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COVID-19: Industry Standards for Site Safety

March 20, 2020

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1. **Managing the Immediate Crisis:**

   a. Currently maintaining safety on site is not possible while adhering to existing schedules and production objectives.
   b. For the next three weeks minimum, the direction from senior leadership to all sites must be:
      i. Actively reduce the manpower on site to the greatest extent possible and work on only those tasks on the critical path;
      ii. Make COVID-19 safety the top priority for everyone on site, far ahead of limited production objectives;
      iii. Do not push sites towards compliance with pre-COVID-19 schedules;
      iv. Do not increase levels of production again without clear direction from senior leadership;
      v. On direction from senior leadership, slowly resume aspects of the work towards pre-COVID-19 levels.

2. **Site Safety Requirements:**

   a. COVID-19 Safety Compliance Officer ("**CSCO**") and COVID-19 Trade Compliance Officers ("**CTCO**"):
      i. Each site must appoint a person to act as CSCO who will be responsible for enforcing COVID-19 compliance including social distancing, site cleaning, hand washing and screening;
      ii. On large sites, the CSCO must be dedicated to the role full time, with costs to be shared between the owner, general contractor and trades;
      iii. On small sites, the CSCO may have another role, but must be full time on site and responsible for compliance;
      iv. Each trade must appoint a CTCO responsible for enforcing COVID-19 compliance with the trade's employees on site. The CTCO may be the foreman, or other employee that is on the site on a full-time, continuous basis. The CTCO will be the CSCO's trade liaison on site.

   b. Wash Stations:
      i. All sites must have properly functioning wash stations with appropriate hand cleaning products;
      ii. Sites must mandate washing on arrival, before breaks, and at departure, to be enforced by the CSCO.

c. Site Cleaning:
    i. Each CSCO must mandate appropriate daily thorough site cleaning for each site including common areas, communal tools, ladders, handrails and equipment.
    ii. The site cleaning protocol for each site should be set out in writing and posted on the site. CSCOs may delegate cleaning related to trade work and the CTCO shall be responsible for compliance.

d. Signage:
    i. All sites must have large signs posted at entry and in high traffic areas on COVID-19 risks and safe practice.

e. Man Hoists
    i. Man hoist capacity must be limited to allow for social distancing;
    ii. The new man hoist capacity must be clearly posted at points of entry;
    iii. No man hoist down lifts.

f. Site screening
    i. Each site must have a site screening protocol enforced by the CSCO;
    ii. Formats for site screening may vary but must include name and contact information, a wellness check, a verification of COVID-19 site safety knowledge, and a commitment of compliance.

g. Breaks
    i. Stagger breaktimes and have each trade allotted a different time to reduce crowding for entry and exit and at local eateries.

h. Enforcement
    i. Each CSCO and CTCO must be empowered to enforce compliance, with a process for written warnings for minor infractions and a zero tolerance for serious non-compliance, in line with drug and alcohol violations.

3. **Recommended Additional Steps to Improve Site Safety:**

a. Stagger start times and trade work
    i. Where possible, stagger start and finish times;
    ii. Where possible, obtain authorization for longer work hours (consider assistance here from ICBA, VRCA, COCA et al).

b. Lunch
    i. Where possible, order lunch catering for site. Where possible, order for everyone on site, with GC and all trades sharing costs;
    ii. Offer employer incentives to employees to bring daily lunches.

c. Transit
    i. Reimburse employees for parking if they drive to site;
    ii. Approach municipalities to temporarily remove pay parking near job sites (consider assistance here from ICBA, VRCA, COCA et al).