Acumatica
Construction Edition

Covid-19 Checklist for Contractors

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Introduction

There's no doubt that COVID-19 has changed the way we work—probably forever. Although a shift towards virtual teams and a digital economy was already well underway, the recent pandemic has pushed many businesses to make the leap to a totally remote workforce.

Within the construction industry, the outbreak has forced contractors to take stronger steps to ensure the safety of their employees and the general public. Contractors and their tradespeople work closely together on job sites—greatly increasing the chances that an infected worker could put other workers and the general public at risk. But contractors should be equally concerned about ensuring that their business systems can enable them to keep business processes moving forward at a time when more and more employees are working remotely.

This checklist is designed to pose questions and provide key considerations that will help you develop a plan of action for keeping all your teams productive and safe, whether they're on your job sites or in your back office.

Remote Office Worker Considerations

If you're serious about connecting your teams and streamlining your processes, it's essential to have the right software. When your project managers can quickly produce accurate cost projections and are automatically connected to accounting for updates on subcontracts, PO's, contracts, and change orders, you'll save time, become more proactive about scope changes, assess impact to costs immediately, and significantly reduce profit fade.

> " *I am really glad we made the decision to go to Acumatica's cloud-based construction and accounting software because our teams are doing purchase orders, change orders, and everything remotely. Project Managers can get into the system to see what is going on with their projects and cloud software is the way to go because it is so easy. You just log in and its nothing different than if you were just sitting in your office.* "

Dawne Meijer, Controller Pin Oak Corpus Christi

Here are five key questions you should ask yourself about how effectively your software connects your office team and field teams.

	QUESTION	KEY CONSIDERATION	CIRCLE ONE
1.	Can your office and field team members access your software from any device, anytime, anywhere?	Having a single source of the truth for your field and office teams is important for maintaining constant visibility of your customers and business.	Yes / No
2.	Does your current software integrate remote teams and streamline workflows?	This enables you to make real-time decisions that impact project costs and revenue.	Yes / No
3.	Does your current software allow everyone in your organization to see the same data at the same time?	As changes occur on a project, your field and back-office teams should communicate in real time. This reduces the time needed to make important decisions and helps keep projects profitable.	Yes / No
4.	Does your software automate, control, and streamline your accounting and back-office construction processes?	Automated cloud workflow features such as notifications and alerts help ensure that accounting and project decisions will be made in a timely manner.	Yes / No
5.	How flexible are your current systems?	Look for cloud software that allows workflows such as invoice approvals and AR collections to happen anytime, and from anywhere. This will accelerate your cash flow process.	Yes / No

Job Site Worker Considerations

Here are five key questions and considerations to help you ensure your job site workers are safe.

	QUESTION	KEY CONSIDERATION	CIRCLE ONE
6.	Do you have general safety policies in place that include COVID-19?	Employees, visitors, and contractors should be asked if they exhibit symptoms of COVID-19. Workers should refrain from sharing tools and equipment and have access to handwashing stations and alcohol-based hand sanitizers.	Yes / No
7.	Do you have COVID-19 training practices in place?	In addition to updating your training practices for COVID-19, you should have an employee wellness tracker that captures the health of job site workers each day.	Yes / No
8.	Do you have personal protective equipment at your job sites?	In addition to hard hats, it's important to provide masks, gloves, and eye protection.	Yes / No
9.	If you work with subcontractors, do you require them to supplement your policies and procedures?	Subcontractors on your job sites should be providing their personnel with COVID-19 safety procedures.	Yes / No
10.	Are your worksite, trailers, and break areas cleaned multiple times per day?	You should be using commercial disinfectants and hand sanitizers with 60% or more alcohol.	Yes / No

Summary

Even after the threat of COVID-19 has passed, the way we work will probably never return to normal. But the "new normal" can be even better. By more effectively connecting your field and office teams, and by taking precautions to ensure the day-to-day safety of your job site workers, you can empower your business to keep moving forward no matter what the future brings.

About Acumatica

Acumatica's cloud-based construction accounting software provides the best path to thrive in the new digital economy. Built on cloud and mobile technology with a unique customer-centric licensing model, Acumatica Construction Edition delivers a suite of fully integrated construction software, including financials with job cost accounting, project management, field service, CRM and mobile. This means your teams can get the latest project reports, contracts, budgets, change orders, invoices, purchase orders, and job costs from wherever they are.

❝ *For me, the biggest benefit of the cloud is to be anywhere in the world and see what's happening in my business-our overall finances and each job without having to be in the office looking at paper.* **❞**

Anderson Pinto, CEO and Owner Hartzell Construction

Get to know Acumatica Construction Edition online. Or request your free demo.

🌐 acumatica.com/construction   📞 888-228-8300