

## GUIDELINES FOR COVID-19 PREVENTIVE MEASURES AT CONSTRUCTION SITES



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## **1. INTRODUCTION**

The Ministry of Development through the Building Control and Construction Industry Authority (ABCI) is constantly following developments and taking seriously the spread of the COVID-19 epidemic in Brunei Darussalam. In line with the latest developments, ABCI has prepared Guidelines for COVID-19 Outbreak Prevention Measures on Construction Sites to control the risk of COVID-19 epidemic outbreaks and ensure that the construction site environment is safe and conducive.

## **2. APPLICATION**

These Guidelines shall be applied by all construction companies in carrying out work on construction sites, as a practice of COVID-19 epidemic prevention measures. These guidelines should also be read with the Standard of Procedure of Work (SOP) with respect to the control of the COVID-19 epidemic by the Ministry of Health and related agencies such as the National Health Safety Authority (SHENA) and any written laws currently in force.

## **3. OBJECTIVE**

- 3.1. Assist the relevant parties in taking measures to prevent transmission at the construction site.
- 3.2. Reduce the risk of transmission of COVID-19 epidemic at construction sites.
- 3.3. Align the initial action to prevent epidemics at construction sites that can be practiced by the relevant parties.
- 3.4. Ensure the construction company compliance with the written law in force in Brunei Darussalam, in line with the current situation that is during the outbreak of COVID-19.

## **4. BASIC KNOWLEDGE**

- 4.1. Construction companies should be sensitive to the latest developments and comply with the COVID-19 epidemic prevention procedures set by the Ministry of Health issued from time to time.
- 4.2. If there are employees who are under the observation of the Ministry of Health (person under investigation & person under surveillance), the employee involved is not allowed to work and must undergo a period of isolation set by the Ministry of Health.

- 4.3. Any foreign worker who intends to enter Brunei Darussalam must comply with the conditions and laws set by the Ministry of Health and His Majesty's Government from time to time.
- 4.4. Employees who have just returned from abroad and during the period of exile, are not allowed to work and enter the construction site within a period of at least fourteen (14) days (subject to the results of tests conducted) from the date of arrival to Brunei Darussalam. This is to enable them to undergo a quarantine process in accordance with the instructions of the Ministry of Health.

## **5. PREVENTIVE MEASURES**

The practice of COVID-19 epidemic prevention measures at construction sites is formulated based on the daily routine that will be implemented by the construction company starting from the residence, construction site and return to the place of residence.

### **5.1. Step 1 - INSPECTION OF WORKERS' QUARTERS**

- a. Focal Person to be nominated for the responsibility of all COVID-19 related matters.
- b. Focal Person to ascertain that workers are fit and healthy and without signs of any symptoms relating to COVID-19, such as fever, cough, sore throat or difficulty in breathing.
- c. Every worker must download BruHealth for contact tracing purposes and complete the Self-Assessment Tool in the App on a daily basis.
- d. Temperature checks shall be conducted for every worker prior to entering the work site.
- e. Contractor to ensure that workers are checked to be free from the symptoms of COVID-19.
- f. Contractor to set up a place for washing; equipped with hand washing soaps/liquids, hand sanitizers and masks prior to workers entering the work site.
- g. Workers showing a high temperature (37.5 degree celsius or above) or showing symptoms are required by the Ministry of Health to immediately/urgently report to the COVID-19 Assessment Centre at RIPAS Sports Centre.
- h. Workers with COVID-19 symptoms and those in close contact shall be isolated immediately and not required to work. Contractor shall prepare separate quarters to house these workers.
- i. Contractor to ensure that the workers' quarters are safe and follow the Employment Order, 2009 and Building Control (Temporary Buildings) Regulations, 2014.
- j. For the sites with workers' quarters outside the site, cleanliness and inspections of workers' movements must be conducted

continuously. Egress and entry of workers must be checked and restricted.

## **5.2. Step 2 - TRANSPORTATION OF WORKERS, CONSTRUCTION MATERIALS AND CONSTRUCTION EQUIPMENT/MACHINERIES**

### **5.2.1. Process of Workers Transportation**

- a. Contractor must have transport for their workers. Public transportation is not allowed.
- b. Workers living near the construction sites are encouraged to walk to the work site.
- c. Contractor must ensure workers' transport has been disinfected prior to use of transportation of workers. Disinfection shall be carried out periodically and records kept for future inspections by the authorities.
- d. Contractors shall prepare transportation following social distancing procedures.

### **5.2.2. Process for Transportation of Construction Materials**

- a. All suppliers and companies in the supply chain are to abide all procedures and policies for COVID-19, which have been instructed by the Ministry of Health.
- b. Movement of construction materials entering construction work site is to be recorded in detail.
- c. Drivers of vehicles transporting construction materials to site, shall be checked for body temperature and to use hand sanitizers and masks prior to entering site.

## **5.3. Step 3 - WITHIN THE CONSTRUCTION SITE**

### **5.3.1. At Entry Gate**

- a. Contractor is required to have project signboard that is clear at the entry to the construction site, so it is clear for the authorities who will be undertaking inspections of the site.

- b. Contractors are required to have detailed records of all workers in the construction site. This list shall be readily available within the site for inspection by the authorities.
- c. Only workers who have undergone the required checks (body temperature, masks, etc) shall be allowed to enter the site.
- d. All visitors are required to register themselves and to undergo body temperature and health checks before allowed to enter site. Visitors who show symptoms of COVID-19 are not allowed to enter the site.
- e. Prepare washing area with washing soap/liquid and hand sanitizers at the entry gate, for all workers and visitors entering the site.
- f. Contractor is required to provide all assistance to the relevant authorities which will be undertaking inspections of the site and workers.
- g. Disposable masks shall be given to all workers and visitors.
- h. First Aid Kit shall be readily available and sufficient. First aiders are required to be knowledgeable for COVID-19 pandemic processes and procedures.

### **5.3.2. At Work Site**

- a. Number of workers to be reduced to minimum required by following guidelines from the Ministry of Health.
- b. Contractor to have a special team, headed by a nominated Responsible person to act as a focal point and to lead all COVID-19 pandemic matters on site and between the site and Ministry of Health personnel. Focal Point to be adequately trained on Covid19 pandemic matters and implications.
- c. Contractor to prepare entry and entry points which are secured and guarded for inspections of all movement of workers and visitors to and from site.
- d. Each construction activity shall be planned and carried out following guidelines from Ministry of Health for gathering and social distancing.

- e. Risk Assessments; including the risk assessment for COVID-19 pandemic, shall be carried out prior to the commencement of work activities by a Responsible Person from the Contractors.
- f. Social Distancing of 1.0m as recommended by the Ministry of Health shall be imposed on the construction site, so workers are not working in close proximity of each other for long periods of time. Work in closed environment shall be minimized.
- g. If meetings are required, these meetings shall be held in a suitable area and social distancing measures shall be followed.
- h. Contractor shall inspect all workers regularly, so they do not congregate in groups and continuously follow social distancing measures.
- i. Contractor shall make aware and brief on symptoms of COVID-19 and the importance of cleanliness and personal hygiene, and to practice washing hands with water and soap or hand liquids and the use of hand sanitizers and advice on the appropriate etiquette for coughing and sneezing to their workers.
- j. All workers must be given adequate and sufficient PPEs, and ensure first aid kits are suitably supplied and sufficient for the number of workers. Person responsible for emergency procedures shall be knowledgeable for the protocol for Covid19 pandemic.
- k. Masks shall be worn during working.
- l. Separate and isolated areas to be prepared in the case if there are workers with COVID-19 symptoms.
- m. Contractors are required to prepare washing areas with water and hand soaps/liquids and hand sanitizers ready for use.
- n. Contractors are required to continuously brief workers in the work site and prepare poster to remind workers on the COVID-19 pandemic which are easy to read and understand.
- o. In the case of a COVID-19 case on site, disinfection process is the responsibility of the contractors and disinfection shall be

carried out immediately following procedures as determined by the Ministry of Health.

- p. Contractor shall immediately report to the Ministry of Health and follow all instructions and advice, if there is a case of COVID-19 on site or workers with COVID-19 symptoms.
- q. All toilets shall be in good conditions and constantly cleaned.
- r. Cleanliness of toilets should be given priority and disinfection shall be carried out on a regular/scheduled basis.

### **5.3.3. Rest Periods**

- a. Rest Periods shall be arranged so there is no overcrowding in the dining areas, by arranging/scheduling rest period for small groups only.
- b. Social Distancing shall be enforced for rest and prayer areas.
- c. Canteen shall prepare only pre-cooked meals in “containers” and to be prepared by the cooks wearing facemasks. Buffet is not allowed.
- d. Workers should be reminded not to gather or sit in groups during dining and social distancing shall be followed.
- e. Cleanliness of dining areas and prayer areas shall be given priority by constantly doing disinfection on a regular/schedule basis.

### **5.3.4. Leaving Work Site**

- a. Contractor to ensure that all workers leaving the site to their accommodations shall follow the guidelines as prepared by the Ministry of Health.
- b. Once arriving at their accommodation, workers are required to shower using clean water and soap and to wash all clothes worn in the day.
- c. Any abnormal health conditions after work hours shall be reported immediately to the Focal Person for further actions.

#### **5.4. Step 4 – RECORDS**

- a. Contractor shall prepare and keep workers records as follows:-
  - i. Workers' Attendance records
  - ii. Workers' Health Inspections Records
  - iii. Workers' Movement Records
  - iv. Workers' Personal Information
  
- b. Contractors shall prepare and keep cleaning records as follows:-
  - i. Process for disinfection of toilets
  - ii. Process for disinfection of dining rooms and prayer rooms
  - iii. Process for disinfection of construction site/areas
  
- c. Contractors shall prepare and keep site cleaning records as follows:-
  - i. Risk Assessment Records
  - ii. Records of all entry and exit of visitors, construction material suppliers and services
  - iii. Records of Inspections by the relevant Authorities.
  
- d. All records must be complete and ready for inspections by the relevant authorities at any time.

#### **6. COMPLIANCE**

Any construction company that does not comply with the guidelines for the COVID-19 Preventive Measures Guidelines on Construction Sites can be taken in accordance with the Infectious Diseases Act, 2020. His Majesty's Government reserves the right to take action for any breach of the act subject to current situation.

The COVID-19 Preventive Measures Guidelines on Construction Sites can be amended at any time as required.

Reference:

1. *Garis Panduan Amalan Langkah Pencegahan Covid-19 Di Tapak Bina (Dokumen 2), 2020, Kementerian Kerja Raya / Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB);*
2. *Senarai Semak Penilaian Tempat Kerja Berikutan Penularan COVID-19, SHENA;*
3. *Self Assessment Checklist: Construction, SHENA;*
4. *Siaran akhbar / kenyataan media, Kementerian Kesihatan berikutan situasi COVID-19 di Negara Brunei Darussalam;*
5. *Employment Order, 2009 – Jabatan Buruh, Kementerian Hal Ehwal Dalam Negeri; dan*
6. *Building Control (Temporary Buildings) Regulations, 2014, Authority on Building Control and Construction Industry, Ministry of Development.*