

# COVID-19 Social Distancing Officer (SDO) Responsibilities

## Construction, it's our industry. Keep it together, keep your distance!

[COMPANY] has designated [NAME] as the SDO for this facility [JOB SITE]. The primary responsibilities of the SDO are to establish, implement, and enforce social distancing policies for the protection of our employees, suppliers, visitors, and other personnel at this operation. Every contractor performing work at this site must have a designated SDO.

The SDO should consider the following when establishing a social distancing policy:

- Ensure workers are traveling to and from the job site separately. No more than one employee per vehicle.
- Ensure all workers are maintaining six feet of separation at all times.
- If a task requires workers to be closer than six feet, refer to site management for a task-specific job hazard analysis (JHA). Must include additional personal protective equipment (PPE).
- Ensure all gatherings are no more than 10 people when required to meet, even when conducted outside.
- For stand-down meetings, disseminate information electronically and have each trade conduct the training in their own groups, not to exceed 10.
- Do not allow workers to share a pen or tablet device to sign for attendance. The meeting leader can sign on the workers' behalf.
- Do not allow the use of a common water cooler.
- Ensure all doors are propped open when safe to do so.
- Do not allow trade stacking in the same space.
- Ensure adequate hand wash stations are installed/maintained at building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Encourage and direct workers to wash hands at breaks and as frequently as possible.
- Ensure gloves and safety glasses are worn at all times. Do not allow sharing of any PPE.
- Encourage employees to bring their own lunch and consider eliminating food truck where possible.
- Ensure Social Distancing requirements and gatherings of no more than 10 people are being observed in food truck lines and while eating and on breaks.

If the SDO observes a violation of the social distancing policy, then the worker may be subject to the company's progressive discipline policy.