CUIMC CAMPUS COVID-19 SAFE WORK PRACTICE GUIDELINES (FOR CONSTRUCTION)

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MINIMUM CRITERIA FOR COVID-19 SAFE WORK PRACTICES AT CUIMC

The following guidelines represent minimum criteria for all construction related personnel working at CUIMC. In addition, each contractor will prepare and submit a COVID-19 Pandemic Safe Work Practices Manual that will govern all behavior and activities on a given job site. This manual will be submitted to the CUIMC representative for review and approval prior to commencement of construction. Please refer to Exhibit A (attached) for contractor’s manual guidelines.

I. ENHANCED PERSONAL PROTECTIVE EQUIPMENT (PPE)

• Personal Protective Equipment:
  o Follow DOB and CDC guidelines for appropriate PPE.
  o The CDC and NYC DOB suggest the use of face masks as well as face coverings (as enhanced PPE). Construction personnel MUST wear face masks at all times while on the CUIMC campus.
  o Additional protective measures may be required for activities necessitating workers being in closer proximity (i.e. N-95, KN-95 mask, face shields, etc).

• Hygiene and Sanitizing:
  o All construction personnel are required to wash their hands thoroughly with soap and water for 20 seconds or by utilizing hand sanitizing gel.
  o Hand sanitizing is to be performed frequently and must be done before and after a construction task, and before entering and leaving the project site.
  o The contractor is required to have hand sanitizing stations on each job site.
  o In the event of a suspected or confirmed case of COVID-19, a third party environmental or specialty cleaning contractor will be required to disinfect the contaminated project areas immediately.
II. LIMIT POTENTIAL CROSS CONTAMINATION BETWEEN WORKERS

• **Social Distancing:**
  - Require trades to provide a work force social distancing and mitigation plan.
  - Define distinct work areas. Erect temporary barriers to keep workers separate during the day.
  - Tasks requiring workers to be inside of the 6’ physical distancing perimeter for more than 10 minutes requires additional protective measures such as face shields, face masks and gloves.
  - Divide crews between work areas to reduce potential exposure.
  - Limit number of people in each distinct area.
  - Have lunch at work space and not in common break areas or shanties and limit movements between areas.

• **Cleaning and Disinfecting:**
  - Tools will not be shared if possible. If tools are shared they must be cleaned before passing between people.
  - Routinely clean and disinfect surfaces, door knobs and work surfaces. At minimum, disinfecting must occur at the beginning and at the end of each shift.
  - Workers showing COVID related symptoms MUST NOT be allowed entry to the site.

III. SUGGESTED STRATEGIES TO REDUCE DENSITY OF WORKERS IN ELEVATORS AND HOIST PLATFORMS

• **Circulation:**
  - Stagger construction personnel arrival and departure schedule, including lunch and break schedule.
  - Limit total number of persons riding in the elevator.
  - Discourage facing each other while riding in the elevator.
  - When possible, use stairs for travel any less than three floors.
IV. DELIVERIES AND ENTRY TO THE SITE

• Identification:
  o All workers must have valid identification with them at all times. The superintendent is to prohibit workers from entering CUIMC buildings and construction sites without proper identification.

• Daily Logs:
  o Superintendent is responsible to maintain written daily sign-in/sign-out log, and to confirm safe work practices are discussed at the beginning of each shift. The log is to be issued daily to the CUIMC PM.
  o To prevent lobby congestion, the superintendent is to present a list of worker's names to the project manager 48 hours in advance of starting a shift. CUIMC Public Safety will issue daily badges for distribution by the superintendent to construction personnel before entering the building.
  o Superintendent is to check in daily with CUIMC project manager to confirm daily tasks and trades conform with the two week look ahead schedule.

• Building Access:
  o Be mindful of limited available entrances to the buildings and job sites and coordinate access to the site with CUIMC Public Safety in advance.
  o All inspectors and essential visitors shall follow the same process as the site workers during their visits.
  o Where multiple access points to the site are available, assign "Entry ONLY" and "Exit ONLY" access. Workers must enter and exit a building only where designated. Exit or circulation through other buildings is prohibited unless otherwise identified.
  o Contractor and workers must not congregate in building lobbies, immediately in front of building lobbies, or anywhere else on campus.
  o Access to William Black and P&S Buildings must be via loading dock entrance on Fort Washington Avenue. Superintendent is to collect daily badges from the guard on duty and distribute amongst workers. Access through the main entrance of William Black and P&S Buildings is NOT allowed.

• Signage:
  o Attached CDC signs, NYCDOB signs, and other appropriate signage must be installed throughout the site encouraging safe health practices.
In accordance with New York State regulations, Columbia University (CU) shut down all non-essential jobsites on all campuses. Prior to mobilizing worksites, Contractors, their staff, and subcontractors are expected to prepare, follow and enforce a COVID-19 Pandemic Safe Work Practices Guideline to ensure the safety of both Contractors and the CU affiliates with whom they come into contact (faculty, staff and students).

The Contractor’s COVID-19 Pandemic Safe Work Practices Guideline must cover all workplace occurrences encountered during a normal workday and must contain, at a minimum, these topics:

1.0 Before arriving at the worksite
   1.1 Protocols to prevent sick workers from entering job sites.
   1.2 Daily Task Management Plan

2.0 Entering the worksite
   2.1 Daily sign-in / sign-out protocols
   2.2 Proper means for entering the worksite (e.g. freight elevator, stairs)
   2.3 Communicate workforce hours to CU project representative

3.0 Jobsite management
   3.1 Informational signs posted at worksite entry and throughout worksites (to be reviewed by CU Project Representative)
   3.2 Establishing and posting maximum safe occupancy
   3.3 Contractor Representative duties
   3.4 Site logistics

4.0 Material deliveries
   4.1 Deliveries are sequenced and scheduled, daily delivery plan to be managed by Contractor Representative in accordance with company’s Post Pandemic Plan
   4.2 When possible, small deliveries are to be accepted at the street and transported by workers already on site

5.0 Worker Protocols
   5.1 Personal Protective Equipment (PPE)
   5.2 Social Distancing while performing tasks

Valid as of 5/5/2020
5.3 What to do when social distancing is not consistent with safe work practices
5.4 Staggering of workforce hours
5.5 Sequencing of trades
5.6 Use of CU restrooms
5.7 Work breaks and lunch breaks

6.0 Cleaning protocols
6.1 Cleaning of tools
6.2 Methods and timing for sanitizing the worksite
6.3 Locations and frequency of sanitizing stations
6.4 End of day storage of cleaning supplies
6.5 Proper disposal of cleaning wastes and PPE
6.6 Safety Data Sheet (SDS) available for all cleaning supplies

7.0 Communication
7.1 Protocol for when a worker tests positive for COVID-19
7.2 Contractor Representative obligation to report issues, concerns, potential exposures, and other incidents to the CU Project Representative

The Contractor’s COVID-19 Pandemic Safe Work Guideline will be reviewed by the CU Project Representative or their designee prior to starting work. Inasmuch as the Contractor will require certain actions and protocols from their Subcontractors, the Contractor will remain the sole point of contact for liaison with CU, and it is expected that the Contractor will be familiar with all protective practices occurring on site as outlined in the Columbia University Contractor Compliance Guideline.

The Contractor is to make periodic updates to their plan based on specific jobsite conditions, changing regulations, best practices, and should include the most current recommendations and requirements of governing agencies.

Suggested resources:

NYC Department Of Buildings COVID-19 Information:

https://www.osha.gov/SLTC/covid-19/
Safety Guidance on Construction Sites
DOB Operations Information

NOTE:
These Guidelines outline health and safety work expectations specific to Coronavirus prevention; however, they do not relieve the Contractor of the responsibility for following federal, state, or local regulations, industry best practices, and does not supersede the Columbia University Contractor Compliance Guideline & accompanying Campus Specific Procedures.

Valid as of 5/5/2020
Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid close contact with people who are sick.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

Help prevent the spread of respiratory diseases like COVID-19.

cdc.gov/coronavirus
The following guidelines are based on the latest COVID-19 guidance from the CDC, OSHA and other publications. Permit holders are responsible for enforcing social distancing and safety measures on their job sites. These guidelines are meant to help you develop and manage appropriate measures for your job sites.

ENSURE SOCIAL DISTANCING ON-SITE

- Workers should maintain a distance of six feet from each other whenever possible. Provide tools to help them mark out social distancing spacing when performing job tasks. Require that workers maintain a distance of six feet when waiting to enter turnstiles, hoists/elevators, stairs, and other shared spaces.
- Prevent workers from congregating during pre-shift meetings, toolbox talks and other similar gatherings.
- Stagger schedules for job functions that put workers close together. For example, workers that perform job functions that are in close proximity can work different shifts or days, or they can have different work start times and end times, including breakfasts and lunch breaks.

OPERATIONS AND SOCIAL DISTANCING

It is up to permit holders to limit, to the greatest degree possible, all operations where proper social distancing can’t be followed. Examples where this may be an issue could include material delivery, the installation of sheet rock or curtain walls, or pouring concrete. To carry out these complex operations and maintain social distancing, there are a variety of strategies you can employ, including:

- Replace a worker with mechanical means for operations that require multiple workers.
- Erect temporary barriers for additional protective measures such as: sheet rock, plastic sheeting, plexiglass, etc.

SUGGESTED SAFETY MEASURES

In addition to the above safety precautions, there are a variety of other strategies permit holders should employ to maintain social distancing to keep your workers, and the public, safe. These include:

- Take Temperatures: Use a no contact thermometer to take workers’ temperatures before letting them on the jobsite.
- Hand Washing: Require that all workers wash their hands thoroughly before and after an operation. Add hand washing and hand sanitizing stations throughout your worksite.
- PPE: All workers should be required to wear appropriate safety protective equipment and use masks that cover their mouths and noses. If you do not have enough masks, a snug fit bandana with secure loose ends can aid in preventing respiratory vapor from traveling into someone else’s breathing zone.
- Temporary Barriers: Erect temporary barriers to keep workers separate during the workday.
- Only Use Your Items: Strongly discourage workers from using other workers’ phones, desks, offices, work tools and equipment.
- Disinfect: Regularly clean and disinfect shared tools and equipment.
- Send Sick Workers Home: If anyone is symptomatic send them home and do not let them on the site
- Effective Quarantine: Workers must inform their supervisors if they or a family member at home has COVID-19. They should not return to work until they have completed a 14-day self-quarantine.
- Shut It Down: Close the site if social distancing cannot be maintained.
Las siguientes pautas se basan en las guías más recientes sobre la COVID-19 de los Centros para el Control y la Prevención de Enfermedades (Centers for Disease Control and Prevention, CDC), la Administración de Seguridad y Salud Ocupacional (Occupational Safety and Health Administration, OSHA) y otras publicaciones. Los titulares de permisos son responsables de hacer cumplir las medidas de seguridad y el distanciamiento físico en sus lugares de trabajo. Estas pautas tienen como fin ayudarle a establecer y administrar medidas adecuadas en el lugar de trabajo.

ASEGURAR EL DISTANCIAMIENTO FÍSICO EN LA OBRA

- Los trabajadores deben mantener una distancia de seis pies entre sí siempre que sea posible. Provea los elementos necesarios para ayudarles a señalar el espacio de distanciamiento físico cuando realicen sus tareas. Exija a los trabajadores mantener una distancia de seis pies mientras esperan para pasar por torniquetes, subir a montacargas o elevadores, y usar escaleras u otros espacios comunes.
- Evite la aglomeración de empleados en reuniones previas al turno, charlas de seguridad y otras reuniones similares.
- Escalone los horarios de las tareas para evitar que los trabajadores se juten. Por ejemplo, los trabajadores que realizan tareas en estrecha proximidad pueden trabajar en diferentes turnos o días o tener horarios de entrada y salida diferentes, incluso para desayunar y almorzar.

DISTANCIAMIENTO FÍSICO Y OPERACIONES

Es responsabilidad de los titulares de permisos limitar, en la mayor medida posible, las operaciones donde no se pueda cumplir con el distanciamiento físico adecuado. Las tareas que pueden representar un problema pueden incluir la entrega de materiales, el vertido de hormigón y la instalación de paneles de yeso o muros cortina. Para llevar a cabo estas actividades complejas y respetar el distanciamiento físico, hay varias estrategias que se pueden seguir, tales como:

- reemplazar trabajadores por medios mecánicos en tareas que requieren varios trabajadores;
- construir barreras provisorias para una mayor protección mediante paneles de yeso, laminado de plástico, plexiglás, etc.

MEDIDAS DE SEGURIDAD SUGERIDAS

Además de las medidas de seguridad antedichas, existen otras estrategias que los titulares de permisos deben seguir para respetar el distanciamiento físico y mantener a salvo a los trabajadores y al público en general. Estas incluyen lo siguiente:

- Control de la temperatura: use un termómetro sin contacto para tomarles la temperatura a los trabajadores antes de permitirles que ingresen a la obra.
- Lavado de manos: exija a todos los trabajadores que se laven bien las manos antes y después de una tarea. Instale estaciones para el lavado y la desinfección de manos en distintas áreas de la obra.
- EPP: todos los trabajadores deben usar el equipo de protección personal (EPP) adecuado. Si el EPP que se usa habitualmente para una determinada tarea no incluye barbijos, los trabajadores deberán usar un tapaboca (de papel o tela, como una bufanda o pañuelo, que cubra la boca y la nariz de manera firme) si no pueden mantener una distancia de al menos 6 pies entre sí.
- Barreras provisorias: instale barreras provisorias para mantener a los trabajadores separados durante la jornada laboral.
- Uso exclusivo de elementos propios: recomiende encarecidamente a los trabajadores que no usen teléfonos, escritorios, oficinas, herramientas de trabajo o equipos de otros trabajadores.
- Desinfección: limpie y desinfecte regularmente las herramientas y los equipos de uso común.
- Envío de trabajadores enfermos a casa: si alguien presenta síntomas, pídale que vuelva a su casa y no permita que se quede en la obra.
- Cuarentena efectiva: los trabajadores enfermos deben quedarse en su casa. No deben regresar al trabajo hasta cumplir con las siguientes condiciones:
  - Transcurrieron al menos siete días desde la aparición de los síntoma.
  - El trabajador nunca tuvo fiebre o no tuvo fiebre en los últimos tres días sin tomar medicamentos antifebriles como Tylenol o ibuprofeno.
  - Su estado general ha mejorado.
- Cierre: cierre la obra si no se puede mantener el distanciamiento físico.