



## COMMUNIQUE

### GUIDELINES FOR RESUMING CONSTRUCTION SITES POST LOCKDOWN

The COVID-19 virus has introduced unprecedented challenges to our City and to the local communities, which we all serve. As per the Cabinet Resolutions of 30/04/2020, the construction works will resume on 04/05/2020. Decisive mitigation actions were taken by the City of Kigali to slow the virus's spread in an effort to protect citizens, employees, and business partners alike.

The City of Kigali recommends that each construction site have a "Pandemic Safety Officer" who makes sure workers follow the following guidelines:

### CONSTRUCTION WORKS RESTART GUIDELINES

1. **Daily Morning Briefing Sessions** & Health Safety Meeting to be arranged to review & ensure social distancing norms;
2. During these sessions, Health & Safety Officers on site must inform everyone including workers about the safety guidelines and important updates;
3. **A daily attendance log of all workers and visitors must be kept** and retained for at least four weeks. The log must include the name, phone number, and home address of all workers and visitors. A proper record of all these workers will be maintained;
4. Attendance will be communicated verbally and a designated officer will sign in each attendee;
5. COVID-19 safety requirements shall be visibly posted on each construction site;
6. Hand wash stations must be made available at appropriate locations on the work site;
7. All Necessary **arrangements for public announcements** to be made for ease of information;
8. **Construction Workers will not be allowed to go outside the site area** (during working hours). All the essential items will be made available to them at the site only. If necessary, they can go out wearing a face mask, after informing the supervisor;
9. **No outside worker will be allowed to stay at the construction site** without following proper procedures and instructions;
10. On day 1, **before resuming the work** on sites post lockdown period, a **mandatory Thermal Scanning** will be arranged for all workers;
11. The **workers coming from outside the country should observe home-quarantine** for at least 14 days as per the guidelines issued by MOH (Ministry of Health);
12. **Avoid large gatherings or meetings**. Maintain at least 2 meters (almost 6 feet) distance from persons, especially with those having flu-like symptoms, during an interaction;
13. Meet electronically when possible;
14. **Not more than 2/4 persons (depending on size)** should be allowed to travel in lifts or hoists. The use of a staircase for climbing should be encouraged;



15. Breaks and shifts must be staggered to prevent too many people from being in the same area at once;

### **CONSTRUCTION SITE ENTRY GUIDELINES**

1. **Start time on site will be staggered to avoid congestion at the entry gates.** The number of workers working at a particular time/place will be reduced by arranging for different shifts/areas;
2. **The workers who are handling materials coming from outside should use hand gloves.** Reusable equipment should be thoroughly cleaned and should not be shared with others;
3. All **construction material arriving at the site should be left idle for 1 day** before use to ensure safe usage.

### **LABOUR PROTECTION GUIDELINES**

1. **Mandatory Thermal Scanning** of everyone entering and exiting a construction site will be done for checking fever/body temperature;
2. If anyone leaves and re-enters the site during the shift, the re-screening of the individual will be done prior to re-entry into the construction site;
3. **Mandatorily wear facemasks while working on site.** While not wearing masks, cover your mouth and nose with tissues if you cough/sneeze or do so in the crook of your arm at your elbow;
4. **Workers should not shake hands when greeting others** and while working on the site.

### **GENERAL CONSTRUCTION SITE HYGIENE GUIDELINES**

1. **Workers should not share their belongings like food, water bottles, utensils, mobile phones, etc. with others.** Utensils to be washed properly post-use at a designated place;
2. Workers should clean hands frequently by washing them with soap and water for at least 40 seconds. When handwashing is not possible, alcohol-based hand sanitizer with greater than 70% alcohol should be used. **Avoid touching eyes, nose, or mouth with unwashed hands.** Hand wash stations should be provided at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, and construction site egress areas;
3. **Meals should be taken at designated areas** only ensuring social distancing. Common sitting arrangements should be removed;
4. **Bathrooms & Toilets Usage must be scheduled to avoid crowding** and all arrangements should be made to ensure social distancing at these spots;
5. **Non-touch garbage bins with biodegradable garbage bags** should be installed for waste collection at all common access areas along with proper sanitization;



6. Wipe down interiors and door handle of machines or construction vehicles, the handles of equipment and tools that are shared, with a disinfectant prior to use;

#### **PREVENTIVE MEASURES GUIDELINES**

1. All construction workers and site engineering staff will be required to wash & sanitize his/her hands before entering the site. Same procedure to be followed after exiting the premise. **Sufficient quantities of Hand Wash / Soaps** and related items should be available at the site;
2. There will be a **total ban on non-essential visitors** at sites (including from Head office staff, consultants, etc.);
3. **Entire construction site will be disinfected on a daily basis** (including site office, labour camp, canteens, pathways, toilets, and entry/exit gates). The housekeeping team should be provided with the necessary equipment;
4. **Appropriate signage at construction site** spelling out safety practices in the **local language** (Kinyarwanda), which is understood by all;
5. **All emergency phone numbers should be posted in the workplace** all the time.

#### **LABOUR CAMP SETUP GUIDELINES**

1. No visitors allowed at camp;
2. Regular washing and cleaning of dining/toilets/bathing/general areas;
3. Sanitization of camp (all areas and all rooms) at frequent intervals (weekly once);
4. Minimum 2m (almost 6feet) distancing to be maintained while out of rooms;
5. Restriction of worker movement outside the camp;
6. Any symptoms related to COVID-19, Concern will be immediately reported to 114;

For more information or clarification, please call toll free line 3260 or email us on [onestopcenter@kigalicity.gov.rw](mailto:onestopcenter@kigalicity.gov.rw) or SMS/WhatsApp: +250 789 448 873

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