Exhibit A: City of Boston Covid-19 Construction Site
BEST PRACTICES WORKSHEET

The City of Boston wants to ensure that all companies who are doing permitted construction work in the city have taken precautions to improve safety for their workers.

Below is a non-exhaustive list of CDC, OSHA, Commonwealth of Massachusetts and industry best practices and guidelines to address the project hazards due to COVID-19. All projects must develop a project-specific Safety Plan for COVID-19 that addresses the CDC, OSHA, and Commonwealth of Massachusetts guidelines and best practices. This written plan must be provided to the City and all workers on site. This Safety Plan must be in place before any work can begin on site.

Your Safety Plan should meet the applicable standards set forth in the Massachusetts Covid-19 Guidelines and Procedures for All Construction Sites. Please use this worksheet to aid your development of that Safety Plan. We are mindful that building construction & roadway construction differ. If you check “no” to any of these items, please include in your safety plan your justification for why you checked “no” including your alternative approach to ensuring safety in that area.

Safety Steps Before Shifts Start
- Controls are in place to ensure that symptomatic workers stay or are sent home ___ yes ___ no
- Those controls include daily self-reporting for all workers ___ yes ___ no
- As part of self-reporting, temperature checks are available ___ yes ___ no
- A safety officer documents daily that these controls were in place ___ yes ___ no
- All deliveries and materials are washed prior arriving at the job site ___ yes ___ no
- All non-essential visitors are not allowed on the site ___ yes ___ no
- All employees shall travel separately to work sites ___ yes ___ no

Job Site Hygiene
- Hot water stations with liquid soap and/or hand sanitizer stations are easily available, with Covid-19 hand-washing instructions ___ yes ___ no
- Cleaning of high touch surfaces such as tools and vehicles to meet CDC, OSHA and MA standards ___ yes ___ no
- Number of restrooms or port-a-potties is sufficient, are cleaned daily, and facilities are provided for washing hands after use ___ yes ___ no
- Places to changes clothes on site are available ___ yes ___ no
- Number of trash receptacles are appropriate and emptied daily ___ yes ___ no
Social Distancing on the Job Site

- Shift size is appropriate to maintain 6’ separation in work areas __ yes __ no
- Social distancing is maintained during breaks __ yes __ no
- Shift times allow distancing at vertical transportation points __ yes __ no
- Plans are in place to best manage social distancing:
  - At elevators and the queue for elevators __ yes __ no
  - At hoists and the queue for hoists __ yes __ no
  - At eating areas and other break areas __ yes __ no
- Single trade per floor is used to maintain 6’ distance __ yes __ no
- Canteen trucks are eliminated __ yes __ no
- Job site meetings, stand downs and tool box talks happen outside and follow social distancing and/or are held via call or video __ yes __ no
- Return of the workforce to the job site is managed over the course of weeks to allow for adequate training and social distancing __ yes __ no
- Physical barriers are used to define and secure the work zone __ yes __ no

Personal Protective Equipment

- Policies are in place to use PPE during work & breaks __ yes __ no
  This includes:
  - Gloves __ yes __ no
  - Facial coverings or masks __ yes __ no
  - Eye Protection __ yes __ no
  - Face Shields __ yes __ no
  - Tyvek Suits __ yes __ no
  - Shower Stations, if required by work activities __ yes __ no

Communications and Job Site Training

- All employees will receive project-specific Covid-19 training __ yes __ no
- CDC Covid-19 safety signage is prominently displayed on the site __ yes __ no
- All employees will be given written communications on Covid-19 __ yes __ no
- All employees will participate in a safety stand down on Covid-19 __ yes __ no
- Assigned staff ensure adherence to the Covid-19 Safety Plan __ yes __ no

Covid-19 Project Specific Planning

- There is a designated safety manager implementing this plan __ yes __ no
- There is a written Covid-19 Exposure Response Plan that includes:
  - Worker screening plan if temperature is exceeded __ yes __ no
  - Quarantine plan to isolate potential personnel exposure __ yes __ no
  - Plan to transport the patient to a health care provider __ yes __ no
  - Plan to remove all workers from area of exposure __ yes __ no
  - Plan to clean all areas of exposure __ yes __ no
  - Plan to trace connections back to other workers __ yes __ no
○ A return to work protocol __ yes __ no