



ARCHITECT SITE VISIT CHECKLIST

CORONA VIRUS — COVID-19

Site Visit Pre-meeting Quick Checklist

- ✓ Site visit essential to project
- ✓ Head contractor has implemented COVID-19 WHS Guidelines
- ✓ Head contractors confirms ability to conduct site visit while maintaining Social Distancing

Site Visit Essential Criteria

- ✓ Lack of site visit will impact on job program critical path
- ✓ Only essential staff to participate
- ✓ Site visit agenda limited to critical path impact

Head Contractor has COVID-19 WHS

Site Guidelines Protocol

- ✓ Written confirmation that head contractor has implemented COVID-19 Site Protocol guidelines
- ✓ Head contractors confirms ability to conduct site visit while maintaining Social Distancing

Employee Talk Checklist

- ✓ Inform employees where to access information on COVID-19
- ✓ Inform employees COVID-19 self-assessment
- ✓ Communicate how the virus is commonly spread and social distancing guidelines
- ✓ Discuss online and virtual alternatives
- ✓ Only essential staff to attend meetings
- ✓ Communicate employee obligations and social distancing during meeting

Employee Obligations During Meeting

- ✓ Follow job site WHS protocol
- ✓ Maintain social distancing during meeting

Potential Hazards and Injuries

- ! Transmit COVID-19
- ! Contract COVID-19
- ! Influenza like symptoms
- ! Fever & Respiratory symptoms
- ! Death

Do Not

- ✗ Attend work or site visit if experiencing COVID-19 Symptoms
- ✗ Exceed social distancing guidelines
- ✗ Cough without covering mouth
- ✗ Cough into hands
- ✗ Touch face with hands
- ✗ Touch surfaces if possible

This checklist does not necessarily cover all possible hazards associated with COVID-19 and should be used in conjunction with other references. It is designed as a guide to be used to compliment training.