



PENNSYLVANIA CONSTRUCTION REMOBILIZATION CHECKLIST

It is anticipated that Pennsylvania will allow construction projects to remobilize starting May 1. This checklist is provided as a guide for builders to consider during remobilization. This guidance is based on the Pennsylvania Department of Health's current order, but these rules like all things Covid-19 are subject to change. Please stay informed of any changes in policy or compliance procedures.

1. **Workplace Safety Policies.** The final rules may vary from what is stated below, but this is what we are recommending you be prepared for until we get further clarification. All builders, contractors and trades on a worksite will need to establish workplace safety policies as follows:

- Non-essential visitors are prohibited from entering any worksite.
- Limit worksite meetings, work groups, or individual trade crews to less than 10 in one place (single family residential crews limit to 5 or less per project), unless you can maintain consistent 6' social distance between all workers. All workers must maintain six feet of distance between them *when possible*.
- Stagger shift/crew start and stop times, meal breaks and shifts to limit the number of people who are coming in and out of the work area at the same time.
- Limit the number of people who can access common areas (break rooms, restrooms, etc.) at one time.
- Companies must provide face masks and gloves for all employees and require their employees to wear the same while on site. Treat face masks like all other company issued PPE (e.g., hard hats, vests), and make employees accountable for them. Any employee or visitor that refuses to wear a mask or gloves must be denied entry to a site. If the specific job requires more aggressive PPE (e.g., respirators) then comply with the stricter requirement. Keep extra PPE on hand if you have it available.
- Require infection control practices: regular hand washing, coughing & sneezing etiquette, provide employees with facial tissues and a handy trash receptacle for disposal.
- Limit sharing of tools, equipment and machinery & provide sanitizing wipes etc. when possible to wipe down high touch surfaces of tools, equipment and machinery between uses. Frequently sanitize high touch areas like restrooms, breakrooms, equipment and machinery.
- Provide hand sanitizer and wipes to workers and encourage their regular use. Hand sanitizer and wipes will be hard to come by when work resumes, start trying to procure them now.

2. **Communicate with Trades.** Start communicating with trades now to inform them of the new policies that will be in place once sites are remobilized. Start working to coordinate staggered shifts and procurement by all trades of necessary PPE.

3. **Site Conditions**. Document site conditions immediately upon remobilization. Check for items such as theft, vandalism, mold, water damage, weather damage etc., which may be covered by a builder's risk insurance policy. Photo document changed site conditions or damage. If you carry the builder's risk insurance notify your agent right away; if the owner or upstream contractor carries the builder's risk, notify that person right away.
4. **Delays**. Evaluate each project for necessary time extensions to avoid LD's or delay damages – don't assume you will receive a time extension without asking. Review contract requirements for time extensions and LD's. Assess each project's current status versus its schedule and adjust the schedule as needed. Factor changed sequencing and work requirements when modifying schedules.
5. **Corrective Work**. Determine whether there is a need for corrective work before the project moves forward and document accordingly.
6. **Exposure Policies**. All builders, contractors and trades on a worksite must have a COVID-19 Exposure policy. Such policy requirements must minimally include:
 - Conduct basic screening of employees at the start of each day/shift to verify they are not experiencing COVID-19 symptoms (such no fever within the past 24 hours) Attached is a form employee screening template that you can use. Review this form with employees/trade workers daily and document compliance.
 - If an employee/trade worker tests positive for Covid-19 or your work site has had a "probable exposure" to Covid-19: Implement temperature screening daily for all employees who had close contact with the positive case or probable exposure and send anyone with a temperature of 100.3°F or higher home until cleared by medical professional or they can confirm no symptoms for at least 14 days. Each employer should acquire a no touch thermometer immediately to avoid any delay in implementing temperature screenings and have it available to jobsite personnel.
 - Immediately separate and send home workers who *appear* to have COVID-19 symptoms (or report such symptoms) whether at the beginning of the shift, or if developed during the workday
 - Promptly notify all workers of any *known* exposure to COVID-19 at the work site while maintaining appropriate confidentiality as required by other laws
 - Clean and disinfect the worksite per CDC guidelines when a worker at the site has been diagnosed with COVID-19 and follow all PA Dept. of Health, CDC, and OSHA safety rules and guidelines (as updated) for COVID-19 safe work practices
 - Train project supervision on compliance requirements and enforcement. Report violations to the appropriate person with responsibility for the project if the violation involves other trades or contractors.