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कार्यालय ज्ञापन

विषय: Standard Operating Procedures (SOPs) and Guidelines for
Construction Sites for COVID-19 Outbreak.

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The undersigned is directed to circulate a copy of Standard Operating
Procedures (SOPs) and General Guidelines applicable to all to ensure safety
of construction site workers as per Annexure.

All SDGs/ ADGs, CPWD are requested to ensure/ follow the SoPs and
General Guidelines for site workers.

This issues with the approval of Director General, CPWD.

Encl: As above.

(नरेश कुमार)

कार्यपालक अभियंता (सिविल)-II

To

All SDGs/ ADGs, CPWD
(Through CPWD website)

**Central Public Works Department
Standard Operating Procedures (SOPs) and
Guidelines for Construction Sites for
COVID-19 Outbreak**

In response to COVID-19 outbreak, the following Standard Operating Procedures (SOPs) and guidelines to ensure safety of construction site workers are issued for field units. In addition to trained Supervisor(s), a Site Safety Representative (SSR) will be deployed at every site, to ensure the safety guideline is followed. Necessary trainings will be given in advance to Supervisors and SSRs, so that they can train the workers further.

A. General Guidelines – Applicable to All

1. The workers coming from outside will be required to self-declare their health profile as per **Annexure 1** and shall be quarantined for a period of at least 15 days. Mandatory
2. Thermal Scanning of everyone entering and exiting a construction site will be done for fever with thermal scanners. If anyone leaves and re-enters the site during the shift, re-screening of the individual will be done prior to re-entry into the work site.
3. PPE and Other material requirement shall be documented as per **Annexure 2**.
4. Provision for hand wash & sanitizer (touch free recommended) will be made at all entry and exit points and common areas (including at distant locations like higher floors). Everyone will be required to wash & sanitize his/her hands before entering the site and using PPEs. Same procedure to

be followed after removing PPEs and exiting the premise. Sufficient quantities of all the items should be available at the site.

5. All Protocol including Emergency Response will be laid out. Periodic tailgate sessions will be arranged to review site protocols in view of highly dynamic scenario ensuring social distancing norms. During these sessions, everyone including workers will be informed about the safety guidelines and important updates. Necessary arrangements for announcements shall be made at every site.
6. Mandatory use of PPEs (face mask, hand gloves and other as applicable) by everyone entering the premise. Re-usable PPEs should be thoroughly cleaned and should not be shared with others.
7. Entire construction site including site office, labour camp, canteens, pathways, toilets, and entry / exit gates will be disinfected on daily basis. Housekeeping team should be provided with necessary PPEs.
8. There will be total Ban on non-essential visitors at sites (including from Head office staff, consultants etc.).
9. There will be strict ban on Gutka, Tambaku, Paan etc. on site and spitting shall be strictly prohibited.
10. Food should be consumed at designated areas only ensuring social distancing.
11. Common sitting arrangements should be removed.
12. Post lunch, waste should be disposed by individual in designated bins and area should remain clean.

13. Areas with a probability of bigger gathering, for eg. cleaning area, toilets etc. should be identified and all arrangements should be made to ensure social distancing.
14. A doctor will be present periodically (at least once a week) at site on allotted time for any medical assistance.
15. Appropriate signage at construction site spelling out safety practices in the language which is understood by all.
16. Hospital/clinics in the nearby area, which are authorized to treat COVID-19 patients, should be identified and list should be available at Site all the time.
17. For any confusion, clarification and update, everyone should approach designated authority or rely on authentic source.
18. Rumors shall be discouraged and offenders be warned.
19. An isolation room shall be created at site.

B. Guidelines for Workers

1. On day 0, before resuming the work on site post lockdown period, mandatory medical check-up will be arranged for all workers. The workers coming from outside will be quarantined for a period of at least 15 days. Only medically fit workers will be deployed at site and medical assistance will be arranged for unfit workers. Medical checkup camp should be arranged every month.

2. The labours staying at site will not be allowed to go outside. All the essential items will be made available to labours at site only. If necessary, the workers can go out wearing PPEs, after informing supervisor. Similarly, no outside labour will be allowed at site without following proper procedure and instructions.
3. Start time on site will be staggered to avoid congestion at the entry gates. Number of workers working at a particular time / place will be reduced by making arrangements for different shifts / areas. Accordingly, additional staff such as security guards, supervisors etc. will be deployed.
4. As in most cases, workers reside at the Sites, hence there is no need for any travel. For Workers staying outside, (which are always nearby) special transportation facility will be arranged without any dependency on the public transport system.
5. During attendance, training and other sessions, social distancing guidelines will be followed along with provision of no-touch attendance.
6. Workers should not shake hands when greeting others and while working on the site.
7. Workers shall avoid contact with sick people and avoid going to site if they are feeling sick, have fever, cough or shortness of breath. In such case, supervisor should be informed immediately.
8. Workers with such symptoms should not come to site and should be placed in isolation and medical assistance will be provided on immediate basis.

9. Mandatorily wear face masks while working on site. While not wearing masks, worker shall cover his mouth and nose with tissues.
10. Cough/sneeze should be done in the crook of one's arm and your elbow.
11. Avoid large gatherings or meetings of 10 people or more. Stay at least 6 feet away from others on job sites and in gatherings, meetings, and training sessions.
12. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists. Use of staircase for climbing should be encouraged.
13. Workers should clean hands frequently by washing them with soap and water for at least 20 seconds. When hand washing isn't possible, alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol should be used.
14. Workers should not share their belongings like food, water bottles, utensils, mobile phones etc. with others.
15. The utensils should be washed properly post use at designated place.
16. Post work, workers should change their clothes before leaving the site and clothing should not be shook out.
17. Avoid touching eyes, nose, or mouth with unwashed hands.

C. Guidelines for Material, Tools, Machinery, Vehicles etc.

1. Wipe down interiors and door handle of machines or construction vehicles, the handles of equipment and tools that are shared, with disinfectant prior to using.

2. Non-touch waste bin with disposable garbage bag should be installed for waste collection at all common access areas.
3. Proper disposal of garbage should be ensured.
4. At all point of time, easy access to parking should be ensured since public transit is limited.
5. All construction material arriving at site should be left idle for 3 days before use to ensure safe usage.
6. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.

D. Emergency protocol in case of detection of symptoms of COVID 19 to be observed by Project Manager of Contractor

1. Immediate shift worker to isolation room. Inform the Engineer-Incharge CPWD or his Nodal officer.
2. Call for a doctor.
3. Keep worker under observation for a few days in isolation room. In case of doubt act per advice of local doctor.
4. Covid testing shall be arranges as per instruction of Doctor and if so advised by Doctor move worker to Hospital.
5. Prevent rumours and take strict action against those who spread it.

E. Responsibility of various stakeholder

Responsibility of various stakeholders shall be as below

S no	Designation	Responsibility
2	CPWD Nodal officer as designated by Engineer in Charge	To coordinate efforts on behalf of Engineer in Charge and ensure compliance of these SOPs. He shall send a daily confirmation of compliance of SOPs.
1	Project Manager of Contractor	Overall responsibility of ensuring compliance of procedure and precautions in SOP. To submit daily compliance report to CPWD Nodal officer To designate a senior person as COVID Marshal and form a team under him
2	COVID Marshal (Nodal Officer)	To exclusively look after the implementation of all the precautions and procedure at work site and labour camps To intimate daily requirement of PPEs, sanitizers, disinfectants etc in their respective sections Regular attendance of workers to ensure no one leaves the site Permission from local authorities Ensuring Timely payment to workers/ staff

Annexure 1

COVID-19 (Coronavirus) Exposure Questionnaire for New workmen

Name	Native (State, District/City, Village) :
Age:	
Gender:	

Please answer the following questions with as much detail as possible:

1. Location/Travel Declaration

- a. Please provide your locations/travel patterns over the past 14 days in Table below:

COUNTRY	CITY/VILLAGE	DATE ARRIVED/SINCE WHEN YOU HAVE BEEN IN THE LOCATION	DATE DEPARTED

2. Any cases of COVID-19 in your in the locations where you have been for last 14 days?

YES

NO

3. Are you, or have you been in close contact with anyone who has been quarantined or who has been diagnosed with novel coronavirus (SARS-CoV-2/COVID-19)? If yes, please provide details.

YES

NO

4. Have you ever been quarantined due to a possible exposure to novel coronavirus (SARS-CoV-2/COVID-19)? If yes, please provide dates and locations.

YES

NO

5. Have you experienced any of the following symptoms within the last 14 days?

- • Any fever
- • Cough
- • Shortness of breath
- • Malaise (flu-like tiredness)
- • Rhinorrhea (mucus discharge from the nose)
- • Sore throat
- • Gastro-intestinal symptoms such as nausea, vomiting and/or diarrhea

If yes, to any of these, please indicate which and provide full information.

6. Are you currently in good health?

YES

NO

Declaration

I confirm that the answers I have given are, to the best of my knowledge, true, and that I have not withheld any material information that may influence the assessment or acceptance of this application.

I agree that this form will constitute part of my application for insurance(s) and that failure to disclose any material fact known to me may invalidate my insurance(s).

Signature

Date

Time

Witness

Annexure 2

PPE and Other material requirement:

SI No	List of Items (Personal Sanitization)	At Stores	At Office	At workmen camp
1	Hand Sanitizer (min. 60% alcohol)	1 bottle (500mL) at all entrances and to be refilled on regular basis	1 bottle (500mL) at all entrances and to be refilled on regular basis	2 bottle (500mL) at all entrances and to be refilled on regular basis
2	Alcohol based Soap Solution	To be made available on demand	To be made available on demand	2 bottle (500mL) at the front side of each camps visible & easy to access along with water availability for washing. Need to be refilled on regular basis
	Soap (100gm)		1 No in each toilets and wash basins	1 No. to be distributed to each contractor workman once in a week.

SI No	List of Personal Protective Equipment (PPEs)	Scope
1	Nose Mask & Paper Tissues	For all workmen (daily one for at least one month)
2	Face mask/Face shield/Goggles	For workmen involved in disinfection/sanitization activity (new one to be issued for each day activity) and COVID Marshal

3	Gloves (Nitrile)	For workmen involved in disinfection/sanitization activity (new one to be issued for each day activity)
4	Coverall/Gowns (Nitrile)	For COVID Marshals and workmen involved in disinfection/sanitization activity (new one to be issued for each day activity)