



MINISTRY OF WORKS AND TRANSPORT

# STANDARD OPERATING PROCEDURES FOR BUILDING CONSTRUCTION SITES DURING COVID-19 PANDEMIC

MAY, 2020



NATIONAL  
BUILDING  
REVIEW  
BOARD

Safe Building, Better Living



## 1.0 Introduction

The Building Control Act, 2013 established the National Building Review Board as an agency of government under the Ministry of Works and Transport “to promote and ensure planned, decent and safe building structures that are developed in harmony with the environment” S.42 of the Act empowers the Minister “after consultation with the Board, and upon being satisfied that any method or material used in a building operation is not safe, by notice published in the Gazette, prohibit the use of that method or material in

the building operation.” With multi- agency membership drawn from industry stakeholders from both public and private institutions, NBRB has developed health and safety guidelines to be used on building construction sites to prevent transmission of the coronavirus (COVID-19).

Construction site workers are particularly at high risk of exposure to COVID-19 due to unhygienic working conditions and high densities hence the need for these standards.



### 1.1 Purpose of the standards:

To safeguard employees and the general public, as well as provide for business continuity.

### 1.2 Scope

These guidelines should be interpreted and applied in line with the Ministry of Health covid 19 regulations as issued from time to time.

## 2.0 Health and Safety Measures at Building Construction Sites



### 2.1 Safety Signage

1. Proper COVID-19 guidance signage and instructions should be placed conveniently on site for all workers on site to access and adherence enforced



### 2.2 Health Services

2. The site should have a mini clinic or active first aid room manned by a qualified nurse/ health officer to take record of health conditions of all workers on site on a daily basis before being allowed access to the worksite and before commencement of work.
3. There should be a robust health surveillance system to identify and manage unwell employees, including:
  - To implement temperature screening for all employees and visitors entering the site. In addition, to take note of any employees who have recently travelled to cities with known cases of COVID-19 and monitor if they are unwell;
  - To maintain a site attendance record and visitors' contact information for traceability;
  - To direct personnel who are unwell to seek medical attention promptly; and
  - To actively investigate the arrangements for business continuity, should there be a confirmed case within their site or workforce; and housing concerns for employees who return from affected cities.



## 2.3 Hygiene and Sanitation

4. Provide access to soap and running water on all jobsites for frequent hand-washing, preferably at site entrance, at meal area and close to the toilet facilities.
5. Provide the appropriate alcohol based hand sanitizer when soap and running water are impossible or impractical to use.
6. Regularly touched surfaces such as water dispenser handles, door knobs, table surfaces should be regularly disinfected with an alcohol based sanitizer
7. Disinfect surfaces of construction equipment (pavers, end loader, rollers, cranes, etc.) and service/fleet vehicles including steering wheel, gear shift, instrument panels, etc. at beginning and end of each shift.



## 2.4 Site Access

8. Site should be appropriately hoarded off with well secured entrance / exit to minimize unauthorized entry of members of the general public onto the site, and unauthorized exit of staff from the site.
9. No visitors should be allowed except those with special permission or enforcement personnel. Workers accommodated on site should not leave the site without written permission from the in-charge.



## 2.5 Social Distancing

10. De-densification on building construction sites must strictly be adhered to in order to ensure a minimum spacing of 2 metres between workers
11. Accommodation areas should be sufficiently aerated and allowing for at least two metre spacing between beds. No sharing of beds or beddings should be permitted.



## 2.6 Personal Protection

12. All personnel on site should have Personal Protective Equipment (PPE) i.e. face masks, helmets, gloves, gumboots, and where applicable sun goggles and is subject to the following additional requirements:
- Do not reuse disposable PPE.
  - Sanitize reusable PPE as per manufacturer's recommendation prior to each use.
  - Utilize disposable gloves and masks where appropriate; instruct workers to wash hands after removing gloves.



## 2.7 Staff Welfare

13. Work breaks should be staggered (including lunch) to ensure social distancing in the workplace.
14. Staff meals should be prepared in-house, and should always be served and consumed while hot.
15. Each staff member should maintain their own utensils (plate, cup, glass, fork, spoon). Safe keeping and cleaning of these utensils should be a personal responsibility of each worker.
16. Hold daily briefings with all employees in order to ensure employees are updated with the latest health advisory as issued by Ministry of Health



## 2.8 Document submittals

17. Submission of required documentation (inspections, certifications, invoices, prevailing wage reports, etc.) should be done electronically, where possible.
18. For documents requiring paper copies or wet signatures, consider drop boxes or other non-contact means to transfer paperwork between Contractor and Employer



## 2.9 Payments

19. Payment of wages to staff, where possible should be by cashless transactions like mobile money to minimize physical exchange of cash and proximity between payer and payee.




## 2.10 Project/Site meetings


20. Any project-related community engagements should be temporarily suspended
21. Reduce in-person meetings and other gatherings and hold site meetings in open spaces or outside.




## 3.0 Responsibility






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