

COVID-19 Policies

Thank you to Andy Martin with Martin Construction for sharing his COVID-19 Policies with The Greater Iowa City Area Home Builders Association.

Below is an adaptation of his policy and procedures put in place for his employees and clients.

In keeping with social distancing rules, make some significant changes in your day-to-day operations. Appreciate your employees help in making this new way of doing jobs work. It's going to be extra work, and it's going to be a learning curve, and we're all going to have to pitch in to make the best of this. It's going to be a little awkward, and no fun. Please don't take any of it personally. It's all about the virus.

This is in addition to increased handwashing, covering coughs and sneezes, not touching your face, keeping 6' between you and everybody else, and calling in sick if you don't feel well.

1) Limit meetings and personal interaction

No more morning meetings, and please stay out of the office as much as possible. Have office staff work from home as much as they can, limiting it to one or two people in the office at a time. Carpenters should stay out of the office as much as possible, too.

Key staff meet briefly, but in the shop, or outside if it's nice.

Notify staff what's happening the next day by the end of the workday. Text or call with where to go in the mornings if there are changes.

Use an outside drop box for timesheets and receipts.

Call or text in questions whenever possible.

Even on the jobsite, keep the 6' rule as much as you can. Realize this won't always work, but please try.

Limit your time on job sites and personal interaction.

Keep meetings with clients virtual as much as possible.

2) Break up into teams

If someone gets sick or quarantined, hopefully it won't affect all of you.

Keep the teams separate as much as possible. When you have tasks that require interaction, such as pickups and deliveries, make them as non-contact as possible e.g. leave items at the door.

3) Streamline trips to the stores

Have items delivered whenever possible.

Stock PPE and some common supplies, like fasteners, plastic and tape, in the shop.

Have a group chat for store trips. Give as much notice as possible for trips, so you can get multiple items on one trip. Have a spot in the shop for pickups and returns to the store, if jobsite delivery isn't an option.

4) Take even more steps to have clean jobsites

If working in an occupied home, ask the homeowners to report daily if they've been sick or exposed to anyone who is sick. If so, notify your staff and direct them to not enter the job site at all until they are well, follow CDC guidelines.

Wash or sanitize your hands every time before you get in your truck.

Sanitize touch surfaces on your truck at least daily. Don't forget your keys, seatbelt, and outside door and handle.

Have spray bottles of bleach sanitizer at the shop, clean rags, and refills as needed.

Every day, when you go to the job, start by sanitizing touch surfaces. That's doorknobs, light switches, edges of doors, counters, and finishes in your work area (sinks, counters, flooring if you're on your hands and knees, etc.). Then, at the end of the day, do the same thing on your way out the door.

Try to clean all tools. Make sure you clean the tools you use all the time such as tape measures, pencils, knives, fastener bits, etc.

Sanitize the shop and office touch surfaces daily.

Maintain the zip walls between the jobsite and the homeowners. Be clear in communication when those walls must be changed. Keep jobsites separate from homeowner's living spaces as much as possible, even if it inconveniences everybody.

It may get crazier yet. Do your best to keep it going, so we can all stay healthy and keep working.

Again, thank your employees for helping with this, and doing your best to keep all of us and our clients safe, and the business up and running.