



# MASTER BUILDERS ASSOCIATION MALAYSIA

## Site Operating Guidelines - Protecting Your Workforce from COVID-19

Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

If a construction site is not consistently implementing the measures set out in the Site Operating Procedures, it may be required to shut down or stop work immediately.

### 1.0 Site Requirement:

- 1.1 Stop all non-essential visitors.
- 1.2 Anyone who meets one of the following criteria should not come to site:
  - (i) Has a high temperature (more than 38.0 degree Celsius )
  - (ii) Persistent cough
  - (iii) Health High risk group (age, underlying health condition, clinical condition or are pregnant)
  - (iv) Is living with someone in self-isolation
- 1.3 Everyone at site is required to wear face mask.
- 1.4 To place signage on physical distance & hand wash culture around the site where you can.

### 2.0 Communicating with Workers & Site Personnel

- 2.1 Each construction site should form a dedicated 'Site Team' to manage COVID-19 plan.
- 2.2 Site Personnel and workers should be briefed and informed on the risk of exposing to COVID-19, including proper hygiene methods to ensure safety of all at project site.
- 2.3 If possible, they should be trained in infection control, sick reporting SOP and ERP in the even happened positive case and preparation for closure.
- 2.4 Safety signage on COVID-19 & regular reminders in tool box talk are encouraged as part of awareness in daily operation & works on site to all parties.



# MASTER BUILDERS ASSOCIATION MALAYSIA

## **3.0 Avoiding Close Working (General Principles) – Social Distancing**

- 3.1 Nominate Person in Charge (PIC) to ensure the workers are following the rules and physical distancing at project sites.
- 3.2 Non-essential physical work that requires close contact between workers should not be carried out.
- 3.3. Work requiring skin to skin contact should not be carried out.
- 3.4 Plan all other work to minimize contact between workers.
- 3.5 Toolbox talk to be conducted at wide open spaces to enable workers to keep the required physical distance of 1.5-2.0 meters.
- 3.6 Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- 3.7 Single use PPE should be disposed of so that it cannot be reused.
- 3.8 Stairs should be used in preference to lifts or hoists.
- 3.9 Where lifts or hoists must be used:
  - Lower their capacity to reduce congestion and contact all times.
  - Regularly clean touch points, doors, buttons etc.
- 3.10 Increase ventilation in enclosed spaces.
- 3.11 Regularly clean the inside of vehicles cabs and between uses by different operators.

## **4.0 Deliveries and Other Contractors Attending the Workplace**

- 4.1 Deliveries and other contractors or vendors who need to attend the workplace should be given clear instructions of your safety & control requirements while they are on site.
- 4.2 Minimize the number of workers attending to deliveries and contractors as much as possible.
- 4.3 Direct visiting truck drivers to remain in vehicles and use contact-less methods such as mobile phones to communicate with your workers wherever possible.
- 4.4 Use, and ask deliveries vendors and contractors to use electronic paper work where possible, to minimize physical interaction. Where possible, set up alternatives to requiring signatures, e.g: a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or cancellation.



# MASTER BUILDERS ASSOCIATION MALAYSIA

## 5.0 Site Meetings

- 5.1 Only necessary meeting participants should attend.
- 5.2 Attendees should be 1.5-2.0 meters apart from each other.
- 5.3 Rooms should be well ventilated / windows opened to allow fresh air circulation.
- 5.4 Consider holding meetings in open areas where possible.

## 6.0 Cleaning

6.1 Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

6.2 Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

## 7.0 Site Entrance/Access Points

- 7.1 Workers/site personnel are encouraged to travel to site using their own transport and avoid public transport.
- 7.2 Monitor site access points to enable social distancing, you may change the number of access points to enable monitoring and better control.
- 7.3 To provide hand cleaning facilities at site entrances and exists. This should be soap and water wherever possible or hand sanitizer if water is not available
- 7.4 To require all workers to wash or clean hands before entering or leaving the site



## MASTER BUILDERS ASSOCIATION MALAYSIA

- 7.5 Security personnel to conduct body temperatures measuring.
- 7.6 Introduce staggered start and finish times to reduce congestion and contact at all times.
- 7.7 To remove or disable entry systems that require skin contact, e.g. fingerprint scanners
- 7.8 Allow plenty of space between people waiting to enter site
- 7.9 Regularly clean common contact surfaces in reception. Office, access control and delivery areas, e.g. telephone handsets, desks, photocopy machines/scanner.

### **8.0 Workers Health Check, Quarters & Welfare Facilities:**

- 8.1 A complete checklist to monitor the condition of quarters and workers' health conditions will be carried out each day.
- 8.2 The completed checklist will be signed by PIC and acknowledge by head of security / Designated Person.
- 8.3 The similar checklist shall be applicable even after MCO for duration deem practical.
- 8.4 Remind workers to report if they observe another work colleagues is displaying any unhealthy/potential symptoms relating to COVID 19
- 8.5 Prohibit any workers who have showed symptoms or contracted with COVID-19 to return to work place until they have medical evidence they are clear from the virus.

### **9.0 Hand Washing**

- 9.1 Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.
- 9.2 Provide hand sanitizer where hand washing facilities are unavailable.
- 9.3 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- 9.4 Sites will need extra suppliers of soap, hand sanitizer and paper towels and these should be securely stored.

### **10.0 Toilet Facilities**

- 10.1 Restrict the number of people using facilities at any one time.
- 10.2 Wash hand before and after using the facilities.
- 10.3 Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.



## MASTER BUILDERS ASSOCIATION MALAYSIA

- 10.4 Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
- 10.5 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal to approved dumping sites with proper documentation.

### 11.0 Canteens and Eating Arrangement

- 11.1 Dedicated eating areas should be identified on site.
- 11.2 Break times should be staggered to reduce congestion and contact at all times.
- 11.3 Hand cleaning facilities or hand sanitizer should be available at the entrance where people eat and should be used by workers when entering and leaving the canteens/areas.
- 11.4 Workers should sit 1.5-2.0 meters apart from each other whilst eating and avoid all contact.
- 11.5 Where catering is provided on site, it should provide pre-packed or wrapped food only. Eating utensils, cups etc. should not be used.
- 11.6 The workers should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- 11.7 Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- 11.8 Tables should be cleaned after each use.
- 11.9 All rubbish should be put straight in the bin and not left for someone else to clear up.
- 11.10 All areas used for eating must be thoroughly cleaned at the end of each break and shift.

### 12.0 Showers Areas

- 12.1 Introduce staggered start and finish times to reduce congestion and contact at all times.
- 12.2 Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 1.5-2.0 (ideally) meters.
- 12.3 Consider increasing the number of size of facilities available on sites if possible.