POMERLEAU

TEMPORARY SITE SHUTDOWN PLAN

Name and Project Number:

Client:

Date:

Prepared by: _____

Approved by: _____

1. OBJECTIVE

On March 11, the World Health Organization (WHO) declared the COVID-19 outbreak a pandemic. To this end, Pomerleau will at all times follow the directives of government authorities and will continue to act as a responsible company and engaged entrepreneur to ensure that it contributes to limiting the spread of the virus.

Pomerleau is committed to implementing the following security measures intended to guarantee the safety of the public, motorists, structures and the environment.

More information here: pomerleau.ca/en/55/covid-19.

2. LIST of CONTACTS and emergency numbers

- Day and night signage inspections will be made daily unless a government directive prevents such activity
    - To be kept or details added depending on latest directives if needed

- Periodic inspections will be made in all sectors of the site and the designated representative will ensure that the security measures of the previous inspection are completed, unless the situation prevents such activity (confinement for all). (To be kept or details added depending on latest directives if needed.)

- **H&S contact:**
- **Work and emergency phone 24 / 7:**
- **Traffic management responsible (if needed):**

3. appendix

- Site Security Plan
- Traffic management and maintenance of site signage plan (to be added as needed)

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COVID-19 TEMPORARY SITE SHUTDOWN CHECKLIST

IMPORTANT!

Due to the extented closure of the site, the project team must review this list of actions for securing the site. Once the actions have been completed, please return this list to covid.19@pomerleau.ca.

IDENTIFICATION

Project Name		Project Number	
Responsible Person		Date	
		Time	

MANAGEMENT AND FOLLOW-UP MEASURES

Action	Completed	Not Completed	N/A	Comments or Responsible Person
Hold a site closure meeting to properly align the important tasks that will be performed by each member of the project team (tasks, responsible person, etc.)	❒	❒	❒	
Communicate the *Construction site shutdown Plan* (join the word document with this list) with your Client, including your emergency contact list	❒	❒	❒	
Communicate the Construction site shutdown Plan with your trade partners	❒	❒	❒	
Cancel regular construction activities such as lunch vans, bin pickups, cleaners, deliveries, etc.	❒	❒	❒	
Plan for emergencies. Unforeseen events can happen, so it's important to have a protocol in place that clearly outlines contact points and specific steps that must be taken for quick action in the event of an emergency during site inactivity.	❒	❒	❒	
Designate a member who will be monitoring weather conditions in order to provide a timely response in the case of a severe weather event	❒	❒	❒	
Involve the superintendent in the compilation of this document	❒	❒	❒	
Display at the entrance of the site the phone numbers (provide 2 phone numbers) and the email address of the emergency contact	❒	❒	❒	
Complete a structural survey, to be certified by a Structural Engineer, if necessary	❒	❒	❒	
Indicate in the daily journal what has and has not been done	❒	❒	❒	
Ensure that a dedicated resource will carry out a thorough inspection every day or at a scheduled interval depending on the risks identified (locations at risk, heating equipment in action, etc.), if necessary.	❒	❒	❒	
Is the project insurance provided by the owner? If so, confirm with them what special provisions (if any) are required in order to maintain coverage.	❒	❒	❒	
Update after hours contacts with security firm and your local police station and advise them of planned shutdown	❒	❒	❒	
All workers must collect their belongings and personal tools in order to clean them	❒	❒	❒	

SITE SECURITY

Action	Completed	Not Completed	N/A	Comments (if necessary)
Conduct a thorough final site walkthroughsto identify potential safety hazards - from the perspective of an uninformed public, identifying any dangers that could persist for cars and pedestrians that come in contact with the worksite.	❒	❒	❒	
Have all silo entry points been welded shut.	❒	❒	❒	
Check perimeter fences minimum 2 m (6 ft.) high, repair if necessary.	❒	❒	❒	
Check if additional fencing is required on site.	❒	❒	❒	
Set fences/barriers between the general public and safety hazards onsite.	❒	❒	❒	
Prevent access to all confined spaces.	❒	❒	❒	
Verify that security lighting is in place, checked and working.	❒	❒	❒	
Verify that security alarms/monitoring are in place, checked and working.	❒	❒	❒	
Check if cameras (CCTVs) are set up with remote monitoring.	❒	❒	❒	
Post "Only Authorized" or "No Trespassing" access signage at entrance gates and on the perimeter fence.	❒	❒	❒	
Put in place arrangements for outside the normal working hours (night surveillance or long-term security)	❒	❒	❒	
Turn off (applicable) master switches and controls, lock and tag out where required.	❒	❒	❒	
Free all obstacles from the right-of-ways, on temporary or permanent traffic lanes	❒	❒	❒	
Where needed, produce a traffic plan with signage remaining in phase during the closure and communicate it to your client.	❒	❒	❒	
Check all excavations / penetrations are adequately secured, covered or barricaded.	❒	❒	❒	
Ensure the stored soil piles are stabilized (compacted, covered or seeded) and surround them with a sediment barrier if a water source (i.e. river), a drainage ditch or sewer is located nearby.	❒	❒	❒	
Check all openings / covered excavations are labelled, and warning signs are posted.	❒	❒	❒	
Set up site fences at site entrances and delivery points, or barricade these areas and install the necessary signage	❒	❒	❒	
Provide photo or video documentation of how site is left – this will be your record of precautionary actions taken before the shutdown	❒	❒	❒	
Turn off the water supply at the site	❒	❒	❒	
Ensure that the automatic fire extinguishing system and the fire alarm are operational before leaving the site (mainly for renovation projects).	❒	❒	❒	

WORKSITE EQUIPMENT				
Action	Completed	Not Completed	N/A	Comments (if necessary)
Confirm with the Logistics department which equipment must remain on site and which equipment must be demobilized (e.g. rental equipment).	❒	❒	❒	
Ensure heavy equipment that must remain on site is parked on flat, solid ground at a safe distance from excavations and traffic lanes in a lighted and secure location	❒	❒	❒	
For Maritime projects: Maritime equipment must be stored out of the water. If it must remain in the water, make sure that it is securely attached to the shore in anticipation of a variation in water levels and flow. All mobile equipment and vehicles located on a barge must be equipped with a retention tank.	❒	❒	❒	
Drain equipment that contains water to protect it from freezing	❒	❒	❒	
Remove and store away ladders to prevent unauthorized usage.	❒	❒	❒	
Secure materials at ground level and isolate them to prevent any unauthorized usage.	❒	❒	❒	
Render scaffolding safe by removing access ladders and "Only Authorized" access sign posted.	❒	❒	❒	
Tower Cranes	❒	❒	❒	
Lock ladder access	❒	❒	❒	
Make sure aviation lights on tower crane operational	❒	❒	❒	
Validate that the tower crane hook is free from chains and slings	❒	❒	❒	
Validate that the tower crane is in free slew mode (i.e. able to rotate freely)	❒	❒	❒	
Secure generators in locked containers, or remove them from site.	❒	❒	❒	
If small equipment (generator, tower lights) have to to remain in operation, ensure that they are secured against theft or damage and ensure compliance with environmental laws.	❒	❒	❒	
Secure all equipment against thefts and/or damage.	❒	❒	❒	
Isolate or remove all sources of electricity.	❒	❒	❒	
Pumps: In anticipation of rain or strong winds, make sure that the pumps provided for this purpose can be activated. Make sure the pumps are sufficient or are not borken at this time.	❒	❒	❒	
For all our buildings where water is running, please complete the Water Damage Prevention Checklist (attached to this document).	❒	❒	❒	
Inspect critical sumps, gutters and stormwater drainage and clear them of potential blockages.	❒	❒	❒	
Lower or retract the tower lights.	❒	❒	❒	

MATERIAL				
Action	Completed	Not Completed	N/A	Comments (if necessary)
Housekeeping on site in good order.	❒	❒	❒	
Remove floors / sheeting / loose materials, or secure them and store them to prevent displacement during strong winds	❒	❒	❒	
Properly secure material stored high up against the wind to avoid the risk of falling	❒	❒	❒	
Store remaining masonry sand under plastic sheeting to prevent it from disbursing into the surrounding areas	❒	❒	❒	
Chock (wedge) the pipes to prevent them from rolling	❒	❒	❒	
Make sure all exposed reinforced steel (rebar) are "Red-Capped" or otherwise protected	❒	❒	❒	
Protect hazardous chemicals / flammable materials (compressed gas cylinders) from extreme weather and securely lock them away in well-ventilated cabinet, or remove them from site.	❒	❒	❒	
Make sure diesel or fuel tanks discharge points are locked, secured or removed (emptied) to prevent discharge or unauthorized usage.	❒	❒	❒	
Stack / store away all material from site perimeter fence.	❒	❒	❒	
Securely lock or remove site containers.	❒	❒	❒	
Make sure all exposed electrical cables are tagged and made safe.	❒	❒	❒	
Secure roof construction material and remove debris from roof.	❒	❒	❒	
Make sure debris and waste are removed, bins are emptied.	❒	❒	❒	
Make sure non-finished brick walls are braced where required.	❒	❒	❒	

SITE MAINTENANCE AND QUALITY				
Action	Completed	Not Completed	N/A	Comments (if necessary)
Tilt and smoothen all surfaces to drain water and prevent water buildup	❒	❒	❒	
Block / seal all ducts, conduits, plugs, pipes and other underground openings in buildings to prevent the flow of water into the building.	❒	❒	❒	
Seal all above-ground openings in weather sensitive areas in buildings to prevent rain build-up when necessary.	❒	❒	❒	
Obtain or locate a generator and a back-up pump that you can access and take to the site in an emergency, if necessary.	❒	❒	❒	
Protect exposed work such as a partially completed roof or envelope work.	❒	❒	❒	
Do certain areas of the site have to be heated?	❒	❒	❒	
If yes, a complete heating plan must include a refueling monitoring, refueling instructions and instructions to staff.	❒	❒	❒	
Ensure that the slopes of the excavations are correct and compliant	❒	❒	❒	

SITE OFFICES, TRAILERS AND WASHROOMS				
Action	Completed	Not Completed	N/A	Comments (if necessary)
Make sure all trailers and offices are safe, with keys removed, doors locked, etc.	❒	❒	❒	
Remove or securely lock away all office equipment, computers, copiers, scanners etc. from site – Contact your IT personnel if needed.	❒	❒	❒	
All taps (washrooms) securely closed and electrical outlets isolated / disconnected	❒	❒	❒	
Make sure the lunch room is clean and free of hazardous equipment.	❒	❒	❒	
Clean the washrooms	❒	❒	❒	
Vermin protection is important, ensure adequate measures are taken	❒	❒	❒	

SITE VEHICLES				
Action	Completed	Not Completed	N/A	Comments (if necessary)
All construction vehicles left on site must be parked in the designated areas and are secured (to prevent usage or theft), with drip trays under engines and wheels chocked	❒	❒	❒	
Ensure all construction vehicles are securely locked and keys kept in a lockable safe or secure place. Otherwise remove construction vehicles to off-site locations or other worksites	❒	❒	❒	
All batteries of construction vehicles kept on site must be disconnected	❒	❒	❒	

VERIFIED BY			
Name		Function	
Signature		Date	

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Water Damage Prevention Checklist

Emergency Response Plan			
Is the isolation valve or the utility service valve closed when there is no demand or no test (week-end, holiday, etc...)?	Yes	No	NA
Have subs signed-off that their piping system is secure before they leave for week-end or holiday?	Yes	No	NA
Has the Water Damage Emergency Response Plan been created for this project?	Yes	No	NA
Have sources of water been identified in buildings containing finished spaces, critical equipment areas, electronic equipment, main telephone rooms, computer rooms etc.?	Yes	No	NA
Are water control valves clearly labeled with the areas served and listed in the Emergency Response Plan or are drawings available that show the location of shut-off valves (including valves above suspended/finished ceilings)?	Yes	No	NA
Does the valve list include curb box valves at the Point of Connection to the incoming city supply?	Yes	No	NA
For water valves in locked or not easily accessible spaces, are doors labeled and key control granted to any managers, supervisors or maintenance staff who are on-site 24-7 or are responsible for emergency response?	Yes	No	NA
Working with the local fire department, have specific procedures been developed addressing when water to sprinkler systems may be shut off?	Yes	No	NA
Is there an employee available around the clock with authorization to shut off water, and immediately engage professional cleanup and restoration companies?	Yes	No	NA
Has authorized staff been trained on the proper location and operation of different types of control valves?	Yes	No	NA
Does the emergency contact list include current contact information for local municipalities, responding staff, professional cleanup and restoration companies, etc.?	Yes	No	NA
Is this emergency contact list reviewed and updated at least quarterly?	Yes	No	NA
Has the emergency plan been updated based prior water damage events or changes to the facility?	Yes	No	NA
Is there a lockout kit available on Site?	Yes	No	NA
Does the Emergency Response Plan include provisions for supplemental heat or other procedures to address known “cold spots” during severe cold weather?	Yes	No	NA
Critical Infrastructure or High Value Equipment			
Has a water damage risk assessment been completed on high value equipment or critical infrastructure? Examples include main electrical switchgear, elevator control panels, Chillers and boilers and medical diagnostic or therapeutic equipment.	Yes	No	NA
Do water lines, drains or floor penetrations place this equipment at risk in the event of a leak?	Yes	No	NA
Can water lines be re-routed or can barriers be used to re-direct any water leak?	Yes	No	NA
If water lines cannot be re-located, have steps been taken to determine the integrity of these lines?	Yes	No	NA
For unoccupied critical spaces, can water sensing devices be used to send an alarm to a constantly attended location?	Yes	No	NA
Has the staff been trained on how to safely respond to a water damage emergency in these areas?	Yes	No	NA
Are the critical equipment areas discussed with contractors before new construction, renovation or relocation projects begin?	Yes	No	NA
Can elevators (high rise buildings) be programmed to remain at upper floors of the building during off-hours?	Yes	No	NA
Cold Weather Preparation			
Have areas of the building that are difficult to heat or loose heat rapidly been identified and cold weather response plans developed?	Yes	No	NA
Have supplemental heating devices for these areas been evaluated to ensure they are appropriate for the area and minimize the risk of other safety concerns?	Yes	No	NA
Is heating equipment serviced prior to the on-set of cold weather?	Yes	No	NA

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Are low point drains for dry pipe sprinkler systems opened and checked for condensate before the onset of cold weather and periodically throughout the winter?	Yes	No	NA
Is a walk around of the outside of the building conducted before the onset of winter to identify and correct problems with the building envelope (door or window seals, broken windows, open louvers, etc.) and drainage from downspouts and scuppers?	Yes	No	NA
Are the emergency exits accessible?	Yes	No	NA
In northern climates, has a snow removal plan been developed for extreme snow loads? Note: Snow removal must be completed by roofing professionals trained in the process. Improper snow removal can damage the roof covering and in some cases increase the load on the roof and lead to collapse.	Yes	No	NA
Roof Inspection			
Is the roof covering free from obvious signs of damage such as dry or cracked surfaces, cracked or lose seams, blisters, depressions, broken or missing shingles or bare spots in gravel ballast?	Yes	No	NA
Has loose debris such as leaves or tree limbs, construction materials, been removed?	Yes	No	NA
Are roof drains open and free flowing?	Yes	No	NA
Is metal flashing and coping securely fastened? Loose, separated or missing flashing, rust of other flashing deterioration should only be corrected by a qualified roofing contractor.	Yes	No	NA
Is the proper safety equipement available to access the roof safely?	Yes	No	NA
Plumbing Maintenance			
Is there adequate budget in place for necessary building/plumbing maintenance?	Yes	No	NA
Is plumbing maintenance done on a preventive basis instead of as needed for older systems?	Yes	No	NA
Are licensed plumbers (or employees who are licensed plumbers) used exclusively for plumbing repairs and modifications?	Yes	No	NA
Is maintenance staff aware of old plumbing, excessive corrosion, or presence of dissimilar metals?	Yes	No	NA
Are shut off valves exercised, lubricated annually to ensure that they will close?	Yes	No	NA
Are small leaks investigated and promptly repaired?	Yes	No	NA
Are the root causes of each leak analyzed to determine if it is preventable in the future?	Yes	No	NA
Employee Awareness			
Is someone from the project team designated to track the weather and prepare for cold weather?	Yes	No	NA
Are housekeeping employees aware of procedures to take when any dripping, leakage, or clogged drain is noticed?	Yes	No	NA
Are security staff employees aware of procedures to take when any dripping, leakage, or clogged drain is noticed?	Yes	No	NA

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COVID-19

PROJECT Closure form

Privileged and confidential

Legal Department

Client Information:

Client name:	
Address:	
Project Manager:	
Client Project number (if applicable):	
Project location:	

Project Closure:

Authority closing the site:	Government of Quebec (specify if client closure request received)
Date of closure:	March 24, 2020 (specify if other date)
Reason for closure:	COVID-19 (specify if other reason)
Notice received:	(Specify if closing notice received from client)
Expected duration:	Until April 13, 2020

Project Information:

Project number:	
Name of Project:	
Contract type:	
Contract award date:	
Penalty provided for in the contract (yes or no) (Specify the relevant references to the contract if applicable):	
Specify if contractual clauses could be relevant in the context of this work stoppage (ex: force majeure, change of law, stop issued by public authority, etc.):	

Project Team:

Description	Name	Comments
Vice President:		
Director:		
General Superintendent:		
Project Manager:		
Superintendent:		
Health & Safety Advisor:		
Electro-mechanical coordinator:		
Administrative Assistant:		
(other)		
(other)		
(other)		
(other)		

Trade partners involved in the project

Name of subcontractor or supplier ($ 50K and more)	Value of contract (in $)	Mobilized (X)	Not mobilized (X)	% of Work completed	% of Work invoiced	Comments

Progress of work

Mobilization / Start date:	
Completion date:	
Billed to date:	
% of progress of work complete:	
Value of approved changes:	
Cash flow at date of closure:	

Schedule

Date of last update of the schedule:	
State of progress compared to the planned progress (specify number of days):	**Number of days (Actual vs Baseline):**

Notices & Correspondences transmitted and received

From	To	Date & Time	Type	Description

BY:_____

DATE: _____