

COVID-19 Site Safety Protocol Checklist

To help protect workers and visitors and avoid the spread of COVID-19 at construction job sites, the City of San Diego Development Services Department (DSD) is requiring that all active construction job sites within the City follow the safety protocols detailed in this checklist.

Approval #: _____ Address: _____

COVID-19 Supervisor Name: _____ Phone #: _____

COVID-19 Supervisor Responsibilities

Every work site must have a comprehensive COVID-19 control plan and a supervisor (designated by the owner or contractor) who is present on-site to implement and maintain safety protocols, and is responsible for responding to known or suspected cases of COVID-19.

- ☐ **Has the employer or contractor developed a comprehensive COVID-19 exposure control plan? This could include:**
 - A reference document detailing prevention and response measures
 - Implementation of observable prevention measures (see page 2)
 - Conducting, or having a plan in place to conduct, training on COVID-19 prevention and response
 - Staff awareness of COVID-19 Supervisor role and responsibilities
 - A daily log of all workers and visitors
- ☐ **Have personnel been trained to don (put on) and doff (take off) PPE?**
- ☐ **Are personnel trained to sanitize commonly touched surfaces?**
 - Frequently touched objects and surfaces should be cleaned and disinfected at least twice a day
- ☐ **Is an employee health check being conducted at the start of every shift? This could include:**
 - Asking if employees have symptoms consistent with COVID-19 (fever, chills, dry cough, shortness of breath, aches, sudden loss of taste and smell)
 - Asking if an employee has been in close contact with an individual who has COVID-19
 - Asking if an employee, or an employee housemate, has traveled to an area with sustained COVID-19 transmission in the last 14 days
 - Conducting temperature checks for incoming shift workers
- ☐ **Have there been any confirmed or potential employee cases of COVID-19 reported?**
 - ▶ **If yes, what steps were taken to advise the employee, investigate and report the case(s), and sanitize the work site (if relevant)?**
 - Was an interview conducted with the individual(s) reporting the exposure?
 - Was the employee advised to either stay home or immediately leave the job site?
 - Was the employee directed to appropriate health care resources (i.e. healthcare provider, CDC website)
 - To whom was the case reported by the supervisor (i.e. Safety Manager, Human Resources Manager)?
 - Were other workers and/or occupants moved out of affected areas?
 - Was sanitization performed by either trained employees or contracted specialists?

General Construction Prevention Measures

- ☐ CDC guidelines for hygienic practices are posted on signage visible to all workers in English and Spanish
- ☐ Job site workers maintain at least 6 feet of separation distance at all times, including breaks
- ☐ Gatherings of 10 or more people are prohibited at all times on the job site
- ☐ Adequate sanitation supplies are readily available to workers at all times
- ☐ Workers do not share equipment or tools. If tool sharing is required, each tool is sanitized before and after each use
- ☐ Workers wash hands on-site with soap and water or alcohol-based hand sanitizer at least every 30 minutes, for at least 20 seconds
- ☐ Workers have a sanitary restroom (1 for every 10 staff) with a handwashing station or hand sanitizer
- ☐ Workers avoid sharing food, personal items, and communal water coolers. Contractors provide bottled water.
- ☐ Breaks and lunches are staggered to limit the size of groups in common break areas
- ☐ Workers do not car pool or ride-share before, during, and after work

Tenant Improvement Additional Prevention Measures

- ☐ Trade work schedules are staggered to reduce density and ensure a minimum separation of 6 feet
- ☐ Building access for on-site contractor is limited to one door
- ☐ Where possible, construction-designated pathways and service elevators are used to enter job site

Personal Protective Equipment Prevention Measures

- ☐ Adequate PPE is readily available to workers at all times (N95 respirators/masks/face coverings, safety glasses and/or face shields, nitrile gloves)
- ☐ All Job site workers wear face coverings over their noses and mouths while performing work
- ☐ Workers use supplemental PPE, such as N95 respirators or face shields, nitrile or latex gloves, when necessary
- ☐ Workers do not share PPE unless they are cleaned and disinfected before use
- ☐ Non-reusable PPE is disposed of properly after use

Notes: _____
