



## Project Continuity Planning for Construction

### Response and Recovery for Project Delays, Cost Impacts or Shutdown from Coronavirus/COVID-19

Purpose: To provide a guideline of key considerations for field personnel to respond to project impacts from costs, delays or temporary project shutdown. This is a comprehensive but not exhaustive list of insurance, risk management, safety and property preservation considerations.

### Insurance, Contractual & Administrative Documentation Considerations

The following are guidelines that contractors can reference to document and manage impacts from project costs, delays or project shutdown.

- ✓ The CSDZ construction team is here to help our clients:
  - Reach out to your CSDZ team with insurance, surety, claims or risk/safety questions.
- ✓ Insurance coverage identification and determination:
  - Advise your CSDZ insurance team of shutdown on your projects/jobsites immediately so we can give proper notice to the appropriate insurance carrier – especially where your firm carries Builders Risk coverage, although not the only line of coverage.
  - Be mindful of upcoming quotation of policy expirations – needed policy/coverage extensions that were easy to secure will now require more underwriting scrutiny and possible premium charges.
  - If extended project shutdown occurs, be aware of potential vacancy and/or abandonment clauses in your property and builders risk policies, as these can impact the viability of coverage – we will work with you to address those if the need arises.
- ✓ Claim notice:
  - Reach out to your CSDZ Claim Advocate with questions.
- ✓ Review contract language:
  - Suspension & termination wording
  - Specific deadlines/time frames for providing notification
  - Force majeure wording
- ✓ Contract Notification – Upstream:
  - Provide written notice to GC/Owner of notice related to delays and additional costs.
  - Timely notification is important to protect the contractor’s future rights to file a claim.



- ✓ Contract Notification – Downstream:
  - Reach out to all subcontractors and suppliers to discuss schedule delays.
  - Have your subcontractors provide written notification of impacts.
  - Have suppliers confirm their availability of materials and expected delivery schedule and transport capability.
  - Contract review – Identify specific language for suspension, termination and/or Force Majeure.
- ✓ Develop/document detailed historical timelines based on project schedule:
  - What, when & how delays have impacted work.
  - Create a daily project impact journal/document.
- ✓ Establish separate “cost-tracking/accounting” line items to thoroughly document project cost impacts:
  - Supervisor/management/office personnel costs.
  - Project labor costs.
  - Equipment costs.
  - Material costs.
- ✓ Vendor and Rental agreements – Suspend, leave in-place or pick-up.
- ✓ Supply chain:
  - Can deliveries be stopped, if necessary?
  - Is off-site storage possible?
  - Related costs.



## **Project Shutdown Considerations**

The following are guidelines that contractors can reference during project shutdown.

### **Jobsite Office and Administrative Controls**

- ✓ Notify all subcontractors, suppliers/vendors, inspectors, and local Police Department regarding shutdown of project.
- ✓ Secure electronic files:
  - Back-up external hard drives.
- ✓ Secure all project files and drawings including sensitive employee information in locked cabinets stored in a secure area.
- ✓ Take photo of schedule and coordination drawings as back-up if left on wall/whiteboard.
- ✓ Pack-up all owned office electronics (computers, scanners, radios, etc.).
- ✓ Contact copy machine vendor – if needed, remove rented/leased copiers.
- ✓ Reroute US Mail, UPS/FedEx to corporate/regional office.
- ✓ Suspend all vendor deliveries to project.
- ✓ If needed, shut down office utilities (electricity, water, gas, etc.).
- ✓ Post emergency contact information on all exterior doors, gates, trailer, and message boards.

### **General Site Conditions - Street/Road & Infrastructure Projects**

- ✓ Ensure traffic control devices, signage and barriers are in place according to traffic control plan.
  - Establish daily inspection of temporary traffic control devices and barricades.
- ✓ Excavation protection.
  - Secure to prevent access/attractive nuisance.
  - Stabilize where needed.
- ✓ Exposed utilities: decide whether to backfill or support as required by utility owner.
- ✓ Pedestrian and public protection.
  - Fencing/controls maintained.
  - Walkway maintenance.
  - Sidewalk closures.
- ✓ Secure temporary steel plates/covers in roadways.
- ✓ Protect sewer and utility structures or other confined spaces to prevent unauthorized entry.
- ✓ Secure and lockout portable asphalt, concrete, or crushing plant operations to protect against vandalism, theft of material and high value copper wiring/cables.
- ✓ Consider installing security cameras at temporary office and plant locations.
- ✓ Identify and inspect:



- Secure material stockpiles – look for shear-walls or other hazards.
- Roadway shoulder drop-off hazards – bring to grade with infill material.
- Water run-off – remove any obstructions that may cause flooding.
- Barricade, backfill or cover any open trenches if needed.

### **General Site Conditions - Vertical Building**

- ✓ Remove or secure fuel tanks, other flammable liquids and compressed gases.
- ✓ Building Protection and Security:
  - Secure all building entrances.
  - Post signs, barricade project entrances, lock gates to prevent or warn of unauthorized entry.
  - Inspect and maintain necessary protective systems at the site:
    - Temporary lighting.
    - Fire detection and suppression system.
    - If needed, shut-off all utilities to building (water, gas, electrical, steam, etc.) when possible.
    - Isolate any active building systems that have potential for damage while building is vacant. Prevent valve tampering, access electrical rooms, climate controls, etc.
    - Lockout external electrical power boxes.
- ✓ Remove or secure any material on roof tops.
- ✓ Remove or barricade access to heights including temp ladders and stair towers.
- ✓ Ensure fall exposures are controlled with guardrails or barricades.
- ✓ Remove any temporary ladder access points and close off guardrails.
- ✓ Secure form work, bins, uncompleted work and scaffolding to prevent wind damage.
- ✓ Dumpsters emptied and moved away from structure to avoid vandalism or fire.
- ✓ Schedule third party to clean and remove temporary outdoor portable restrooms.
- ✓ Take photos (or a video with voiceover of all security measures taken) prior to exiting the site.
- ✓ Building Envelope (Weather Concerns).
  - Ensure entire perimeter of building is enclosed and weatherize to the extent possible to prevent water intrusion with a focus on roofing, windows and doorways.
  - Ensure roof drains scuppers, downspouts and drainage are clear and not blocked and site drainage is adequate.



## **Environmental Controls**

- ✓ Site wide trash removal – trash cans and dumpsters emptied.
- ✓ Clean-out wash-out pits if needed.
- ✓ Water run-off and control.
  - Stormwater permitting (SWPP).
  - Erosion control/silt fencing.
    - Establish periodic inspections of SWPP's
- ✓ Other local/state/federal permits.
- ✓ Storage and containment for fuel and other hazardous materials to remain on jobsite.

## **Mobile and Fixed Equipment**

- ✓ Contact rental equipment supplier to suspend rental charges.
- ✓ Relocate owned equipment trailers, generators, or other easily portable equipment to company yard if needed.
- ✓ Proper storage of equipment in the field, including clear zones.
- ✓ Remove keys.
  - Consider removing batteries from equipment.
- ✓ Lockout Master Cylinder when possible.
- ✓ Lattice boom cranes.
  - Lay down boom if possible. If not, then dog-off to secure object.
  - No loads on crane hooks.
- ✓ Secure tower cranes.
  - Crane house locks are not engaged/Freewheel positioning (weathervane).
  - Barricade and secure around access point of the tower crane.
- ✓ Consider location and spacing of equipment to prevent large losses involving multiple assets (flood, fire). Adequate distance between iron if remaining on site (to minimize vandalism/fire spreading from one piece of equipment to another).

## **Jobsite, Material Storage and Laydown Yard Areas**

- ✓ Consider installing additional lighting, security systems or coordinate third party security services.
- ✓ Inventory of tools, materials, values of stockpiled materials, and properly secure or remove completely -- *Consider getting signatures verifying all the above is complete before departure, or sign off on each individual inventory removed from site.*
- ✓ Secure/lock all gates, trailers, Conex boxes, gang boxes, etc.
- ✓ Consider removing detachable stairs and decks from office and tool trailers.
- ✓ Secure materials stored in laydown and inventory.



- ✓ Cover all weather-sensitive materials with protective wrap or tarping to protect from moisture.
- ✓ Arrange for the storage of equipment specific to the site where delivery cannot be stopped. Example: (specialized equipment or long lead time items, such as electrical switchgear, turbines, custom HVAC air handling units, etc.).
- ✓ Secure area for job materials being delivered to the project during the shut-down or make arrangement for bonded warehousing for high value supplies.
- ✓ Secure or remove pallets, buckets or anything that may be moved by a storm event (wind/water).
- ✓ Remove or secure fuel tanks, other flammable liquids and compressed gases.

### **Post-Shutdown Procedures**

- ✓ Assign responsibility for picking-up US Mail and any packages that were delivered.
- ✓ Post any necessary additional signage to deter trespassers.
- ✓ Additional risk and safety measures:
  - Daily Supervisor drive-by of the site.
  - Discussion with local police regarding preventive patrols at certain times.
  - Report any theft, vandalism or damage to the site immediately to authorities and builder's risk insurer.
  - Daily verification of heating systems/ alarms/ water sources/ etc.
  - Inspect scaffolding system after weather events.

### **Project Pre-Startup Considerations**

- ✓ Inspect and document the condition of all materials and equipment on-site prior to using.
- ✓ Dry-out any materials exposed to water/moisture.
- ✓ Re-connect site utilities after inspecting for damage or vandalism.
- ✓ Inspect all electrical and mechanical equipment.
- ✓ Conduct inspections on critical elements.
  - Foundations
  - Excavations and trenches
  - Shoring
  - Concrete forms and falsework
  - Scaffolding

