**JOBSITE CHECKLIST**

**\*Every employer is responsible for compliance with the COVID-19 requirements for construction sites. A failure to comply will result in an immediate shut down of the project.**

| **Task** | **Person Responsible (Recommendation)** | **Date/Time Completed** | **Signature** |
| --- | --- | --- | --- |
| **TO GET STARTED** | | | |
| Create Site Specific Health & Safety Plan to address COVID-19 related issues. | GC create the plan and require compliance by all subcontractors to streamline the process on site. |  |  |
| Create and post instructions for all individuals entering the jobsite. | GC create the plan and require compliance by all subcontractors to streamline the process on site. |  |  |
| Designate a COVID-19 Safety Compliance Officer (SCO). | An employee of the GC who is normally on site every day. |  |  |
| COVID-19 Third-Party Jobsite Safety Designate an Accountability Supervisor (JSAS)  (Large Construction Projects Only). |  |  |  |
| Create and Post Notice of COVID-19 Community Spread Reduction Plan. | GC create the plan and require compliance by all subcontractors to streamline the process on site. |  |  |
| Provide PPE Training & Maintain Attendance Log. | GC require the training be completed by each subcontractor every day any representative of that subcontractor is on site. Each day, the subcontractors should submit the completed attendance log to the GC for its records. The GC should perform the same training for its own employees. |  |  |
| Make available Personal Protective Equipment (PPE). | Each trade performing work on site be responsible for providing the required PPE. It is advisable that the GC require certification from each trade of its compliance. |  |  |
| Ensure adequate wash/hand Sanitizing Stations are available. | SOC and individual subcontractors. |  |  |
| Ensure any location where a line may form (water stations, bathrooms, check in) have adequate visible markers to assist people in remaining 6 feet apart. | SOC and individual subcontractors. |  |  |
| Ensure all stationary work stations are at least 6 feet apart. | SOC and individual subcontractors. |  |  |
| Provide additional PPE for the individual designated to perform temperature screening. | SOC and individual subcontractors. |  |  |
| Designate the individual who should be notified of any failure to comply with the COVID-19 procedures. | SOC |  |  |
| **ON AN ONGOING AND DAILY BASIS** | | | |
| Modify schedule as needed to stagger stop/start times and breaks. | SOC |  |  |
| Modify schedule as needed to stagger all subcontractors, inspectors, and delivery personnel as practical to enhance compliance with social distancing. | SOC |  |  |
| Clean all PPE, equipment, and personal devices. | Individuals utilizing the PPE, equipment, and/or personal devices. |  |  |
| Ensure face coverings are worn by all individuals on site and report all non-complying individuals and/or send them home. | SOC individual that reports to the SOC, and/or individual subcontractors. |  |  |
| Ensure adequate wash/hand Sanitizing Stations are available, clean, and stocked. | Individual that reports to the SOC |  |  |
| Sanitize all break areas, bathrooms, equipment storage areas, and (insert additional gathering areas) on the following schedule (insert frequency). | Individual that reports to the SOC |  |  |
| Ensure all pens, stylus, or devices used to track attendance in a training, self-certification forms, or for any other purpose are sanitized after each use. | Individual that reports to the SOC |  |  |
| Ensure all required notices are posted and visible. | SOC or person who reports to the SOC. |  |  |
| Prevent individuals from bringing in any unnecessary bags or items not required for performance of their job at the jobsite. | Have the job entrance supervisor verify items being brought on site and have them instruct individuals to return any unnecessary items to their vehicles or to a secure and regularly sanitized location. |  |  |
| Provide copies of the COVID-19 Protocol to all individuals on site. | Have the general contractor provide copies to the designated representative of each subcontractor for distribution to and compliance by their employees and any individual who enters the project site for any purpose related to the subcontractor. |  |  |
| Dedicate daily entrance and exit supervisor who will ensure compliance with sign in and screening procedures. | Individual that reports to the SOC |  |  |
| Designate individual to perform temperature screening. | Individual that reports to the SOC |  |  |
| Designate individual to Supervise jobsite for compliance with all COVID-19 procedures. | SOC |  |  |
| Perform daily COVID-19 safety briefings. | SOC and individual subcontractors. |  |  |
| Ensure jobsite is secure and closed to all non-essential individuals. | SOC or person who reports to the SOC. |  |  |
| Immediately remove individual with directions to seek medical care. | SOC |  |  |
| If an individual who has been on site tests positive for COVID-19:  Locations the infected worker was at must be decontaminated and sanitized by outside vendor certified in hazmat cleanups and County must be notified. | SOC |  |  |
| Check inventory of required hygiene materials, disinfectants, and all other materials required to comply with the COVID-19 procedures and report a need to order or secure additional materials. | For GC provided materials: Individual who reports to the SOC.  For subcontractor provided materials: Individual subcontractors. |  |  |