

Suggestions to Prepare for a Successful Stand-down

1. Begin preparations as early as possible. Designate a coordinator to organize the stand-down. If you have multiple work sites, identify the team that will lead the stand-down at each site.

NOTE: Contact Steve Wiltshire (wiltshire@abc.org) with any questions about the stand-down.

2. Think about asking your specialty contractors, owner, architects, engineers, or others associated with your project to participate in the stand-down. We all need to work together to slow/stop the spread!

3. Develop presentation materials or activities that will meet your needs. Decide what information will be best for your workplace and employees. The stand-down should provide information to employees about COVID-19, protective measures, and the company's safety policies, goals and expectations. Hands-on exercises (a worksite walkaround, equipment checks, etc.) can increase retention.

NOTE: ABC has developed a series of toolbox talks and other resources to assist with your stand-down event. Please visit www.abc.org/coronavirus to access these resources.

4. Decide when to hold the stand-down and how long it will last. Decide if the stand-down will take place over a break, a lunch period, or some other time.

5. Promote the stand-down. Try to make it interesting to employees. Stress the importance of understanding how to protect themselves and others from COVID-19.

6. Hold your stand-down. Try to make it positive and interactive. Encourage employees to talk about their experiences and make suggestions.

NOTES:

- Follow the current recommendations for social distancing by separating your workforce into groups of ten (10) or less people and maintaining a minimum of 6 feet between persons.
 - If you are taking attendance, do so verbally. Do not circulate a sign-in sheet or any item/material during the discussion.
7. Follow up. If you learned something that could improve your program, guidelines, etc., consider making changes.