UNIVERSITY COVID-19 MITIGATION GUIDELINES
FOR THE CONTRACTOR COMMUNITY
Instituted: July 14, 2020, rev April 7, 2022 (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, State of Connecticut requirements, and CDC guidance 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/)

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.

Definitions

"Mitigation Program" - or "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, 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.

"Social Distancing"	means physical distancing as defined by the most current CDC requirements.
"Vendor"	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.
"Work" -	means any type of onsite labor services required by the contract documents or as requested by UConn.
"Worker" –	means any contractor, subcontractor, vendor employee or agent who receives, or seeks to receive, compensation for on-site work on a Project.

II. **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, 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 requires the Worker must adopt the project-specific Program each time a Worker is assigned to a new Project regardless of past experience.

III. **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 CDC guidelines on COVID-19, any of the Govenor's active Executive Orders pertaining to COVID-19, State of Connecticut Department of Public Health pertaining to COVID-19 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, as appropriate.

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

1.   No Contractor, Vendor, Consultant or sub-tier shall send any worker to any UConn owned or controlled property to perform work, who is known to have COVID.

2.   Each Contractor, Consultant, Vendor or Sub-tiers, Visitor or Delivery Company who has a direct or indirect contract, agreement or purchase order with UConn, where any portion of the work requires their worker to enter a UConn owned or occupied building; face coverings are recommended.

3.   Any worker who is not fully vaccinated should be encouraged to get vaccinated.

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.   <u>Logistics</u>

   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 recommended 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.
- All deliveries and pickups shall follow the requirements set forth under Section III B 2 of these Guidlines.

d) **Visitors:** Establish guidelines for visitors. Visitors are defined as anyone who is not currently a UConn student, staff, or faculty member.

Minimum Standards:

- All visitors shall follow the requirements set forth under Section III B 2 of these Guidelines, 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 coverings are recommended.
- High touch areas should be cleaned as recommended by the CDC and Public Health.

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.
- 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.

Minimum Standards:

- If a meeting must be in-person 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:

- Establish a mandatory "bring your own lunch" policy.
- Within the work area and entering and exiting the building, clean high touch areas a minimum of once a day. Establish maintenance schedules and checklists to be used to sign off on work performed.
- Toilets or porta-lets shall include a hand washing station with soap and waterand shall be cleaned in the frequency required by Public Health.
- Provide only single use paper towels with waste containers with every washing station.
- 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 recommendations for efficacy.

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 encouraged to be performed by the Contractor on all their workers before sending them to work on any building owned or occupied by UConn.
- 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.
- 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 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

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

https://covid.uconn.edu/campus-guidelines