



CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR  
MARTIN J. WALSH

April 17, 2020

Good Afternoon,

Due to the public health emergency caused by the spread of COVID-19 (coronavirus) the City of Boston will be implementing new protocols for essential construction work in the City of Boston. All essential construction sites must now submit a COVID-19 Safety Plan and a COVID-19 Safety Affidavit. These policies go into effect on April 27th for all essential construction. This policy will expand to include all sites when it is deemed safe to restart construction in the City of Boston. Nothing in these new protocols changes what construction is currently allowable.

*COVID-19 Safety Plan*

This document will detail the job site practices that the contractor will follow to protect worker safety. Every contractor will be required to provide the City with this document when applying for a permit. If a job is already permitted, contractors must provide this document by April 27 or before work starts.

There are six key elements the City will be looking for in each plan: 1.) steps taken before shifts start to ensure workers are healthy; 2.) practices to ensure social distancing that can be achieved on the job site; 3.) materials provided to ensure job site hygiene; 4.) protocols for the use of personal protective equipment; 5.) communications and training practices to ensure everyone is informed; and 6.) procedures in case there is COVID-19 exposure on the job site.

To help with this, the City has provided a Safety Plan Worksheet for guidance.

*COVID-19 Safety Affidavit*

This affidavit attests that the contractor has created, provided to the City, and will implement its COVID-19 Safety Plan. It follows the same requirements as the Safety Plan. Failure to adhere to the policy may result in approval to work being revoked.

Questions about the updated policies are due by April 22, and can be submitted by email to [construction@boston.gov](mailto:construction@boston.gov).

Thank you for your partnership during this time. Additional information on Mayor Walsh's original order can be found at [www.boston.gov](http://www.boston.gov). If you have any questions, please feel free to reach out to the respective regulatory agencies. For building-related inquiries, please feel free to contact the Inspectional Services Department at 617.635.5300, for street-related work, please feel free to contact the Department of Public Works at 617.635.4900.

Sincerely,

Patrick I. Brophy  
Chief of Operations

**COVID-19 Safety Plan - Compliance Affidavit**

The undersigned Permittee (“Contractor”) certifies the following under the pains and penalties of perjury:

The Contractor hereby acknowledges the City’s concerns regarding safety at the Project worksite due to the COVID-19 pandemic. The Contractor agrees that it shall conduct its operations in strict compliance with all applicable regulations, guidelines, and requirements imposed by the Center for Disease Control (“CDC”), Occupational Safety and Health Administration (“OSHA”), and that it will comply with the Commonwealth of Massachusetts COVID-19 Guidelines and Procedures for All Construction Sites and Workers at All Public Work, as well as Industry Best Practices involving COVID-19 construction safety.

The Contractor understands that the City’s Covid-19 Construction Site Best Practices Worksheet, provided hereto as **Exhibit A**, is a sampling of the CDC, OSHA and industry best practices to help address potential project hazards due to COVID-19. The Contractor agrees to develop a written project-specific COVID-19 Safety Plan. The Contractor agrees that the City is providing **Exhibit A** merely as a baseline for the Contractor to craft the Contractor’s project-specific COVID-19 Safety Plan. The Contractor agrees to also consult with guidance provided by the CDC, OSHA, Commonwealth of Massachusetts, and Industry Best Practices when crafting each of their COVID-19 Safety Plans.

The Contractor certifies that it has created and implemented a COVID-19 Safety Plan for the site subject to this permit that complies with, and will satisfy, all applicable regulations, guidelines, and requirements imposed by the CDC, OSHA, and the Commonwealth of Massachusetts COVID-19 Guidelines and Procedures for All Construction Sites and Workers at All Public Work. Specifically, the Contractor certifies that the COVID-19 Safety Plan for this site achieves each of the Best Practices listed in **Exhibit A**, or that the plan specifies why a listed Best Practice is not applicable to the job site. The Contractor also certifies that each Subcontractor, Sub-subcontractor, and other parties that will perform work on the Project worksite will also comply and will satisfy these requirements.

The Contractor agrees that the COVID-19 Safety Plan shall be in place and submitted to ISD or Public Works before any work may begin. The Contractor agrees to provide their COVID-19 Safety Plan to any City Inspector, and all workers, on-site. The Contractor understands that the City’s acceptance of the Contractor’s COVID-19 Safety Plan is not an explicit or implied approval of the measures taken to combat the COVID-19 pandemic by the Contractor.

The Contractor acknowledges and agrees that non-compliance with any of the requirements above, including failure to abide by its own COVID-19 Safety Plan, may result in suspension or termination of work in progress or revocation of the City’s permit for such work.

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Type/Print Name of Contractor*

\_\_\_\_\_  
*Type/Print Representative’s Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Type/Print Title and Contact Info*

\_\_\_\_\_  
*Permit Number [To be entered by City Staff]*

## Exhibit A: City of Boston Covid-19 Construction Site BEST PRACTICES WORKSHEET

The City of Boston wants to ensure that all companies who are doing permitted construction work in the city have taken precautions to improve safety for their workers.

Below is a non-exhaustive list of CDC, OSHA, Commonwealth of Massachusetts and industry best practices and guidelines to address the project hazards due to COVID-19. All projects must develop a project-specific Safety Plan for COVID-19 that addresses the CDC, OSHA, and Commonwealth of Massachusetts guidelines and best practices. This written plan must be provided to the City and all workers on site. This Safety Plan must be in place before any work can begin on site.

Your Safety Plan should meet the applicable standards set forth in the Massachusetts Covid-19 Guidelines and Procedures for All Construction Sites. Please use this worksheet to aid your development of that Safety Plan. We are mindful that building construction & roadway construction differ. If you check “no” to any of these items, please include in your safety plan your justification for why you checked “no” including your alternative approach to ensuring safety in that area.

### Safety Steps Before Shifts Start

- Controls are in place to ensure that symptomatic workers stay or are sent home \_\_\_ yes \_\_\_ no
- Those controls include daily self-reporting for all workers \_\_\_ yes \_\_\_ no
- As part of self-reporting, temperature checks are available \_\_\_ yes \_\_\_ no
- A safety officer documents daily that these controls were in place \_\_\_ yes \_\_\_ no
- All deliveries and materials are washed prior arriving at the job site \_\_\_ yes \_\_\_ no
- All non-essential visitors are not allowed on the site \_\_\_ yes \_\_\_ no
- All employees shall travel separately to work sites \_\_\_ yes \_\_\_ no

### Job Site Hygiene

- Hot water stations with liquid soap and/or hand sanitizer stations are easily available, with Covid-19 hand-washing instructions \_\_\_ yes \_\_\_ no
- Cleaning of high touch surfaces such as tools and vehicles to meet CDC, OSHA and MA standards \_\_\_ yes \_\_\_ no
- Number of restrooms or port-a-potties is sufficient, are cleaned daily, and facilities are provided for washing hands after use \_\_\_ yes \_\_\_ no
- Places to change clothes on site are available \_\_\_ yes \_\_\_ no
- Number of trash receptacles are appropriate and emptied daily \_\_\_ yes \_\_\_ no

### **Social Distancing on the Job Site**

- Shift size is appropriate to maintain 6' separation in work areas \_\_\_ yes \_\_\_ no
- Social distancing is maintained during breaks \_\_\_ yes \_\_\_ no
- Shift times allow distancing at vertical transportation points \_\_\_ yes \_\_\_ no
- Plans are in place to best manage social distancing:
  - At elevators and the queue for elevators \_\_\_ yes \_\_\_ no
  - At hoists and the queue for hoists \_\_\_ yes \_\_\_ no
  - At eating areas and other break areas \_\_\_ yes \_\_\_ no
- Single trade per floor is used to maintain 6' distance \_\_\_ yes \_\_\_ no
- Canteen trucks are eliminated \_\_\_ yes \_\_\_ no
- Job site meetings, stand downs and tool box talks happen outside and follow social distancing and/or are held via call or video \_\_\_ yes \_\_\_ no
- Return of the workforce to the job site is managed over the course of weeks to allow for adequate training and social distancing \_\_\_ yes \_\_\_ no
- Physical barriers are used to define and secure the work zone \_\_\_ yes \_\_\_ no

### **Personal Protective Equipment**

- Policies are in place to use PPE during work & breaks \_\_\_ yes \_\_\_ no
- This includes:
  - Gloves \_\_\_ yes \_\_\_ no
  - Facial coverings or masks \_\_\_ yes \_\_\_ no
  - Eye Protection \_\_\_ yes \_\_\_ no
  - Face Shields \_\_\_ yes \_\_\_ no
  - Tyvek Suits \_\_\_ yes \_\_\_ no
  - Shower Stations, if required by work activities \_\_\_ yes \_\_\_ no

### **Communications and Job Site Training**

- All employees will receive project-specific Covid-19 training \_\_\_ yes \_\_\_ no
- CDC Covid-19 safety signage is prominently displayed on the site \_\_\_ yes \_\_\_ no
- All employees will be given written communications on Covid-19 \_\_\_ yes \_\_\_ no
- All employees will participate in a safety stand down on Covid-19 \_\_\_ yes \_\_\_ no
- Assigned staff ensure adherence to the Covid-19 Safety Plan \_\_\_ yes \_\_\_ no

### **Covid-19 Project Specific Planning**

- There is a designated safety manager implementing this plan \_\_\_ yes \_\_\_ no
- There is a written Covid-19 Exposure Response Plan that includes:
  - Worker screening plan if temperature is exceeded \_\_\_ yes \_\_\_ no
  - Quarantine plan to isolate potential personnel exposure \_\_\_ yes \_\_\_ no
  - Plan to transport the patient to a health care provider \_\_\_ yes \_\_\_ no
  - Plan to remove all workers from area of exposure \_\_\_ yes \_\_\_ no
  - Plan to clean all areas of exposure \_\_\_ yes \_\_\_ no
  - Plan to trace connections back to other workers \_\_\_ yes \_\_\_ no

○ A return to work protocol

-- yes -- no