Contractor COVID-19 Guidelines

Compliance Checklist:

Contract Number: ___________________  City/Town: ___________________

Contract Description: ______________________________________________________

Contractor Name: ____________________________

YES          NO

1. Has the COVID-19 Guidelines and Procedures for all Construction Sites and Workers at all Public Work bulletin been posted in a location for workers to observe?

2. Have all required PPE been made available to all on site personnel? Have all personnel been instructed on the best practices for the use of PPE prior to the start of the work shift?

3. Have handwashing instructions been posted on the project site?

4. For site specific project locations have wash stations been installed?
   (NOTE: For various location/district wide projects wash stations are not required. For those projects the contractor must provide disinfecting wipes and liquid hand sanitizer)

5. Has a procedure been established for workers to certify their health to their supervisor prior to the start of each shift, and identified the responsible person on site to manage this provision?

6. Has signage been posted to prohibit unauthorized visitors to enter the MassDOT and contractor field offices?

7. Have jobsite cleaning and decontamination procedures been established? Have these been shared with contractor/subcontractor employees?

8. Have jobsite cleaning and decontamination procedures been established and have they been posted on trailers, gates, equipment, vehicles, etc. at each entry point to the site, and throughout the project site?
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YES  NO

9. Has a “No Congregation” policy been put into effect that states that individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals?

10. Are all meetings being held via electronic means, and any required on-site meetings being done following social distancing practices including limiting attendance to 10 persons?

11. Are individual crew meetings/tailgate talks being held outdoors and following social distancing requirements?

12. Are all restroom and porta-potty stations being sanitized consistent with guidance, and are these locations provided with soap, hand sanitizers and paper towels?

13. Have all field office common areas been cleaned in the last 24 hours; and soap, hand sanitizer, and paper towels provided?

14. Have workers been instructed to bring food from home and practice appropriate hygiene while eating on lunch and at breaks including social distancing?

15. Have employees been instructed about appropriate personal hygiene and about staying home when either they or a family member is feeling sick?

16. Are all employees driving to the work site/parking area in a single occupant vehicle?

17. Are all employees utilizing the proper PPE for conditions where required social distancing is not achievable?
I hereby certify that the responses indicated on this document are accurate and that all the necessary actions have taken place on this day to comply with the COVID-19 Guidelines as issued by MassDOT

Name: ____________________________  
Signature: ________________________

Name: ____________________________  Date: ______________

Printed: __________________________

Position: __________________________
Printed: __________________________