

# COVID-19

## PROJECT PLANNING FOR A COMPLETE PROJECT SHUTDOWN

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MARCH 2020 VERSION 1

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## PROJECT CONTINUITY PLANNING

### PLANNING FOR A COMPLETE PROJECT SHUTDOWN

The shutdown of a site will be the result of a directive either from the US Government, Local Authority or from Corporate. We would like projects to prepare a plan in anticipation of such an event whereby we ensure that we safely suspend site activity for a period of up to [28 days or TBD].

**For key management actions please use and update the shutdown plan (see below)**

Key additional items for consideration:

**Contract type, specifically delay clause details for cost and time impacts, to be reviewed with your project and internal legal counsel**

#### Communication to all stakeholders

Using the stakeholder map please prepare a draft communication protocol:

- Client
- Consultants
- Speciality contractors
- Local authorities
- Others

#### Security arrangements

- project to coordinate with your security contractor to ensure that we have enough resources to lock down our sites.
- It is essential that projects cease works and all activities in a measured and safe way that ensures the facility is left in an appropriate condition.

#### Working from home

- All employees should carry laptop computers home each day as quarantines and closures may be enacted with little warning.
- Project Executives or alternates are to confirm remote access capabilities with employees and their ability to work remotely.

#### Remobilization Plan

- It is anticipated that the remobilization of a project will be like that after a long weekend or holiday period. However, there will be other considerations for a safe restart of operations.

### COMPLETE PROJECT SHUTDOWN

- The Operations Directors will coordinate with the Project Executives. The PX will liaise with the project security contractor to ensure that we have enough resources to secure each project.
- It is essential that if projects must cease works, we do so in a measured and safe way that ensures the facility is left in an appropriate condition.

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## PROJECT CONTINUITY PLANNING

Project Name	
Project Executive	
Contact #	
Alternate Contact	
Alternate Contact #	

### Key Contacts (Add to as required – 24 hr availability)

Name	Role	Mobile

### Key Speciality Contractor Contacts (Add to as required – 24hr availability)

Name	Company/Role	Mobile

### Key Project Stakeholders (Add to as required)

Name	Company/Role	Mobile

**Template for Completion by Project (please adapt as required)**

	Is a plan in place? (Yes/No)	Additional Comments
Communicate the plan for a Coronavirus shutdown to all stakeholders	Yes	
Ensure all external lighting working and suitable		
Ensure all internal lighting levels suitable and working		
Ensure public walkways around site free from hazard caused by our operations (water, mud, debris etc)		
Verify internal access / egress routes ensuring they are suitable for wet and cold weather		
Ensure security guards are allocated to man the shutdown period		
Ensure security guards have emergency contact numbers including CDC		
Ensure the security company put in measures to maintain contact with the security guards		
Ensure good hygiene facilities are available to security guards - soap and hand sanitizer		
Ensure spill kits in place and dry for emergency use		
Ensure all tower cranes are isolated and left in a safe condition including anti-climb mechanisms. Cranes to be stored and maintained in accordance with manufacturer recommendations and approved CN drawings.		
Ensure construction hoist or interior elevator/ hoist cars are left in a "state of readiness" for Emergency Personnel.		
Ensure all plant and equipment is isolated and left in a safe condition. Ensure construction equipment is safely stored and maintained in accordance with manufacturers recommendations.		
Ensure all temporary works have been checked and are secure.		
Ensure all access and egress routes are checked daily by security and cleared where required, and any unsafe routes are restricted		
Updated list of emergency contacts has been communicated accordingly		
Ensure these suitable close down measures been implemented without risk to others		

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	Is a plan in place? (Yes/No)	Additional Comments
Ensure public safety measures are robust and the project is secure		
Ensure access to Exterior Siamese Connection (including red light and signage) and Standpipe (wet / dry riser(s)) are clear for emergency services.		
Advise fire department of safe routes onto site and around buildings		
All combustible materials have been stored appropriately and safely		
Secure all materials that can potentially be wind blown		
Check fire alarm system and emergency lighting		
During the shutdown process, are the emergency contact details posted inside the site fence and at the guard booth. Note: No information is to be posted on the exterior of the site fence or to be seen by the public.		
<p>Refer to local jurisdictional memorandums for compliance. For example...</p> <ul style="list-style-type: none"> <li>• Have the site secured to prevent access from any unauthorized personnel. This includes maintenance of construction fencing and posting of permits.</li> <li>• Maintain and secure all scaffolding, debris netting, sidewalk sheds, and temporary walkways.</li> <li>• Maintain all adjoining property protection.</li> <li>• Maintain all guardrails, edge protection systems such as netting and cocoon systems, and floor and shaft opening protection.</li> <li>• Store and maintain cranes in accordance with manufacturer recommendations and approved CN drawings.</li> <li>• Ensure the proper shoring of excavated sites or backfill.</li> <li>• Ensure construction equipment is safely stored and maintained in accordance with manufacturer recommendations.</li> </ul>		

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	Is a plan in place? (Yes/No)	Additional Comments
<ul style="list-style-type: none"><li>• Ensure construction materials are safely stored. Any light-weight materials susceptible to becoming wind-borne must be removed from the site, tied-down, or ballasted.</li><li>• Maintain any fire suppression and detection systems.</li><li>• Maintain all essential utilities.</li><li>• Remove any volatile gases and liquids.</li><li>• Remove any standing water and construction debris.</li><li>• Ensure public sidewalks are clear and clean.</li></ul>		
Project add other items.....		
Project add other items.....		

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## PROJECT CONTINUITY PLANNING

### IMMEDIATE ACTION CHECKLIST

As a project leader, have you:

Action	Due	Completed Y/N
1. Communicated this continuity planning communication to your team and stakeholders.		
2. Completed your "Maintaining Operational Capability Plan"		
3. Emailed your "Maintaining Operational Capability Plan" to your BU GM and EH&S Director		
4. Completed your "Complete Project Shutdown Plan"		