

# UNIVERSITY COVID-19 MITIGATION GUIDELINES FOR THE CONTRACTOR COMMUNITY

Instituted: July 14, 2020 (and in effect until further notice)

## I. **Purpose**

The University of Connecticut (UConn) is committed to providing a quality, secure and safe learning and working environment for its students, workforce, clients and visitors. These guidelines establish consistent standards for mitigating the spread of Coronavirus Disease 2019 (COVID-19) that must be undertaken by the Contractor and are intended to assist UConn in meeting its commitments.

These standards are subject to change to incorporate updated Federal, State, City, local requirements. All Contractors are responsible to regularly check for updates to the University Guidelines and State of Connecticut and CDC requirements and make adjustments to their Programs to comply with the most stringent updates. University Guideline modifications will be posted on the following websites: The UPDC website (<https://updc.uconn.edu/contractors-working-at-uconn/>)

### A. **Application**

The UConn COVID-19 Mitigation Plan Guidelines apply to all Contractors performing work on a Project with UConn. This applies to all work on the Storrs campus, Depot Campus, UConn's four (4) Regional campuses, extension centers and the Law School campus.

In lieu of the University's COVID-19 Mitigation Guideline, service maintenance Contractors or trade Contractors who are required to work simultaneously at multiple project sites at one time and are performing service or trade work directly for UConn's Facilities Operations, Dining Services, or IT at any campus or extension center, shall be required to have all workers assigned to the Campus be required to follow the same COVID-19 safety precautions as permanent UConn Facilities Operations employees. This includes completing the UConn Environmental Health & Safety training, "Returning to Campus: COVID-19 General Training for UConn and UConn Health, with Specific Job Training." Follow the guidance provided on all exterior and interior signage relating to COVID-19 throughout all UConn campuses and extensions. When a service contractor is working on a capital project, they must follow all requirements associated for that project, including this program.

### B. **Definitions**

*"Mitigation Program"* - means a COVID-19 Mitigation program established and administered by the Contractor in accordance with the University's COVID-19 Mitigation Plan Guidelines. Minimum requirements are included.

*"Contractor"* – means the General Contractor, Sub-Contractor, Trade Contractor, Construction Manager or Design-Builder in charge of a Project or a phase of a Project that is required to have and implement a project

specific COVID-19 Mitigation program.

- “Consultant”* – means the Architect, Engineer or other Professional who has on-site duties on a project that is required to comply with the project specific COVID-19 Mitigation program.
- “Face Covering”* - means cloth covering that covers the nose, mouth and chin.
- “Project”* – means work awarded under any UConn contract, agreement or purchase order award relating to any Construction or Trade Labor type services.
- “Social Distancing”* means physical distancing as defined by the most current CDC requirements.
- “Work”* - means any type of onsite labor services required by the contract documents or as requested by UConn.
- “Worker”* – means any consultant, contractor, subcontractor, employee or agent who receives, or seeks to receive, compensation for on-site work on a Project.

### C. **COVID-19 Mitigation Program**

UConn requires a Contractor who has been awarded a contract and/or purchase order to establish, implement and administer a Program in accordance with the standards and requirements, as they reasonably apply for the project, as set forth below. The Contractor shall be responsible, at its sole expense, for the operation and execution of the Program. The Contractor’s Program shall be submitted for review for compliance to the appropriate oversight Project Director responsible for the Work.

Any Worker assigned to a Project, shall undergo pursuant to the Program, at a minimum, the following:

1. Awareness training on the effects of COVID-19 and the current and latest best practices to prevent its spread;
2. An occupational risk assessment; and
3. Acceptance of the specific roles and responsibilities the Worker must execute in order to comply with the Program.

It is recommended that the Contractor obtain acknowledgement of the Program standards and requirements from the Worker upon completion of the training. The Worker must adopt the project-specific Program each time a Worker is assigned to a new Project regardless of past training and testing.

## II. **Minimum Program Requirements**

UConn requires the Contractor to establish, maintain and administer a COVID-19 Mitigation Program specific for each Project. Each Program shall at a minimum incorporate the following in the establishment and administration of such a Program.

- A. **The Program implementation shall include the following:**
1. Require every subcontractor to review and accept the Program prior to commencement of any work on the Project site. If a Project has not yet been bid or awarded, the Program shall require every subcontractor to review and accept the Program prior to submitting or accepting a bid.
  2. Perform regular updates to the Program to maintain compliance with current published governmental guidelines and policies.
  3. Incorporate a daily self-assessment health screening (survey) requirement for all workers to certify prior to the start of each work shift.
  4. Establish procedures for addressing a COVID positive exposure. Identify protocols for notifications, contact tracing and thorough sanitizing of the project site.
- B. **Comply with the most stringent recent recommendations published by the following:**
1. Occupational Safety and Health Administration (OSHA)
  2. Centers for Disease Control and Prevention (CDC)
  3. Environmental Protection Agency (EPA)
  4. State of Connecticut, including but not limited to:
    - a) Governor's Executive Orders
    - b) Department of Energy and Environmental Protection (DEEP)
    - c) Department of Public Health
    - d) Department of Economic and Community Development (DECD)
- C. **The Program shall provide and incorporate COVID-19 mitigation standards in each of the following areas and shall meet the University's minimum requirements as stated:**
1. **Logistics**
    - a) **Control Parameters:** Define measures for entering and leaving the Project site.  
**Minimum Standards:**
      - Workers should not routinely enter and exit the Project site once they have started the workday and should generally stay on the Project site until the end of workday.
      - Establish the means and methods by which the Contractor would control daily access to the project site. When feasible, designate specific entry and exit ways to limit contact between workers, occupants, and the greater University community.
      - Establish how, when and where the survey will take place prior to entering the Project site.
      - Record the names of each person who enters the project site.
      - Define and designate one-way on-site foot traffic patterns as

reasonably possible.

- b) Postings, Signage and Visual Cues:** Provide postings and signage regarding on-site traffic patterns, designated break areas, work area practices and updates on latest guidelines and best practices.

**Minimum Standards:**

- Latest CDC required postings shall be at project site entrance, all break areas and throughout the construction site. Posting examples include but are not limited to: “stop the spread of germs” and “hand washing”. Provide directional mapping and paths on site to avoid congregating and crisscrossing of workers.
- Designate trade worker break areas by subcontractor distancing them from other subcontractors, students and staff.

- c) Deliveries:** Define drop-off and delivery areas that minimize contact with on-site workers.

**Minimum Standards:**

- No communal food trucks shall be allowed on the Project site, except as permitted by the University.
- Delivery personnel should not enter the project site without a face covering.

- d) Visitors:** Establish guidelines for visitors.

**Minimum Standards:**

- Only visitors’ critical to the progress of the work shall be allowed into the Project site, per University Project Director prior approval.
- All visitors shall submit a health survey and be required to comply with all program elements.
- In addition to regularly required personal protective equipment (PPE), all visitors shall have face coverings on when social distancing cannot be maintained, when eating or drinking or when health conditions prevent such wearing.

- e) Worker Transportation, Parking and Shuttles:** Workers are responsible to maintain best practices when driving to work, parking and riding shuttles.

**Minimum Standards:**

- Social distancing per federal and state guidelines shall be maintained and face covering shall be worn at all times while on any UConn Campus when social distancing cannot be maintained. This includes from the time workers leave or return to their vehicles to and from the Project sites and/or when they are on the shuttle.
- Latest CDC postings shall be visible throughout the shuttle.

- Shuttle vehicles shall be fully disinfected at a minimum twice daily utilizing enhanced cleaning and disinfection protocols as recommended by the CDC.
- Consider a shield be provided to the driver.
- Consider requiring the survey as a condition to accessing the shuttle.

f) **Coordinate work activities:** Each look-ahead schedule, should coordinate work activities to mitigate worker risks. When bidding the work, consideration should be given to how the work activities will be scheduled to mitigate multiple trades working in the same work area.

**Minimum Standards:**

- Avoid multiple trade activities working concurrently in the same work area.
- When UConn’s operation schedule permits consider staggered work start times.
- When UConn’s operation schedule permits consider extending workday hours to separate shifts.
- When UConn’s operation schedule permits consider scheduling multiple shifts for areas of work to maintain project schedule.

2. **Preventative Measures**

a) **Essential Workers:** Define what work responsibilities which can only be performed on the project site and which ones are not essential.

**Minimum Standards:**

- Identify staff and workers who must be physically on the Project site to perform their responsibilities.
- Encourage other non-critical workers who can work remotely, to work from home.

b) **Risk Assessment and Mitigation:** Establish a process for health screening of workers and proactive steps to mitigate exposure or spread of the virus.

**Minimum Standards:**

- Require each worker to submit a daily survey as a condition to access the Project Site.
- Establish a “Zero Tolerance Policy” for workers who show up to work sick, refuse to answer all questions on the Survey and/or refuse to certify the Survey. Such worker(s) should not be allowed access to the UConn campus. The worker’s employer should be notified of non-compliance with the Program.
- Face coverings shall be worn when social distancing cannot be maintained while on any UConn property. Exceptions are when

eating or drinking, health issues that prevent the wearing of a face covering or as further defined by the CDC or OSHA.

- Workers required to perform work with other workers less than the physical distancing required defined by the CDC should be encouraged to be temperature screened, if applicable, out of public view to protect privacy.
- Include a response plan and protocols for the project when it is discovered there is or was a positive COVID-19 case on the project site. Include the requirement to immediately report any known COVID-19 positive cases to the Project Director.
- Include the Hierarchy of Controls outlined by OSHA to identify all close contact work to develop a work hazard analysis and mitigation strategy.

**c) Meetings:** Establish standard protocols on regular routine meetings of any kind. Identify essential workers or visitors who must attend in person to review conditions and discuss solutions.

**Minimum Standards:**

- When possible perform in-person meetings outside while maintaining safe distancing.
- Video conference whenever possible. Video record when conditions allow ease in sharing to remote attendees.
- If a meeting must be in-person limit the number of attendees and do not exceed any occupancy limits set by the State of Connecticut. Ensure there is sufficient well-ventilated space for safe distancing.
- All individual work crew huddle/meetings/toolbox talks should be held outside and follow safe distancing measures to the extent possible.

**d) Maintain healthy work environment:** Establish safe practices and preventative measures to mitigate the spread of the virus.

**Minimum Standards:**

- Face covering shall be worn at all times while on any UConn campus.
- Establish a “No Congregation” Policy.
- Face coverings supplies shall be supplied to the workers from their employer. The Contractor shall always have backup supplies readily available.
- Establish a mandatory “bring your own lunch” policy.
- Avoid sharing pens or pencils, computers, cell phones and other tools. Shared tools and equipment should be disinfected after each use.
- Clean and disinfect the general areas a minimum of twice during the workday and once at the end of the workday. Follow the most

stringent protocols for cleaning. Establish maintenance schedules and checklists to be used to sign off on work performed.

- Trade workers shall clean and disinfect their work areas and break areas at the end of each work shift. Establish a checklist to be used and signoff of work performed.
- Provide hand washing stations with soap and water where feasible.
- Provide hand sanitizer stations throughout the work site if hand washing stations are not available. Touchless devices are preferred and should be placed in various locations so that they are easily seen from any vantage point within the work site. The sanitizer shall meet CDC requirements for potency.
- Toilets or porto-lets shall include a hand washing station and shall be cleaned in the frequency required by the State of Connecticut.
- Provide only single use paper towels with waste containers with every washing station.
- No handshaking or fist bumping.

### 3. Establish Protocols

- a) **Health screening:** Define the process by which workers will be screened and the reporting structure of a potential exposure.

**Minimum Standards:**

- Require daily health screenings by survey or other means as may be prescribed by the CDC and the State of Connecticut. Surveys shall be certified by each worker and visitor.
- No worker or visitor shall be allowed to enter the project site without having provided the daily certified survey and proper face covering.
- If requiring temperature assessments, the location and access should be private.
- Include the University Project Director on any potential exposure incidences.
- Return to work: Define guidelines for accepting a worker back to work.

- b) **Oversight:** Establish hierarchy and responsibilities of each level of monitoring for compliance with the Program.

**Minimum Standards:**

- COVID-19 Competent Person (CP):  
Each contractor, subcontractor and sub-tier(s) subcontractor shall identify at least one employee, ideally two, within each of their crew who will be designated as the COVID-19 competent person for their company. Define the training the person will receive and the

responsibilities they will be required to perform daily to maintain cleaning, safe distancing and face covering requirements.

- Define reporting hierarchy and roles and responsibilities
- Report non-compliance and potential exposures to those identified and the UConn's Director responsible for the award.

#### 4. **COVID-19 Awareness Training**

a) **Orientation and Worker Awareness training:** Identify key components essential to providing the workers with the tools to maintain their full understanding of the virus and proactive avoidance in the spread of it.

**Minimum Standards:**

- Define what the virus is and its effect on humans.
- Define how the virus is spread or transmitted.
- Define the symptoms associated with the virus.
- Define the mandatory health screening procedures
- Define safe social distancing in relation to performing the work.
- Define the use of face coverings to protect other people.
- Require mandatory wearing of a face covering when inside buildings or within less than 6' distance to any person anywhere on any University property.
- Define proper cleaning and disinfecting protocols for trade work areas including surfaces, ladders and shared equipment.
- Perform regular awareness trainings (twice weekly minimum), not limited to tool box talks.
- Include being mindful of drinking from your own water bottle and not to share hard hats, water bottles, handkerchiefs, masks, gloves or rags.

b) **Roles and Responsibilities of each worker:** Define the responsibilities the worker is to maintain every day to comply with the Program and stay healthy.

**Minimum Standards:**

- Require the worker to self-regulate their health both before and during the work day. Require the worker to check their temperature from home daily before leaving for work. Include this as confirmation on the survey.
- Require the worker to stay home if they have signs or symptoms associated with COVID-19.
- Require the worker to complete and certify the daily survey prior to access of the Project site.
- Require the worker to accept the terms of and comply with the



Program.

- Require the worker, when feasible to stay at least 6' from others while working and to act responsibly for themselves and those working around them.
- Require the worker to wear a face covering when within 6' of others while on any University property. Exceptions as outlined by the CDC.
- Require the worker report any observed gross negligence by another worker for non-compliance with the Program.

#### **END OF GUIDELINES**

Reference Documents that should be reviewed when creating the Program, should include, but not be limited to the following:

<https://www.osha.gov/Publications/OSHA3990.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/construction-workers.html?deliveryName=FCP\\_2\\_USCDC\\_10\\_4-DM29003](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/construction-workers.html?deliveryName=FCP_2_USCDC_10_4-DM29003)

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#more-changes>

[https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#filter\\_col1](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#filter_col1)

[https://www.cdc.gov/niosh/emres/2019\\_ncov.html](https://www.cdc.gov/niosh/emres/2019_ncov.html)

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

[https://www.cpwr.com/sites/default/files/NABTU\\_CPWR\\_Standards\\_COVID-19.pdf](https://www.cpwr.com/sites/default/files/NABTU_CPWR_Standards_COVID-19.pdf)

<https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Latest-Guidance>

<https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>