changes due to the pandemic. The site contains up-to-date information on OS/OW permitting policies and office procedures, OSHA guidance, and updates from the FMCSA on CDLs, and more.

www.scranet.org/covid19
5870 Trinity Parkway, Suite 200, Centreville, VA 20120