



**STANDARD OPERATING PROCEDURES
FOR CONSTRUCTION SITES
DURING COVID-19 PANDEMIC**

MAY 2020



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INTRODUCTION

BACKGROUND

For those who had been tracking the progress of the COVID-19 Pandemic, it was becoming obvious that we were moving into an unknown territory from a safety and health perspective. Just as with society in general we, as a Ministry, were likely going to have to develop new protocols and best practices for this emerging reality. More so, it is imperative that the construction industry is consistently in compliance with the latest Government advice on the COVID-19 pandemic.

Therefore, the Federal Ministry of Works and Housing in line with its regulatory authority vested on it by the Federal Government has developed a set of Standard Operating Procedures (SOP) for use by contractors at their construction sites whilst operating during the COVID-19 pandemic. This is to ensure that the workforce is protected as well as to minimize the risk of spread of infection. The SOP set out in this document are in line with guidelines from the Nigeria Centre for Disease Control (NCDC) and the Ministry of Health.

The health and safety requirements of any construction activity must not be compromised. Where any activity does not allow for social distancing, it is advised that the activity be suspended. However, in cases where such activity is essential and cannot be suspended, mitigating actions must be put in place to reduce the risk of transmission. In addition, Contractors should advise workers on best practices in order to limit exposures in the construction site.

PURPOSE OF STANDARDS

It is paramount that construction projects operating during the Coronavirus (COVID-19) pandemic ensure they are protecting their workforce and minimizing the risk of spread of infection. Hence, the purpose of these standards are to safeguard employees, their families and the general public at large, whilst also providing for business continuity.

SCOPE

The standards are intended to provide consistent measures for construction sites in line with the Federal Government's recommendations on social distancing and to ensure Contractors, employees and other individuals make every effort to comply during this COVID-19 pandemic.



HEALTH AND SAFETY MEASURES AT CONSTRUCTION SITE

SAFETY SIGNAGE



Signages bearing instructions on safety guidelines should be boldly placed on site for all workers to access. Adherence must be enforced and disciplinary procedure clearly outlined. Some safety guidelines to be displayed include:

- I. The symptoms of COVID-19.
- II. Reminder for workers to stay at home if they display any of the COVID-19 symptoms and guidelines to follow while at home.
- III. Floor markings to ensure that workers maintain the recommended 2 metre distance apart at all times.

HEALTH SERVICES ON SITE



- I. Provision of adequate mini-clinic or first aid system, manned by a qualified health officer, to respond, identify and manage emergency situation of all employees, including:
 - a. Temperature screening for all employees and visitors entering the site.
 - b. Log and monitor all employees who have recently travelled to cities with high incidence of COVID-19.
 - c. Maintain a site attendance and visitor record, including contact information to ease contact tracing if required.
 - d. Put a response procedure in place that allows business continuity in the event that a case is confirmed on site.
- II. A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) should be designated for every site.

WORKERS



- I. All workers should be advised to look out for respiratory symptoms/fever and, if feeling unwell, should not report for work.
- II. Workers should not share their belongings like food, water bottles and eating utensils (cutlery, plates and cups).
- III. Workers should mandatorily wear face masks while working on site.
- IV. When coughing/sneezing, workers must follow NCDC guidelines by covering nose and mouth with a bent elbow or tissue.
- V. Workers should not shake hands when greeting others and while working on the site



HYGIENE AND SANITATION



- I. Sites must provide hand washing facilities with running water at all entrance and exit points, common areas, meal areas and toilet facilities (touch free recommended). All individuals must wash their hands when entering and exiting the site.
- II. Allow regular breaks to wash hands.
- III. Regularly clean the hand washing facilities
- IV. Sites must provide appropriate alcohol-based sanitizer when soap and running water are impossible or impracticable to use.
- V. Regularly touched surfaces such as water dispenser faucets, door knobs and table surfaces must be regularly wiped and disinfected with an alcohol-based sanitizer.
- VI. Construction equipment surfaces that are regularly touched (instrument panel and steering wheels of pavers, loader, rollers, cranes amongst others) must be disinfected with alcohol based cleansers before and after every shift. Aerosol sanitisers should also be used inside closed cabs.
- VII. All vehicles and machinery must be sprayed with disinfected before entry into the site is granted.

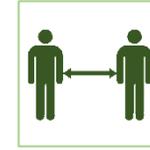


SITE ACCESS AND SOCIAL DISTANCING



SITE ACCESS

- I. Only a specified number of critical personnel should be accommodated on site. Numbers must be kept as low as practicable and workers accommodated on site should not leave the site without written permission from the relevant authority on site.
- II. No visitors should be allowed except enforcement personnel or those with special permission.
- III. Site should be appropriately hoarded off with well secured entrance/exit to minimize unauthorised entry of members of the general public onto the site, and unauthorised exit of staff from the site.



SOCIAL DISTANCING

All workers shall observe social distancing. Social distancing measures include:

- I. limiting groups of personnel coming together in tight spaces such as lunch and meeting rooms, tool cribs and change rooms etc.
- II. Preventing staffs from congregating at the entrance to the: project, stair wells and washroom facilities, etc.
- III. Restricting access to occupied work areas such as offices.
- IV. Ensuring accommodation areas are sufficiently aerated as well as allowing at least two meter spacing between beds. Sharing of beds or beddings is also not permitted.
- V. Controlling traffic patterns – where feasible designate only in / out gates, this avoids the potential for workers to pass each other within the social distancing space.



PERSONAL PROTECTIVE EQUIPMENT, FOOD ON SITE, SUBMISSION OF DOCUMENTS & PAYMENTS AND SITE MEETINGS

PERSONAL PROTECTIVE EQUIPMENT



All personnel on site should have Personal Protective Equipment (PPE) i.e. face mask, helmets, gloves, gumboots, and sun goggles where it is applicable, They are subject to the following additional requirements:

- i. Do not share PPE or re-use disposable PPE
- ii. Sanitize reusable PPE as per manufacture’s recommendation prior to each use.
- iii. Utilize disposable gloves and masks where appropriate; instruct workers to wash hands after removing gloves.
- iv. Hand gloves should be used by the workers who are handling materials coming from outside.

FOOD ON SITE



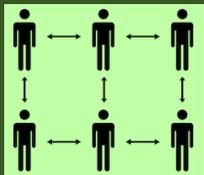
- i. Break times should be staggered to reduce congestion and contact at all times.
- ii. The capacity of on-site canteen should be clearly identified at the entry to each facility.
- iii. Hand washing facility should be available at the entrance of the canteen
- iv. Tables should be cleaned in between each use.
- v. Each staff member should maintain their own utensils (plate, cup, glass, fork etc.)
- vi. Hold daily briefings with all employees in order to ensure employees are updated with the latest health advisory as issued by the NCDC and Ministry of Health.

SUBMISSION OF DOCUMENTS & PAYMENTS



- i. Submission of documents should be done electronically, where applicable.
- ii. Cashless financial transactions should be mandated for every form of payment in order to minimize the physical exchange of cash and reduce the possibility of infection.

SITE MEETINGS



- i. Any project-related community engagements should be temporarily suspended.
- ii. Only absolutely necessary meeting participants should attend.
- iii. Meeting rooms should be well ventilated to allow for the circulation of fresh air.
- iv. Meetings should hold in open areas where applicable.
- v. Attendees should maintain the 2 meters apart in compliance with the social distancing rule.