

DEPARTMENT OF PUBLIC WORKS
City of Los Angeles
BUREAU OF CONTRACT ADMINISTRATION

J O B M E M O R A N D U M

To: _____

Job Title: _____ Job Number: _____

Contractor/Permittee: _____

Subject: **COVID-19 SAFETY GUIDELINES FOR CONSTRUCTION SITES** Permit: _____ Capital Proj: _____

Construction industry employers shall develop a comprehensive COVID-19 exposure control plan, which includes control measures such as social distancing; symptom checking; hygiene; decontamination procedures, and training. An exposure control plan and the following practices must be followed to prevent any onsite worker from contracting COVID-19 as many people with COVID-19 are asymptomatic and can potentially spread disease. Failure to comply with this guidance shall be deemed as creating unsafe conditions and may result in withheld inspections or shutting down the construction site until corrected. City of Los Angeles Department of Public Works Bureau of Contract Administration (BCA) staff will verify compliance with these guidelines during regular scheduled inspections for projects under construction:

1. Practice social distancing by maintaining a minimum 6-foot distance from others.
2. Preclude gatherings of any size, and anytime two or more people must meet, ensure minimum 6-foot separation.
3. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate for the activity being performed.
4. The owner/contractor shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. The COVID-19 Supervisor can be an on-site worker who is designated to carry this role.
5. When necessary for workers to work near others or in close quarters to perform a specific task, they must wear a respiratory protection, eye protection and other appropriate PPE.
6. Identify "choke points" and "high-risk areas" where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and control them so social distancing is maintained.
7. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.
8. Stagger the trades as necessary to reduce density and maintain minimum 6-foot separation social distancing.
9. Discourage workers from using other workers' phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use.
10. Post, in areas visible to all worker, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
11. Place wash stations or hand sanitizers in multiple locations to encourage hand hygiene.
12. Require anyone on the project to stay home if they are sick, except to get medical care.
13. Have employees inform their supervisor if they have a sick family member at home with COVID-19.
14. Maintain a daily attendance log of all workers and visitors.

Any questions regarding these requirements should be discussed with your BCA inspector or you can contact BCA at (213) 485-5080.

District Office: _____ Phone: _____

THIS MEMO DELIVERED TO

**BUREAU OF CONTRACT ADMINISTRATION
 INSPECTOR OF PUBLIC WORKS**

NAME _____

By _____
 INSPECTOR'S SIGNATURE

ON _____
 DATE & TIME

INSPECTOR'S NAME PRINTED _____

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