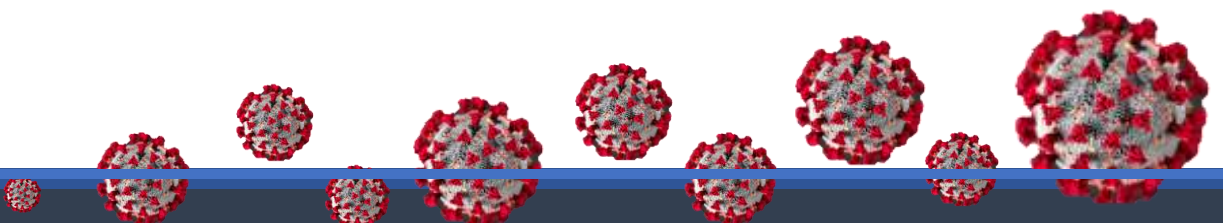


# Standard Operating Procedures (SOPs) and Guidelines for Construction Sites for COVID-19 Outbreak



National Real Estate Development Council



In response to COVID-19 outbreak, NAREDCO, under the guidance of **Ministry of Housing and Urban Affairs (MoHUA)**, Govt. of India, has defined the following Standard Operating Procedures (SOPs) and guidelines to ensure safety of construction site workers. 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.

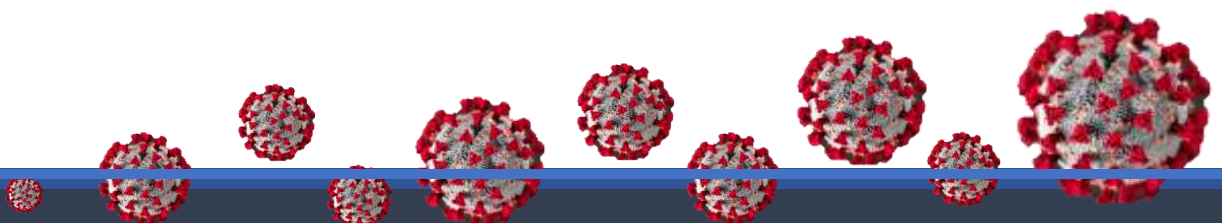
### General Guidelines – Applicable to All

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.



Mandatory 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.

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.





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.

There will be strict ban on Gutka, Tambaku, Paan etc. on site and spitting shall be strictly prohibited.



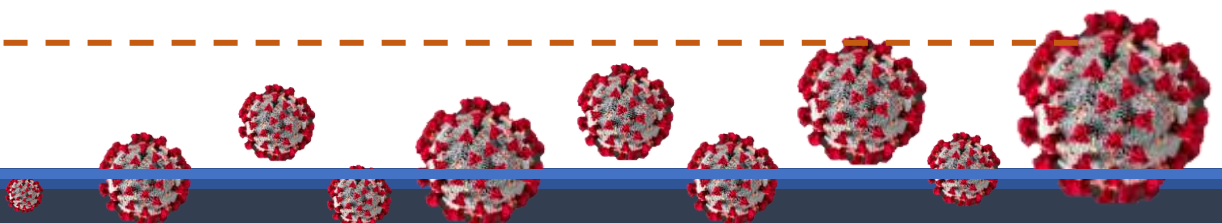
Food should be consumed at designated areas only ensuring social distancing. Common sitting arrangements should be removed. Post lunch, waste should be disposed by individual in designated bins and area should remain clean.

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.



Entire construction site including site office, labour camp, canteens, pathways, toilets, entry / exit gates will be disinfected on daily basis. Housekeeping team should be provided with necessary PPEs.

There will be total Ban on non-essential visitors at sites (including from Head office staff, consultants etc.).



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.

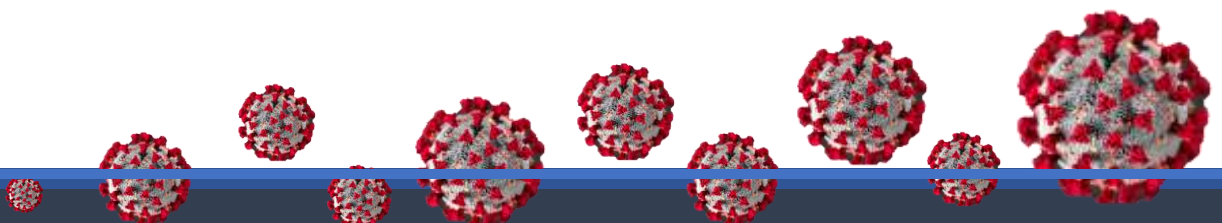


A doctor will be present periodically (at least once a week) at site on allotted time for any medical assistance.

Appropriate signage at construction site spelling out safety practices in the language which is understood by all.



For any confusion, clarification and update, everyone should approach designated authority or rely on authentic source. Do not believe on rumours and don't spread them.





## Guidelines for Workers

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 check-up camp should be arranged every month.

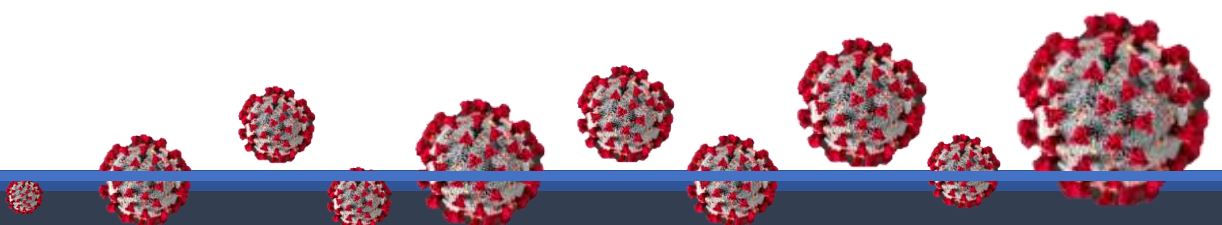


The labours staying at site will not be allowed to go outside. All the essential items will be made available to labours at site only. If necessary, the workers can go out wearing PPEs, after informing supervisor. Similarly, no outside labour will be allowed at site without following proper procedure and instructions.

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.



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.



During attendance, training and other sessions, social distancing guidelines will be followed along with provision of no-touch attendance.



Workers to 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.



Workers with such symptoms should not come to site and should be placed in isolation and medical assistance will be provided on immediate basis.

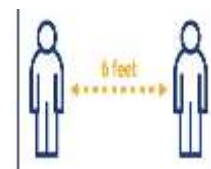
Workers should not shake hands when greeting others and while working on the site.



Mandatorily wear face masks while working on site. While not wearing masks, cover your mouth and nose with tissues if you cough/sneeze or do so in the crook of your arm at your elbow.



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. 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.





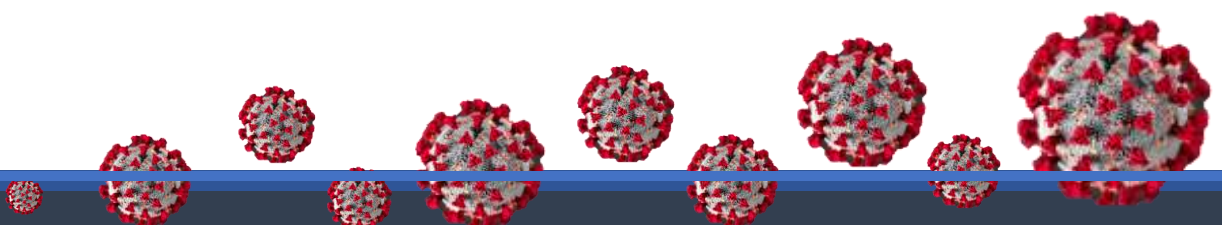
Workers should clean hands frequently by washing them with soap and water for at least 20 seconds. When hand washing isn't possible, alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol should be used.

Workers should not share their belongings like food, water bottles, utensils, mobile phones etc. with others. The utensils should be washed properly post use at designated place.



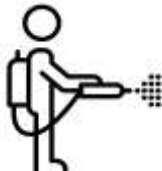
Post work, workers should change their clothes before leaving the site and clothing should not be shook out.

Avoid touching your eyes, nose, or mouth with unwashed hands.



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

At all point of time, easy access to parking should be ensured since public transit is limited.



All vehicles and machinery entering the premise should be disinfected by spray mandatorily.

All construction material arriving at site should be left idle for 3 days before use to ensure safe usage.



Non-touch waste bin with disposable garbage bag should be installed for waste collection at all common access areas. Proper disposal of garbage should be ensured.

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.

