



Commissioner's Bulletin
Inspectional Services Department
Boston, MA

Number: 2020 - 01
Date: May 18, 2020

Subject: Construction Site Return-to-Work Protocols and Requirements

Purpose: The purpose of this Commissioner's Bulletin is outline and implement new protocols and job site safety practices that contractors are required to adhere to in advance of and for the duration of conducting site work in light of the public health emergency caused by the spread of COVID-19.

Determination:

Effective April 27, 2020, the City of Boston has implemented new protocols for essential construction work in the City of Boston due to the public health emergency caused by the spread of COVID-19 (coronavirus). For the health and safety of workers, their families, and our communities, all permitted construction will be required to adhere to COVID-19 best practices during this public health emergency.

This policy is effective for active permitted projects and for all future permit applications moving forward, including, but not limited to, Alterations, Amendments, Erect Building, Use of Premises, Short Form, Electrical (Temp Service, Low Voltage, Fire Alarm, and general), Plumbing and Gas permits.

General Requirements:

For projects permitted by the Inspectional Services Department as-of the effective date of this Commissioner's Bulletin, contractors/permittees must upload COVID-19 Safety Affidavits and COVID-19 Safety Plans prior to resuming work.

For new applications for permits to be issued by the Inspectional Services Department, contractors/applicants must include a COVID-19 Safety Affidavit and a COVID-19 Safety Plan with their permit application submission.

Contractors are required to have printed copies of both the COVID-19 Safety Affidavit and COVID-19 Site Safety Plan on hand at the job site, posted in a conspicuous place to the extent possible.

Homeowner Waivers:

For projects for which a homeowner waiver has been filed, a COVID-19 Safety Affidavit and COVID-19 Site Safety Plan is not required; provided however, that any associated permits issued to a contractor or a subcontractor for homeowner waiver projects must have an associated COVID-19 Safety Affidavit and COVID-19 Site Safety Plan submitted along with the permit application.

Documentation Requirements:

For a jobsite to be permitted by the Inspectional Services Department the following additional documents must be attached to your permit:

COVID-19 Safety Plan:

This document will detail the job site practices that the contractor will follow to protect worker safety. There are six key elements the City will be looking for in each plan:

- 1.) steps taken before shifts start to ensure workers are healthy;
- 2.) practices to ensure social distancing that can be achieved on the job site;
- 3.) materials provided to ensure job site hygiene;
- 4.) protocols for the use of personal protective equipment;
- 5.) communications and training practices to ensure everyone is informed; and
- 6.) procedures in case there is COVID-19 exposure on the job site.

[Link: [COVID-19 Safety Plan](#)]

COVID-19 Safety Affidavit:

This affidavit attests that the contractor has created, provided to the City, and will implement its COVID-19 Safety Plan. It follows the same requirements as the Safety Plan. Failure to adhere to the policy may result in approval to work being revoked.

[Link: [COVID-19 Safety Affidavit](#)]

Instructions for Uploading Safety Affidavits and Safety Plans to Existing Issued Permits:

1. Log on to the ISD's Online Permitting Portal [link: [Boston Permits & Licenses Portal](#)]
2. Navigate to the permit application through Search or Recent Activity links
3. Scroll down to the Attachments section, and click the "Upload Attachments" link
4. Upload both the Safety Affidavit and Safety Plan, and any additional related information, as separate attachments
5. Save the attachments

Instructions for Uploading Safety Affidavits and Safety Plans to New Permit Applications:

1. Log on to the ISD's Online Permitting Portal [link: [Boston Permits & Licenses Portal](#)]
2. Upload both the Safety Affidavit and Safety Plan, and any additional related information, as separate attachments, with your permit application

Requirements for Inspectors:

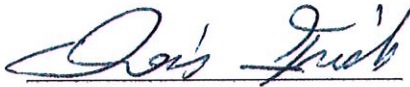
Inspectional Services Department Inspectors should review a jobsite's COVID-19 Safety Affidavit and COVID-19 Safety Plan when inspecting the site to confirm that protocols and procedures outlined in the Safety Plan are being adhered to.

Penalties:

Jobsites found to be operating without submitting a COVID-19 Safety Affidavit and/of COVID-19 Safety Plan to the Inspectional Services Department may result in suspension or termination of work in progress or revocation of the Department's permit for such work; provided, however, that the Department reserves the right to allow the Contractor the opportunity to immediately correct or cure violations prior to the Department issuing a suspension or termination of work in progress or revocation of the Department's permit for such work.

Jobsites found to be not operating according to the provisions laid out in their COVID-19 Safety Plan may result in suspension or termination of work in progress or revocation of the Department's permit for such work; provided, however, that the Department reserves the right to allow the Contractor the opportunity to immediately correct or cure violations prior to the Department issuing a suspension or termination of work in progress or revocation of the Department's permit for such work.

Signed:



Dion Irish
Commissioner

5/18/2020
Date



Sean Lydon
Inspector of Buildings

5/19/2020
Date