



RESIDENTIAL CONSTRUCTION GUIDELINES FOR OPERATING DURING COVID-19

While the association is not a health authority and is therefore not in a position to make definitive recommendations, given the circumstances CHBA has put together this document for its members based on the recommendations of Canada's health agencies.

ON THE JOBSITE

Social/Physical Distancing

Health authorities are currently recommending social distancing as much as possible.

- Anyone with symptoms or who has been exposed to the virus should not come to work and should alert their supervisor.
- Anyone who has been out of the country must self-quarantine for 14 days, regardless of whether or not they're showing symptoms.
- Stagger shifts, breaks, and lunch breaks to minimize the number of people in one area. Have multiple break areas or allow everyone on the jobsite to take their breaks (alone) in their personal vehicles.
- Limit how many people are on the site at one time.
- Spread people out so that they are working 2 meters (6 feet) apart whenever possible, including during meetings.
- When possible, have shipments and deliveries dropped off, avoiding personal contact. If a signature is needed, whoever accepts the delivery should use their own pen.
- For residential renovations where homeowners are still occupying the home, whenever possible having clear space boundaries (dedicated washroom, crew does not enter certain areas, homeowners stay out of renovation zone even after hours, etc.).

Health and Sanitation

Health and sanitation measures should be increased during this time.

- Provide more handwashing stations and encourage frequent hand washing.
- Don't share personal protective equipment (PPE) and limit sharing of tools and equipment when possible.
- Wear gloves as often as possible.
- Sanitize equipment (personal and shared), washrooms, and other shared facilities often, especially areas that are most likely to be handled.
- For home renovations, wash hands often and sanitize common elements regularly.
- Post signage on proper handwashing techniques and reminders to sanitize tools and working areas.
- Ensure waste bins and garbage receptacles are emptied regularly and safely.

IN THE OFFICE

Social/Physical Distancing

Most provinces and municipalities now have stated that any employees who can work from home should do so.

- Those who can work from home should.
- Anyone with symptoms or who has been exposed to the virus should not come to work.
- Anyone who has been out of the country must self-quarantine for 14 days, regardless of whether or not they're showing symptoms.
- Stagger shifts, breaks and lunch breaks to minimize the number of people who may be using communal facilities at one time.
- Workstations should be spread out as much as possible.
- Lunch breaks staggered or taken at the employees' workspace rather than in a communal lunchroom.

WITH THE PUBLIC (IF OPEN)

Some areas of Canada have mandated the closure of non-essential public spaces. Check your municipality or province to see if sales and design centers, show homes, etc. can stay open at this time. If you are still allowed to operate and wish to, implement the following measures.

Social/Physical Distancing

Health authorities are currently recommending social distancing as much as possible.

- Limit the number of staff and visitors who can enter at one time; consider by-appointment-only visits.
- Post signage reminding people to stay six feet apart and ensure sales staff are keeping a safe distance.
- Anyone with symptoms or who has been exposed to the virus should not come to work.
- Anyone who has been out of the country must self-quarantine for 14 days, regardless of whether or not they're showing symptoms.
- Stagger staff shifts, breaks and lunch breaks to minimize the number of people who may be using communal facilities at one time.
- Limit person-to-person exchange of items like brochures.
- Limit handling credit cards; use tap when available.

Health and Sanitation

Health and sanitation measures should be increased during this time.

- Office equipment such as phones, keyboards, and desks should be sanitized regularly.
- Communal areas (kitchens, bathrooms, hallways) should be sanitized regularly, including door handles and faucets.
- Make hand sanitizer and cleaning products widely available.
- Consider temporarily stopping non-essential mail and deliveries, or have a drop-off location for shipments to avoid contact with delivery personnel as much as possible.

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- Equipment such as phones, keyboards, and desks should be sanitized regularly.
- Communal areas (kitchens, bathrooms, hallways) should be sanitized regularly, including door handles and faucets.
- Make hand sanitizer widely available, especially at entrances as people come in.
- If you use touch displays, limit their use during this time and sanitize regularly.
- Consider sharing the sanitation measures you're taking as a company (to your website, social media, onsite at the show home, etc.).