



# OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Naomi M. Kelly, City Administrator

## MEMORANDUM

**TO:** **Public Works Construction Departments**  
Port of San Francisco  
Public Works  
Recreation and Park Department  
San Francisco International Airport  
San Francisco Municipal Transportation Agency  
San Francisco Public Utilities Commission

**FROM:** **City Administrator Naomi M. Kelly** 

**RE:** **San Francisco Construction Industry Consensus – Best Practices  
COVID-19 Construction Field Safety Guidelines**

**CC:** **Permitting Departments and Agencies**

**DATE:** **April 1, 2020**

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These field guidelines have been developed collaboratively by construction industry professional organizations, contractors, and workers' representatives in response to the need for work on construction projects to continue as safely as possible while various COVID-19 self-isolation orders are in place within the state of California. California and City and County of San Francisco (CCSF) stay-at-home orders to address the COVID-19 pandemic provide for certain work on public works projects to continue to permit the provision of essential services to the public.

These guidelines are not all encompassing and may need to be tailored for individual construction sites, particularly smaller sites using their own workforce. But they provide an industry consensus on best practices to provide safe work sites in light of the challenges posed by COVID-19. These guidelines may be updated as more information becomes available regarding COVID-19 and potential exposure pathways.

The CCSF has convened this collaborative industry effort and will distribute updates to these guidelines and other information as it becomes available. Implementation of these guidelines is within each contractor's means and methods and not a direction from CCSF related to any specific project.

Contractors should prepare a new or updated Site-Specific Health and Safety Plan to address Covid-19-related issue and are strongly urged to adopt and implement the following measures as industry best practices under that safety plan. Also, contractors should review the latest OSHA COVID-19 Workplace Safety Guidance document<sup>1</sup> as a resource in preparation of their Site-Specific Health and Safety Plan.

1. Submit a new or updated Site-Specific Health and Safety Plan to address Covid-19-related issues to the appropriate CCSF Representative.
2. Establish an assembly point for staff, before the start of work each day, that complies with the recommended social distancing parameters.
3. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the work site. If workers leave and re-enter the work site during the shift, re-screen individuals prior to re-entry into the work site.
4. Provide a **daily** tailgate session reviewing site protocols to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19, these tailgates should occur daily and contractors should document attendance and require worker signatures.
5. Designate a Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. The SSR should have training commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, distancing, and PPE rules.
6. Establish the level of PPE required for each specific task. This is especially important for tasks that may require staff to work inside of the recommended social distancing zone. Employ a task specific Job Hazard Analysis (JHA).
7. For work sites where multi-employers share the same work space, inform all employers about each site-specific COVID-19 Construction Field Safety Guideline. Where one contractor enters the space of another contractor, the most stringent guidelines will be followed.
8. Clean and sanitize trailers, toilets and other enclosed spaces. Establish deep cleaning schedules on job sites to address exposed surfaces.
9. Social distancing or appropriate PPE must be maintained in elevators and lifts. Establish a regular cleaning and disinfection schedule for elevators and lifts.
10. Establish a cleaning and decontamination protocol prior to entry and exit of the job site. Establish a similar cleaning protocol within the job site area.
11. Establish cleaning and/or hand washing stations within the work areas. They should be of sufficient quantity to allow staff to remain within the work areas without exiting into break areas. It is critical to adequately maintain these stations continuously.

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<sup>1</sup> <https://www.osha.gov/Publications/OSHA3990.pdf>

12. Establish adequate time in the work day to allow for proper cleaning and decontamination including prior to leaving the job site for the day.

Also, as part of the Site-Specific Health and Safety Plan contractors should draft and implement a Code of Safe Practices that will at a minimum require staff/labor to follow the following guidelines during the course of their work:

1. If you feel sick, and/or have been exposed to anyone who is sick, stay at home. You may be required to provide test result showing a negative result (not infected) before being allowed to return to work. This is critical to preventing spread of the virus.
2. Wash hands frequently for at least 20 seconds with soap and water. Avoid touching your face with un-sanitized hands. Avoid touching common surfaces with bare hands.
3. Constantly observe your work distances in relation to other staff. Maintain the recommended 6 feet at all times when not wearing the necessary PPE for working in close proximity to another person. Do not shake hands or make other direct contact with other staff. Do not carpool with other staff unless they are family members living within your household.
4. Do not share phones. Use of microwaves, water coolers and other similar group equipment for breaks are suspended until further notice.
5. Clean personal tools prior to use, as well as group tools.
6. If your task requires working in close proximity to another person, review the required JHA to ensure you are equipped with the proper PPE and are trained in and understand the directions for use. Do not start any task until you have been properly equipped and trained on procedures.
7. Ensure you clean and maintain your personal PPE and do not loan any item out to other staff.
8. Disposable PPE, paper towels, and similar waste must be deposited in non-touch waste bins.
9. Do not cough or sneeze into your hand; rather, direct coughs and sneezes into the crook of your arm at your elbow; follow established CDC guidelines.
10. Workers should change work clothes and shoes prior to arriving at home. All clothing should not be shook out. Launder work clothes separate from other laundry.