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) or Kevin Cannon (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 walkthrough, 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 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.