



Title: Contractor Site and Maintenance Work and Deliveries During Covid-19 Outbreak Safe Work Procedure

Procedure Number: 055

Corresponding Policy Number: Nil

Date Approved: March 23, 2020

Department: All Departments

Purpose: To ensure the health and safety of employees that are working with contractors or accepting deliveries during the outbreak of Covid-19.

Potential Hazards:

- Uneven terrain
- Slip, trips and falls
- Poor housekeeping
- Overhead work
- Dust
- Mobile equipment
- Weather conditions
- Pinch points
- Working alone
- Strains/heavy loads
- Sick or exposed contractors and employees

PPE and Equipment Required:

- Steel toe boots
- Safety glasses
- Ice cleats (in icy conditions)
- Gloves
- Hand sanitizer
- Safety vest or jacket
- Safety gloves
- Hard hat (overhead danger exists)
- Disinfectant and paper towels

Procedure:

Contractors (Site and Maintenance):

1. Wherever possible, meetings with contractors should take place through a conference call and all necessary documentation provided through mail, drop box or email.
2. If the work requires a site visit or maintenance is to be performed on Town facilities, the employee is not to meet with any more than two people at a time.
3. Prior to the site visit or maintenance, the Town employee is to contact the contractor and ask the relevant questions outlined on the Covid-19 Checklist. If the answer of the three Covid-19 questions are yes then the site visit or maintenance is not permitted to take place.
4. Upon arrival to site or maintenance location, don regular personal protective equipment required, if any, as well as disposable gloves.



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5. Conduct site visit with contractors while maintaining social distancing of 6 feet.
6. Once the site visit has been completed, take off disposable gloves and place in garbage bag and then remove the remainder of the personal protective equipment. Clean hands with hand sanitizer prior to starting the vehicle. Return vehicle to appropriate location and use the disinfectant to clean the door handle, gear shift, steering wheel, etc.
7. If during a site visit, a person from the public approaches the employee, they are to notify them of the protocol for social distancing (6 feet) and that this is to be maintained at all times. At no time during the site visit are employees permitted to enter an occupied dwelling.
8. For maintenance work, again maintain social distancing and have them only in areas that is necessary for the work to be completed. Once work is complete, sanitize any surfaces that were touched by the contractor performing the maintenance.
9. Once contractor for the maintenance of the Town facility has left, take off disposable gloves and place in garbage bag and then remove the remainder of the personal protective equipment. Clean hands with hand sanitizer or soap and water.

Deliveries:

1. All deliveries are to be coordinated as much as possible with the times corresponding to staff schedules so that someone is available at the location to accept the delivery.
2. All items are to be dropped off at the front entrance of the facility. At no time is the delivery person permitted into the facilities as we are unable to ask them the questions on the Covid-19 checklist prior to the drop off.
3. Employees will give a verbal confirmation to the delivery person that receipt of the material has occurred, while maintaining social distancing (6 feet). Employees will not be signing paperwork or electronic devices.
4. If the delivery requires a forklift to remove the material then the employee will ensure that the delivery driver backs up to the edge of the garage door and gets out of the vehicle, only if the material needs to be moved for better access. The employee is to wait for this to happen, staying at least 12 feet away from the delivery person.



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5. Once the delivery person has positioned the material for better access they are to return to their vehicle. The employee will then use the forklift to retrieve the material and once moved from the vehicle, signal the delivery person so that they can leave the facility.
6. If the material is to be unpackaged or physically handled, gloves are to be worn while being completed.
7. Once the delivery person has left the front of the building, the employee will don gloves and use proper lifting techniques and lifting devices, where available, to bring in the material. Management is to be notified of all deliveries that occur.
8. Once delivered items have ben moved to its appropriate location the employee is to use hand sanitizer and soap and water to wash their hands, maintain strong hygiene.

Revision History:

Revision:	Change Made:	Changes Made By:	Date: