

UNIVERSITY COVID-19 MITIGATION GUIDELINES FOR THE CONTRACTOR COMMUNITY

Instituted: July 14, 2020, rev 9/29/21 (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, faculty, staff, 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, and University 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 UConn owned or occupied property. This applies to all work on the Storrs campus, Depot Campus, UConn's four (4) Regional campuses, extension centers and the Law School campus.

When a Contractor, Consultant or Vendor is working on a UConn owned or occupied property, they must follow all requirements associated with this Guideline.

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.
or "Program"

"Contractor" – means the General Contractor, Sub-Contractor, Sub-tier Sub-Contractor, Trade Contractor, Construction Manager, 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, other Professional or Sub-Consultant 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 directly or indirectly relating to any Construction, Trade Labor or Non-Trade Labor type services.

| | |
|----------------------------|--|
| <i>“Social Distancing”</i> | means physical distancing as defined by the most current CDC requirements. |
| <i>“Vendor”</i> | means Service Maintenance Provider, Systems Provider or Commodity Dealer, who provides product installation or service duties that is required to have and implement a project specific COVID-19 Mitigation program. |
| <i>“Work” -</i> | means any type of onsite labor services required by the contract documents or as requested by UConn. |
| <i>“Worker” –</i> | means any contractor, subcontractor, vendor 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, Consultant or Vendor 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. Acceptance of the specific roles and responsibilities the Worker must execute in order to comply with the Program; and
2. An expectation that workers assigned on-site to a UConn owned or controlled property, shall be in compliance with the most current updated Executive Order 13G, State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G and University COVID-19 Mitigation Guidelines to the Contractor Community, whichever is more stringent prior to sending the worker to any state owned or controlled property.

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

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 Contractor, Consultant or Vendor 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 Contractor 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, including the most current update to Executive Order 13G, State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G and the University's COVID 19 Mitigation Guidelines whichever is more stringent.
3. Establish procedures for addressing a COVID positive exposure. Identify protocols for notifications, contact tracing and thorough sanitizing of the project site.

B. **The Program procedure shall be as follows:**

1. Any Contractor, Consultant or Vendor who has been or will be awarded a contract, agreement or purchase order directly or indirectly with UConn is required to monitor their own workers vaccination status and perform COVID testing (when applicable) to assure compliance with the most current update to Executive Order 13G, State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G and University COVID-19 Mitigation Guidelines to the Contractor Community, whichever is more stringent.

No Contractor shall send any worker to any UConn owned or controlled property to perform work in an enclosed building, occupied in whole or in part by UConn students and/or staff, who is known to be not in compliance with the most current updates to Executive Order 13G, State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G and University COVID-19 Mitigation Guidelines to the Contractor Community.

2. Each Contractor or Vendor (but not Consultant) who has been or will be awarded a contract, agreement or purchase order directly with UConn, where any portion of the work requires the worker to enter a UConn occupied building to perform such work, shall provide to the UConn Representative, with each monthly application for payment a Contractor's Declaration attesting to Compliance with Executive Order No. 13G* (Contractor Declaration) with their own workers' vaccination status noted.

If the Contractor having a direct contract with UConn is working in a portion of an occupied building and has sub-tier contractors, then they shall additionally submit on a monthly basis: 1) an additional Contractor Declaration attesting to the vaccination status of the combination of their own workers and their sub-tier workers, and 2) an updated UConn Contractor or Vendor Compliance Report* (Compliance Report) which includes the combined vaccination status of their own workers and their sub-tier workers. For these two attestations, the Contractor may rely on the Contractor Declarations and attestations provided to them by their sub-tier Contractors. All Contractor Declarations from all sub-tier levels shall be collected and retained by the reporting Contractor for audit purposes, but are not required to be submitted with their monthly documents.

3. Each sub-tier contractor to the Contractor or Vendor who has a direct contract, agreement or purchase order with UConn, where any portion of the work requires their worker to enter a UConn occupied building to perform such work, shall provide directly to the entity to whom they have a direct contract, agreement or purchase order: 1) a monthly updated Contractor's Declaration attesting to their own workers' vaccination and testing status, and if they have any sub-sub-tier contractors, 2) a Compliance Report which includes the combined vaccination status of their own workers and their sub-sub-tier workers, based on the information provided by their sub-sub-tier contractors.
4. For projects with workers in an UConn occupied building, once Contractor Declarations commence, Declarations are to continue to be submitted with each invoice, until the Contractor, Vendor or Sub-tier contractor has completed their entire scope of services and has demobilized from the project site, at which time the submission of attestations shall cease. If the Contractor, Vendor or sub-tier contractor did not send any workers to perform work during the time period covered by the invoice, they should submit their Contractor Declaration showing zero (0) workers for that time period. When all work on the project is complete and workers are no longer on-site, the Contractor, Vendor or sub-tier contractor shall provide written notice attesting to the completion of the work.
5. Any worker who is not fully vaccinated must fully comply with the testing requirements in the most updated Executive Orders and the State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G. By the Contractor, Vendor or Sub-tier contractor submitting their monthly Contractor's Declaration, they attest they confirmed each week receipt of each non-vaccinated worker's weekly COVID negative test and all required worker attestations, certifications and waivers.

6. Copies of each Contractors, Vendors and Sub-tiers required documents as outlined in Executive Order 13G, State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G and University COVID-19 Mitigation Guidelines to the Contractor Community will be immediately made available to the Governor's Auditors, the State of Connecticut Department of Public Health and/or UConn upon request.

* Forms are available at the following web page: <https://updc.uconn.edu/contractors-working-at-uconn/>

C. **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)
 - e) University's COVID-19 Mitigation Guidelines for the Contractor Community

D. **The Program shall provide and incorporate COVID-19 mitigation standards in each of the following areas and shall meet the UConn'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 UConn community.
- Record the names of each person who enters the project site, including their daily health condition.

- b) **Postings, Signage and Visual Cues:** Provide postings of 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.
 - Designate trade worker break areas distancing them from students and staff.
- c) **Deliveries and Pick-ups:** Define drop-off and pick-up 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 UConn.
 - Delivery personnel should not enter any UConn building or enclosure without a face covering.
- d) **Visitors:** Establish guidelines for visitors. A “visitor” for the purposes of this Guideline is a worker who will be on-site for less than four hours and on a non-recurring basis.
- Minimum Standards:**
- Only visitors’ critical to the progress of the work shall be allowed into the Project site, per UConn Project Director prior approval.
 - All visitors shall be required to have face coverings when in any building or enclosure owned or controlled by UConn unless they are eating or drinking and when health conditions or OSHA requirements 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:**
- Face covering shall be worn at all times while riding in shuttles.
 - Shuttle vehicles shall be fully disinfected at a minimum once daily utilizing enhanced cleaning and disinfection protocols as recommended by the CDC.
- 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 minimize when possible multiple trades working in the same work area.
- Minimum Standards:**
- When UConn’s operation schedule permits consider scheduling multiple shifts and/or extended workday hours for areas of work to maintain project schedule.

2. Preventative Measures

- a) **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:

- Establish a “Zero Tolerance Policy” for workers who show up to work sick. Such worker(s) shall 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 while in any building or enclosure on any UConn owned or occupied property. Exceptions are when eating or drinking, health issues that prevent the wearing of a face covering.
- 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.

- b) 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 do not exceed any occupancy limits set by the State of Connecticut. Ensure there is sufficient well-ventilated space.
- All individual work crew huddle/meetings/toolbox talks should be held outside or in a well-ventilated area.

- c) 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 in any UConn building or enclosure owned or occupied. 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.
- Face covering 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.
- The use of mist sprayers or electrostatic sprayers (foggers) shall be prohibited.

- Clean and disinfect the high touch areas a minimum once during the workday. Establish maintenance schedules and checklists to be used to sign off on work performed.
- Provide hand washing stations with soap and water where feasible.
- Provide hand sanitizer stations if hand washing stations are not readily 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 porta-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.

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:

- Daily health screenings are to be performed by the Contractor in compliance with the most current update to Executive Order 13, State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G and University COVID-19 Mitigation Guidelines to the Contractor Community, whichever is more stringent.
- No worker or regular visitor shall be allowed to enter the project site without proper face covering and receipt from the Subcontractors and all Sub-tiers their monthly attestation in compliance with the most current update to Executive Order 13G, State of Connecticut Department of Public Health Implementation Guidance in support of Executive Order 13G and University COVID-19 Mitigation Guidelines to the Contractor Community, whichever is more stringent.
- Include the UConn 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 responsibilities the worker will be required to

perform daily to maintain face covering requirements and compliance with weekly COVID testing, when applicable.

- Define reporting hierarchy and roles and responsibilities.
- Report non-compliance and potential exposures to those identified and the UConn Project Director.

4. COVID-19 Awareness

a) **Orientation and Worker Awareness:** Identify key components essential to provide to the workers on the virus and proactive avoidance in the spread of it.

Minimum Standards:

- Define the symptoms associated with the virus.
- Define COVID vaccination requirements and virus testing mandates.
- Define safe social distancing and importance of face coverings in relation to performing the work.
- Require mandatory wearing of a face covering when inside UConn buildings or enclosures owned or controlled. 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. Include being mindful of drinking from your own water bottle and not to share water bottles, handkerchiefs or masks.

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 workday. Require the worker to check their temperature from home daily before leaving for work.
- Require the worker to stay home if they have signs or symptoms associated with COVID-19.
- 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.
- Require the worker to wear a face covering while in any UConn building or enclosure owned or controlled. 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.
- Require the worker to 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/vaccines/fully-vaccinated-guidance.html>

https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/construction-workers.html?deliveryName=FCP_2_USCDC_10_4-DM29003

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/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

https://www.cpwr.com/sites/default/files/NABTU_CPWR_Standards_COVID-19.pdf

<http://portal.ct.gov/coronavirus>

<https://portal.ct.gov/Office-of-the-Governor/Governors-Actions/Executive-Orders/Governor-Lamonts-Executive-Orders>

<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>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf