

Massport COVID-19
Centralized Screening Procedures



take
20
seconds

every
20
minutes

to look
20
feet around



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I. Purpose

Due to the outbreak of COVID-19, and in an effort to comply with the Commonwealth of Massachusetts' Guidelines for COVID-19 (Appendix A) safety in construction and Public Work, the Massachusetts Port Authority will be establishing a centralized screening station. This station will allow for the expedient and efficient daily screening for COVID-19 for all employees associated with major construction projects located at Logan airport. In an effort to ensure the safety of all involved in this process, including the general public, the Massachusetts Port Authority hereby sets forth this policy as it relates to any and all activities associated with the centralized screening station. This policy shall be adhered to by anyone associated with this operation, and referred to in the event of uncertainty surrounding any of the operations. The safety of all associated with this operation and the general public is of the utmost importance.

II. Roles and Responsibilities

- (a) **Technician:** The technician shall be an individual responsible for monitoring the temperature of all those processed through the centralized screening station. This individual shall be a professional or trained individual, consistent with the above-referenced Guidelines set forth by the Commonwealth of Massachusetts. The technician shall also be responsible for providing any necessary PPE to screen those as outlined in Section VIII of this document.

- (b) **Entry Coordinator:** The entry coordinator shall be responsible for the safe queuing of individuals arriving for screening. This individual shall be stationed at the entry point of the designated screening area and shall guide employees to the appropriate queuing area.

- (c) **Tracking Coordinator:** The tracking coordinator shall be responsible for asking participants questions related to the symptoms of COVID-19 consistent with the Guidelines set forth by the Commonwealth of Massachusetts. These individuals will then log the screened employees name and status utilizing survey software. They will also be responsible for handing the appropriate ticket color of the day to individuals who have been cleared for work.



III. Training

All involved in the centralized screening operations will be trained for their specific role. All training will be completed prior to the start of operations and will be documented and treated as Protected Information (PI) and confidential.

IV. Screening Facilities

The screening facilities will consist of the following:

- One large covered tent to allow for multiple vehicle-driving lanes.
- One existing bus shelter structure will be repurposed to be utilized as a screening area for anticipated walk-ins.
- The screening facilities shall be located within the existing parking lot across the street from the Massport Badging office. Access to this area will be controlled by the entry coordinators and marked by signage indicating access to the site by “Authorized Personnel Only”.
- All driving facilities will utilize a multi gas detector to assure there is no exposure to workers contained within the space.
- All screening facilities will maintain an adequate supply of Personal Protective Equipment (PPE), to assure that technicians are protected while screening.

V. COVID-19 Site Safety

To assure those within the screening are protected from potential exposure to COVID-19, the following measures will be put in place:

- Social distancing will be maintained and monitored by all means necessary in accordance with the Guidelines set forth by the Commonwealth of Massachusetts.
- Signage will be posted throughout the site in conspicuous areas to promote good hygiene practices. Visual depictions approved by agencies to include but not be limited to OSHA, CDC, WHO shall be posted to promote these practices.
- Handouts will be given to all highlighting safety information regarding COVID-19 once they have been successfully screened, so that they may continue to practice these techniques at and away from their jobsite.
- If anyone onsite exhibits advanced symptoms of COVID-19, dial 9-1-1.

VI. Screening Process

The screening process will consist of the following steps (please refer to the Process-Flow below):

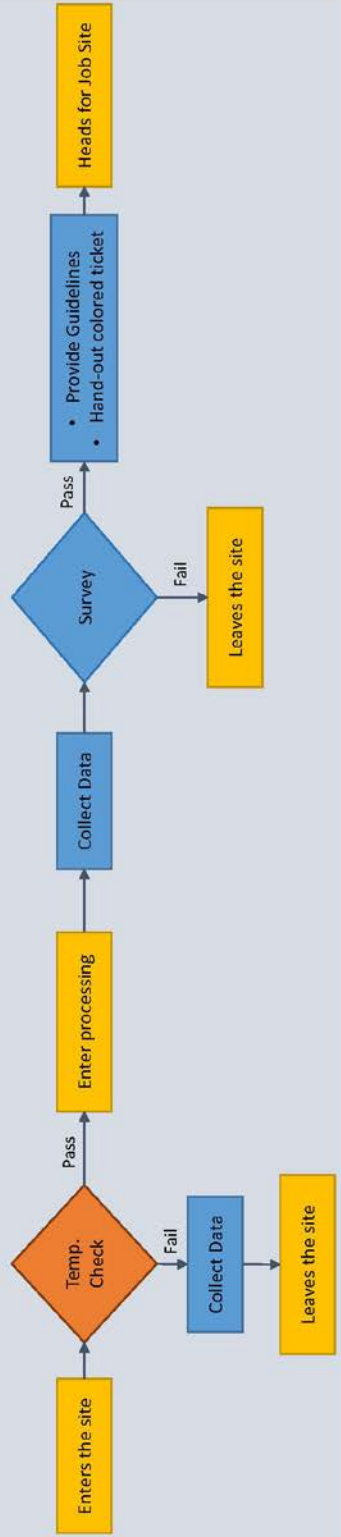
1. Participant approaches the entrance of the site and is guided to their respective queue area by an entry coordinator.
2. Participant reaches the screening tent and has their temperature taken by a Technician, utilizing a non-contact thermometer. If any individual's temperature is recorded at 100.3 they will be sent home immediately, after their data has been collected.
3. Passing participant is guided to a tracking coordinator who will ask them the following questions/obtain the following information:
 - a. Name of Employee
 - b. Company name
 - c. Job Site that they are reporting to
 - d. In the last 24 hours, have you had a cough?
 - e. In the last 24 hours, have you experienced shortness of breath?
 - f. In the last 24 hours, have you experienced a sore throat?
4. If cleared, the participant is provided with the appropriate ticket color that will allow them to access their site for the day as well as a handout regarding COVID-19 Safety Precautions.
5. If the participant fails the questionnaire (by responding "yes" to two or more of the questions), they will be sent home immediately.
6. If any question is answered with a "yes" response, the participant is not given a ticket, is sent home for the day, instructed to contact their employer for further instructions, and given a handout regarding COVID-19 safety precautions.
7. Once the employee has received their ticket, they will proceed to their designated work site entry point where they will present their ticket to the designated COVID-19 Officer who will collect one-half of the ticket and grant them access to the site.

"No ticket, no entry"

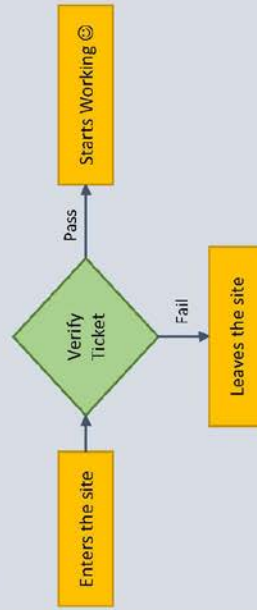
@ LOGAN AIRPORT – 04/04/2020

SCREENING PROCEDURES

SCREENING SITE



JOB SITE



LEGEND



DAILY TRACKING:

- # TICKETS ISSUED BY PROJECT
- # TICKETS ISSUED BY COMPANY
- # TICKETS RETURNED BY PROJECT
- # TICKETS RETURNED BY COMPANY
- # REJECTED PEOPLE BY PROJECT
- # REJECTED PEOPLE BY COMPANY



VII. Tracking

In order to assure the safe and efficient operation of the centralized screening, it is imperative that personnel-screening data be tracked to assure that all anticipated on-site personnel have completed the screening process. The tracking process will be conducted as follows:

1. Tickets issued by project
2. Tickets issued by company
3. Tickets returned by project
4. Tickets returned by company
5. # rejected by project
6. # rejected by company

VIII. PPE

All personnel on site shall utilize PPE to the extent necessary to avoid potential occupational exposure to COVID-19. The level of PPE required will depend on the individual potential for exposure based on specific job task and will be as follows:

- **Entry Coordinator:** Shall utilize PPE to include Nitrile Gloves, and Safety glasses.
- **Technician:** Shall utilize full PPE to include N95 respirator, Nitrile Gloves, Safety glasses, and gowns.
- **Tracking Coordinator:** Shall utilize PPE to include Nitrile Gloves, and Safety glasses.

IX. Waste

CleanHarbors Inc. will manage all waste associated with the screening facilities as they deem appropriate, based on a number of factors to include but not be limited to; proximity of items to participants, perceived risk of the operation, waste associated with individual task etc.

X. Site Decontamination

CleanHarbors Inc. will also manage the decontamination of the site as they deem appropriate based on a number of factors to include but not be limited to; risk associated with the operation, potential exposure areas, size and location of tents, high contact surfaces, etc.



Appendix A:

Commonwealth of Massachusetts' Guidelines for COVID-19



**Commonwealth of Massachusetts
COVID-19 GUIDELINES AND PROCEDURES
FOR ALL CONSTRUCTION SITES AND WORKERS AT ALL
PUBLIC WORK**

These Guidelines and Procedures MUST be implemented at all times on all construction sites.

Employee Health Protection – ZERO Tolerance

The following applies to both State employees and contracted staff working on behalf of the State.

- ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!
- If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.

COVID-19 Typical Symptoms:

- Fever
- Cough
- Shortness of Breath
- Sore Throat
- Employees exhibiting symptoms should be directed to leave the work site and seek medical attention and applicable testing. They are not to return to the work site until cleared by a medical professional.

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol
- Contractor and State Agency Field Offices are locked down to all but authorized personnel
- Each jobsite should develop cleaning and decontamination procedures that are posted, and shared
- A “No Congregation” policies is in effect, must maintain a minimum of 6-feet apart for social distancing
- Avoid face to face meetings – critical situations requiring in-person discussion, follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion

March 2020



COVID-19 GUIDELINES AND PROCEDURES
FOR ALL CONSTRUCTION SITES AND WORKERS AT ALL
PUBLIC WORK
Page 2 of 3

- All individual work crew meetings/tailgate talks should be held outside and follow social distancing
- Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
- At each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities/porta-potties should be cleaned and handwashing stations should be provided with soap, hand sanitizer and paper towels
- All surfaces should be repeatedly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be repeatedly cleaned and disinfected
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands
- Avoid touching eyes, nose, and mouth
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices

- At the start of each shift, confirm with all employees that they are healthy.
- We will have a 100% glove policy from today going forward. All construction workers will be required to wear cut-resistant gloves or the equivalent.
- Use of eye protection (safety goggles/face shields) is recommended
- All employees shall drive to work site/parking area in a single occupant vehicle. Contractors / State staff shall not ride together in the same vehicle
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
- In instances where it is possible, workers should maintain separation of 6' from each other per CDC guidelines.
- Contact the cleaning person for your office trailer or office space and ensure they have proper COVID-19 sanitation processes. Increase their cleaning visits to daily
- Clean all high contact surfaces regularly in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

Wash Stations: All outside construction sites MUST install Wash Stations.

- Install hand wash stations with hot water and soap at a fire hydrants or other water sources to be used for frequent handwashing for all onsite employees
- Need all onsite workers to help maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify supervisors
- Garbage barrels will be placed next to the hand wash station for disposal of tissues/towels

Do all you can to maintain your good health by: getting adequate sleep; eating a balanced, health-enhancing diet, avoid alcohol; and consume plenty of fluids.

Please Note: This document is not intended to replace any formalized procedures currently in place with the General Contractor.


Where these guidance does not meet or exceed the standards put forth by the General Contractor, everyone shall abide by the most stringent procedure available.





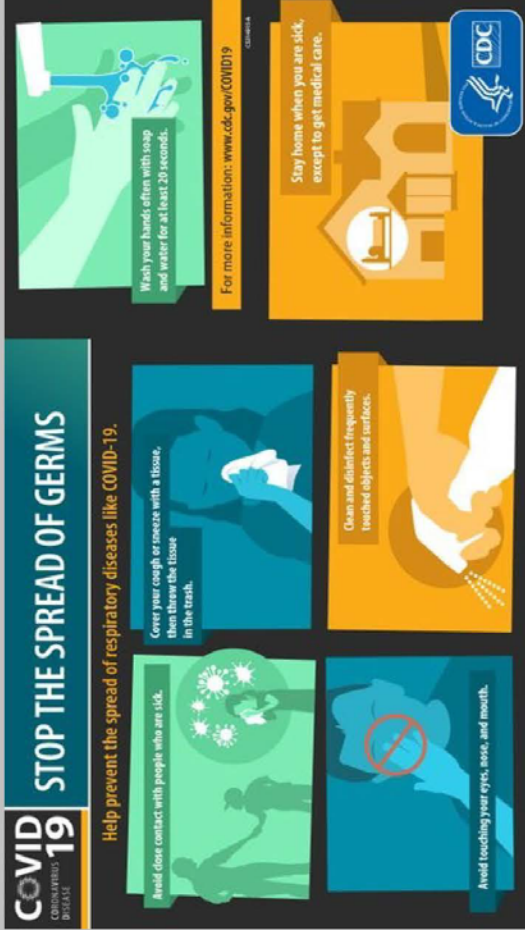
Appendix B:

Centralized Screening Site Handout



COVID-19 PROTECTION IN THE WORKPLACE

STOP THE SPREAD



SAFE WORKPLACE PRACTICES

- Avoid touching eyes, nose and mouth.
- **ZERO TOLERANCE POLICY** for showing up to work sick.
- You must stay home if you have:
 - A fever
 - A cough
 - Sore throat
 - Shortness of breath

- Wash hands for 20 seconds with soap and water.
- Must report to supervisor if sick via email or text.
- Do not conduct face-to-face meetings
- Hold meetings outside or via conference call.
- Disinfect surfaces daily.
- One person per vehicle.
- No gatherings of more than 10.



Appendix C:

Centralized Screening Site Questions

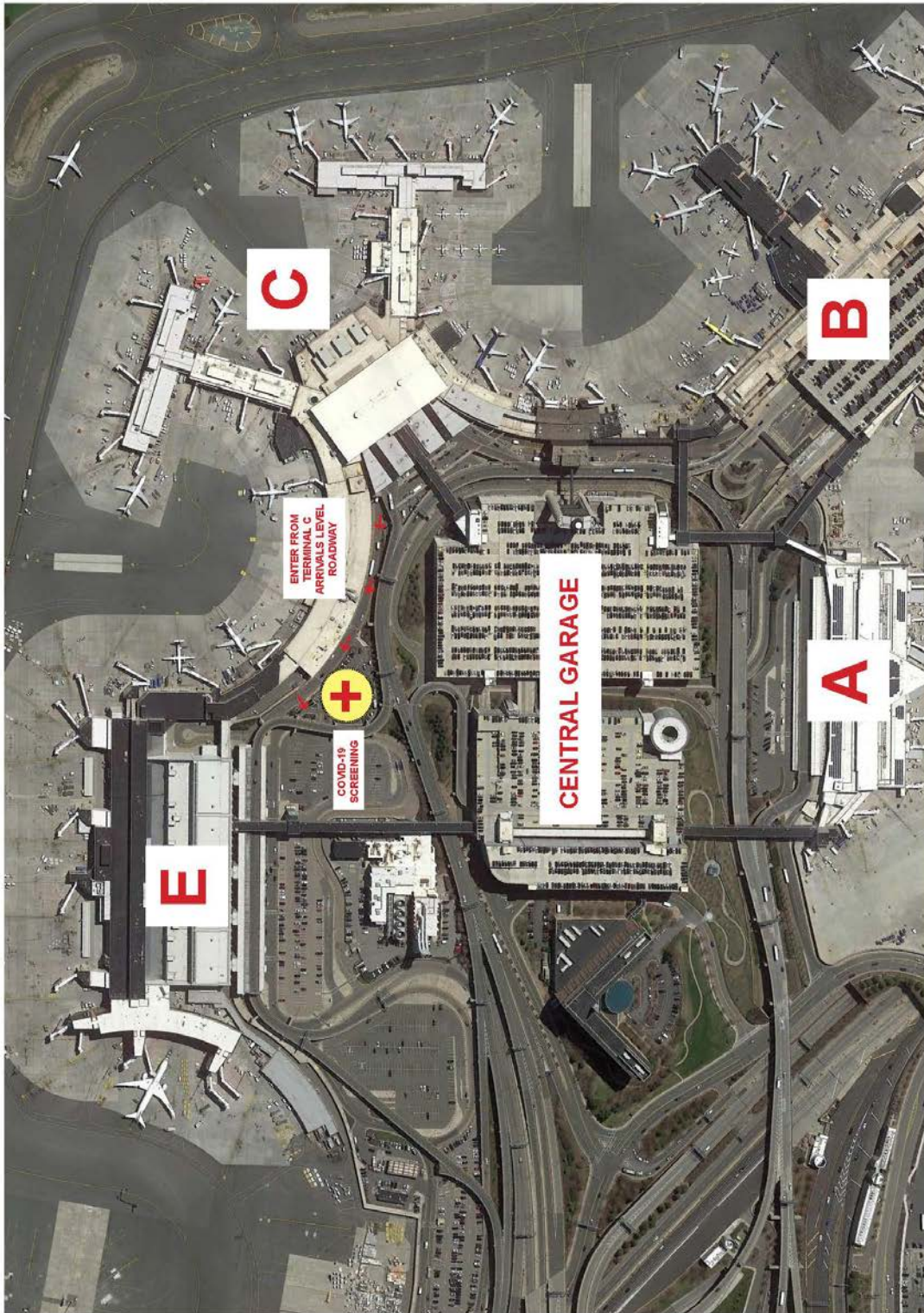


Centralized Screening Operation List of Required Questions

1. Name of Employee
2. Contractor that they work for
3. Job Site that they are reporting to
4. In the last 24 hours, have you had a cough?
5. In the last 24 hours, have you experienced shortness of breath?
6. In the last 24 hours, have you experienced a sore throat?



Appendix D: Centralized Screening Site Plan



LOCATION MAP | LOGAN COVID-19 WORKER SCREENING SITE

