

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 monitor the health of employees and enforce the COVID-19 Jobsite Safety Plan. Every contractor performing work at this site must have a designated SITE SUPERVISOR.

The SITE SUPERVISOR should consider the following when establishing a 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 policy, then the worker may be subject to the company's progressive discipline policy.

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