



# CONSTRUCTION SITES CHECKLIST

## SAFE RETURN TO BUSINESS



WINDSOR-ESSEX REGIONAL  
Chamber of Commerce

For more detailed recommendations and links to additional helpful resources, please review the **“Safe Return to Business: A Public Health Toolkit for the Windsor-Essex Business Community”** document from the Windsor-Essex County Health Unit. *This checklist is meant to be a guide for businesses and should not take place of any legal advice or rules put in place by any governing body or legislation.*

### COMMUNICATION TO STAFF AND CONTRACTORS

- Post signage and posters at entrances and throughout the building, premises, or work site that clearly communicates the required procedures for physical distancing on the job site. This signage should also communicate entry procedures such as **hand sanitizing**, **sneeze and cough etiquette**, wearing of cloth masks, and/or screening for symptoms.
- Use floor markings such as instructional tape/stickers, pylons or directional cones, to direct the flow of movement on the job site as well as any indoor office set-ups. Examples of signage can be found in Appendix B in the **Toolkit** or at [wechu.org/cv/resources-downloadable-signs](http://wechu.org/cv/resources-downloadable-signs).
- Ensure employees are aware of **common COVID-19 symptoms** and instruct them to complete a daily **COVID-19 self-assessment** before reporting to work.
- Ensure staff, contractors, and trades know to stay home if they are sick.
- Provide training to employees on effective **hand hygiene practices** and if required, the **proper way to put on and remove PPE** such as masks, face shields, gowns, and gloves. PPE should not be shared.
- Non-medical face coverings (e.g., homemade cloth masks) should be worn if physical distancing is not practical and provided that wearing the mask does not pose a health and safety hazard.

### POLICIES AND PROCEDURES

- Create policies and procedures that outline roles and responsibilities of the employer and the employee, including **cleaning and disinfection of the workplace**, how workers can report signs of illnesses, how to handle potentially high levels of employee absenteeism, staff return to work after COVID-19 illness, and how work will be scheduled. Ensure that all staff, employees, and contractors on site are aware of these policies and that they are posted in prominent locations throughout the work site.

## CONSTRUCTION SITES CHECKLIST | SAFE RETURN TO BUSINESS

- Create a response plan to handle an employee, contractor, or trades person who becomes ill while at work or in your business.
- Decide which staff will be returning to work and what job function they will be assigned to. Consider staggered staff return dates and times to minimize large groups arriving at once.
- Carpooling should be discouraged and workers should be advised to travel to and from the construction site in their personal vehicle. Additional parking arrangements may be required to accommodate more vehicles on site.
- Workers should be encouraged to change out of their work clothes prior to entering their vehicle at the end of each shift. These clothes should be handled carefully and washed when the worker arrives at home.
- Restrict all non-essential access to the construction site.
- Ask everyone who arrives on site to check-in. Minimize contact during sign-in. Have the supervisor sign in for people (or provide separate pens), or have people text the supervisor. Clean any sign-in devices between users.

### HEALTH AND SAFETY CONSIDERATIONS

- Provide an adequate supply of **approved** disinfecting solution or wipes, and an alcohol-based hand rub (hand sanitizer), liquid hand soap, and paper towels. These should be easily accessible to employees. Where a designated washroom facility is not available for hand washing on work sites, provide alternative such as a sprouted water container, catch bucket for water, along with soap and paper towels. Review the [IHSA Guidance on construction facility hygiene during COVID-19](#) for more guidance.
- Print and display **posters** describing proper methods of hand washing and hand sanitizing.
- If a building has been shut down for an extended period of time, it is important to perform a general building inspection that includes:
  - Security system checks.
  - First aid supply checks.
  - Ensuring all tools and equipment are in good working order.
  - Discarding any expired or spoiled inventory.
  - Checking for evidence of pest/rodent infestation such as droppings.
  - Checking the HVAC system to ensure it is in good working order and replace filters if necessary.
  - Flushing all drinking water taps for at least 5 minutes.
  - Performing a deep cleaning and disinfection throughout the business.
- Complete any needed modifications in areas where there will be staff and/or customers, to assist with physical distancing and proper cleaning and disinfection. For example:
  - Install Plexiglas barriers at check-outs and/or between workers who must work in close proximity to each other.

- Replacing fabric/plush furniture in any office space or reception area that is fabric/plush with hard surfaces that can be easily cleaned and disinfected.
- Providing additional garbage bins for safe disposal of used PPE, tissues, and paper towels.
- For onsite offices or trailers, create a change zone at one end of the office/trailer for removal of overcoats, hard hats, gloves, etc. in this area, before proceeding further into the trailer.
- Regularly clean and disinfect office spaces, washrooms, lunch/break areas, trailers, and other workspaces.
- Choose your information sources wisely. Check the [WECHU](#) website regularly for updates and helpful resources and bookmark official municipal, provincial and federal government websites.
- If required, order [supplies](#) including disposable masks for customers, contractors, suppliers, and disposable or reusable masks for staff. Medical masks should not be used as these are being conserved for health care workers. Print and display posters describing [proper usage](#).

### OTHER REQUIREMENTS AND RECOMMENDATIONS

- Ensure physical distancing on site by: staggering start times, staggering breaks, staggering lunches, and restricting the number of people on-site and where they are assigned to work.
- Limit the number of people who use elevators, scaffolds and hoists at one time to ensure adequate room for physical distancing.
- Control site movement by limiting the potential for workers to gather, including personnel in material hoists and site trailers. Limit unnecessary on-site contact between workers, and between workers and outside service providers.
- Stagger trades and their work locations, meetings, breaks, tool cribs, safety toolbox talks, and orientations.
- Sanitize the workplace thoroughly and often, with an emphasis on frequently touched objects and surfaces in common areas, such as machinery controls, door handles, washrooms, lifts, and tools.
- Avoid the sharing of any devices, phones, pen notebooks, hand tools and power tools, PPE and any personal items. If sharing is necessary, ensure appropriate sanitization of shared equipment between users.
- When worker is leaving the site, remove any personal items such as cups for water or coffee and place in an appropriate waste disposal.
- Assign one driver per vehicle, or clean and disinfect shared vehicles between driver changes.
- Use contactless and/or virtual communication methods when possible. If in-person meetings can't be avoided, choose safe spaces (indoor or outdoor) where physical distancing can be ensured. Have all meeting attendees [wear masks if physical distancing cannot be maintained](#).
- Where possible, submit hazard assessments and documents electronically, or wash hands after handling papers.

## RESOURCES

The resources below provide further detail on guidelines, best practices, and tips to ensure the health and safety of construction workers and contractors during COVID-19.

### **Government of Ontario**

Construction Site Health and Safety During COVID-19

[www.ontario.ca/page/construction-site-health-and-safety-during-covid-19](http://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19)

### **Canadian Centre for Occupational Health and Safety (CCOHS)**

COVID-19 Tip Sheet for Construction

[www.ccohs.ca/images/products/pandemiccovid19/pdf/construction.pdf](http://www.ccohs.ca/images/products/pandemiccovid19/pdf/construction.pdf)

### **Canadian Construction Association**

COVID-19 – Standardized Protocols for All Canadian Construction Sites

[www.cca-acc.com/wp-content/uploads/2020/04/CCA-COVID-19-Standardized-Protocols-for-All-Canadian-Construction-Sites-04-16-20.pdf](http://www.cca-acc.com/wp-content/uploads/2020/04/CCA-COVID-19-Standardized-Protocols-for-All-Canadian-Construction-Sites-04-16-20.pdf)

### **Infrastructure Health and Safety Association**

COVID-19 Construction Links and Resources

[www.ihsa.ca/covid-19/construction/links-resources](http://www.ihsa.ca/covid-19/construction/links-resources)