COVID-19 SAFETY PRACTICES TEMPLATE

How to use this document

The safety document template has been created as a way for businesses to add COVID-19 safety practices to their existing safety plan or to create a new plan. It has been created based on resources from the CDC, OSHA, HCC, AGC, CAMPC, National Builders Association and others.

Keep your final plan with you and on sites.

* Step 1: Determine what components work best for you and your teams. Determine who will implement on the team – could be the safety manager or someone assigned in the office/site. Delete the pieces you don’t want to use or cannot implement – this is your plan to implement or add to!
* Step 2: If it is written in your guidelines, make sure you are doing it.
* Step 3: Implement and communicate all guidelines with our staff, vendors and contractors. This will be continually updated.
* Step 4: Part of communicating also means posting information at offices and on sites.
* Step 5: Check in sheet – an additional sign in sheet for sites has been included as well. If you plan to use it, make sure you update and implement.
* Step 6: After you create the plan, update with your company name and/or logo. And update the CONTENTS tabs at the beginning easily by doing the following:

<< Right click

<<< Update table will pop up

<<< If you deleted a section it should pop up

* Step 7: Keep plan available if asked or requested on sites.

**\*\*Update plans as needed \*\***