

# 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 Nazia Shah ([nazia.shah@agc.org](mailto:nazia.shah@agc.org)) or Kevin Cannon ([kevin.cannon@agc.org](mailto:kevin.cannon@agc.org)) with any questions about the stand-down.

- 2. Think about asking your subcontractors, 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:** AGC has developed a series of toolbox talks and other resources to assist with your stand-down event. Please visit [www.agc.org/coronavirus](http://www.agc.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.