

# CITY *of* BOSTON

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## COVID-19 Safety Affidavit and Plan Submission Process

To Whom It May Concern:

As you know, 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 Alterations, Amendments, Erect Building, Use of Premises, Short Form, Electrical (Temp Service, Low Voltage, Fire Alarm, and general), Plumbing, Gas, Sprinkler, Sheet Metal and Trench permits.

PLEASE NOTE: The Citywide moratorium for nonessential construction remains in effect. Contractors/permittees must upload COVID-19 Safety Affidavits and COVID-19 Safety Plans prior to resuming work. The Inspectional Services Department will notify contractors/permittees when the Citywide nonessential construction moratorium is lifted.

**COVID-19 Safety Affidavits and Safety Plans will NOT be accepted via email.**

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

**COVID-19 Safety Affidavit** [Link: [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.

**COVID-19 Safety Plan** [Link: [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:

- steps taken before shifts start to ensure workers are healthy;
- practices to ensure social distancing that can be achieved on the job site;
- materials provided to ensure job site hygiene;

- protocols for the use of personal protective equipment;
- communications and training practices to ensure everyone is informed; and
- procedures in case there is COVID-19 exposure on the job site.

**Note, prior to submission, you must determine your company's role – Contractor/General Contractor or Subcontractor**

If you are the contractor for a small project or the general contractor on a large project then you must attach to your application:

- A COVID-19 Safety Plan for the site
- A COVID-19 Affidavit for your company

If you are a subcontractor on a large project you must attach to your application:

- Your General Contractor's COVID-19 Safety Plan for the site
- A COVID-19 Affidavit for your company

**Instructions for Uploading Safety Affidavits and Safety Plans to existing permits:**

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

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.

Thank you for your partnership during this time. Additional information on Mayor Walsh's original order can be found at [www.boston.gov](http://www.boston.gov). If you have any questions, please feel free to contact the Inspectional Services Department at 617.635.5300.

Sincerely,

Dion Irish, Commissioner  
Inspectional Services Department