

COVID-19

SITE SUPERVISOR RESPONSIBILITIES



[COMPANY] has designated [NAME] as the SITE SUPERVISOR for this facility [JOB SITE]. The primary responsibilities of the SITE SUPERVISOR are to establish, implement, and enforce social distancing policies for the protection of our employees, suppliers, visitors, and other personnel at this operation. Every contractor performing work at this site must have a designated SITE SUPERVISOR.

The SITE SUPERVISOR should consider the following when establishing a social distancing policy:

- Ensure workers are traveling to and from the job site separately. No more than one employee per vehicle.
- Ensure all workers are always maintaining six feet of separation.
- Ensure temperature scans are being conducted per the ABC temperature and health screening guide.
- Ensure all gatherings are no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- For stand-down meetings, disseminate information electronically and have each trade conduct the training in their own groups, not to exceed 10 people, maintaining social distancing.
- Do not allow workers to share a pen or tablet device to sign for attendance. The meeting leader can sign on the workers' behalf.
- Do not allow the use of a common water cooler.
- Ensure all doors are propped open for fresh air when safe to do so.
- Do not allow trade stacking in the same space.
- Ensure adequate hand wash stations are installed/maintained at building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Ensure sanitation supplies are fully stocked and available for use.
- Ensure sanitation of common use areas is being conducted regularly.
- Encourage and direct workers to wash hands at breaks and as frequently as possible.
- Ensure gloves and safety glasses are always worn. Do not allow sharing of any PPE.
- Shared tools and equipment must be wiped down with sanitizing wipes or soap and water prior to the next worker using the tool or equipment.
- Encourage employees to bring their own lunch and consider eliminating food truck where possible.
- Ensure 6-foot Social Distancing and gatherings of no more than 10 people are being observed in food truck lines and while eating and on breaks.

If the SITE SUPERVISOR observes a violation of the social distancing policy, then the worker may be subject to the company's progressive discipline policy.