

## SAFETY OFFICER CHECKLIST FOR COVID-19

The safety of our Associates, Customers, and Trade Partners is our Number One Priority. To ensure our job sites strictly follow our safety protocols, we are designating Associates in each Division to be our “Community COVID-19 Safety Officer”. Each Safety Officer must wear a vest at all times clearly identifying him/her and complying with the following checklist each day for the Communities over which he/she has responsibility:

### **A. Postings/Signage (in both English and Spanish)**

1. Confirm proper signage at entrance to each community, at Welcome Home Centers and on each home under construction.
2. Confirm *10 Point Plan for a Safer Job Site* are posted at a visible location in or around the construction trailer and other highly visible areas around the community.
3. Confirm the *CDC-Stop the Spread of Germs (COVID-19)* signs are posted outside all construction offices.

### **B. Daily Community Walks**

1. Ensure 6-foot separation, including yourself, is being maintained throughout all aspects of the community.
  - Stop working immediately if groups are congregated and ask for everyone to separate.
2. Inspect hand wash/sanitizer stations outside of the construction trailers, and adjacent to portable toilets; ensure soap/sanitizer dispensers are full and functional. If not, follow up with Trade responsible to maintain.
3. Ensure that sharing of tools or equipment between workers is not occurring without careful disinfection.
4. Ensure that paper copies are not being shared. This includes construction drawings, stormwater pollution prevention plans, etc.
5. Ensure no common or communal water, coffee, or food is being used, other than to wash.
6. Do not allow sharing of cups, pens, pencils, plan-sets, tablets, laptops, tools, or any other items that may carry germs.
7. Visit portable toilet areas to ensure cleanliness and disinfection.
8. Identify and direct cleaning of any potential impacted or contaminated areas in the community.

### **C. Construction Office**

1. Ensure Construction office has had a routine cleaning each day.
2. Ensure no Trade Partner Supervisors, Foreman or Managers are using the Construction offices to review hard copies of the Project Plans. And ensure proper distancing is being followed in all offices.
3. Ensure frequently that all touched surfaces, such as countertops, door knobs, cell phones, computer/laptop, keypads and toilet flush handles are disinfected regularly.
4. Ensure products being used say “disinfectant” on the label and include an EPA registration number or certified as a COVID-19 cleaning product.
5. Ensure the following supplies are stocked at all times in the Construction office; hand soap (if facilities are available on site), hand sanitizer, paper towels and disinfectant spray (i.e. Lysol, Clorox etc.).

**D. Welcome Home Centers**

1. Communicate daily with New Home Consultants to ensure that all procedures and protocols are being followed.
2. Confirm that all Welcome Home Centers have sufficient supply of wipes, disinfectant and other cleaning materials.

**E. Food Trucks**

1. Ensure proper 6-foot distancing is being followed.
2. Create designated safe area in the community with only one truck located at this destination at a time.
3. Ensure food is wrapped and individually served/delivered.
4. Ensure everyone who is eating practices proper distancing and properly disposes of containers and waste.
5. Ensure food preparer has on all proper safety equipment- gloves, etc.
6. Ensure proper sanitizing methods around food truck areas