Yale University
Contractor Health & Safety Guidelines
Safety Bulletin #1 – COVID-19 Guidelines
Date Issued: 5-22-2020

The COVID-19 Infection and Risk Control Guidelines contained within Bulletin #1 have been incorporated into the 1-12-2012 (Non-OCIP version), 12-11-2019 (OCIP 4 version) and 7-1-2016 (OCIP 3 version) of the Yale University Contractor Health & Safety Guidelines.

COVID-19 POLICY

Each Contractor and Subcontractor (term Subcontractor includes Sub-subcontractors for the purpose of this bulletin) must develop a COVID-19 Infection Control Plan in compliance with guidelines and recommendations developed and issued from time to time by the Centers for Disease Control & Prevention (CDC), Occupational Safety and Health Administration (OSHA), as well as orders and guidance from the Governor of the State of Connecticut, other federal, state and local guidelines and orders (collectively, as the same may be issued, updated, revised or promulgated from time to time, the “Guidelines”), and the guidelines contained within this bulletin.

This plan must include the following:

1. COVID-19 Safety Officer
2. COVID-19 Risk Assessment using OSHA’s “Guidance on Preparing Workplaces for COVID-19” (as the same may be updated from time to time).
3. Infection Control Protocols
4. Risk Control Protocols for Lower Exposure Risk
5. Risk Control Protocols for Medium Exposure Risk
6. Risk Control Protocols for Vendors, Suppliers, and Delivery Personnel
7. Pre-Shift Health Survey

Note: Contractors and Subcontractors may exceed the requirements in the Contractor Health & Safety Guidelines, this Bulletin and the Guidelines. Yale employees will follow its own PPE protocols when visiting Yale Occupied Buildings or construction job sites.

COVID-19 SAFETY OFFICER

Each Contractor and Subcontractor must have a COVID-19 Safety Officer for his/her respective work on the project. The scope of responsibility for the Contractor COVID-19 Safety Officer is limited to Contractor personnel and the Subcontractor COVID-19 Safety Officer is responsible for their personnel. The Contractor COVID-19 Safety Officer must coordinate with the COVID-19 Safety Officers of each Subcontractor, while the Subcontractor is performing work on the site. The COVID-19 Safety Officer should be someone already on-site (Safety Manager, Safety Representative, foreman, or superintendent).

The primary responsibility of the COVID-19 Safety Officer is to convey, implement, and enforce the social distancing and other requirements of the infection control plan for the protection of workers, suppliers, and other personnel at the site.
Contractors and Subcontractors should use OSHA’s “Guidance on Preparing Workplaces for COVID-19” (as the same may be updated or amended from time to time) to evaluate the COVID-19 risk to their workforce.

OSHA currently classifies occupational risk to COVID-19 infections as:

1. **Lower Exposure Risk** – jobs that do not require contact between people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (within 6 feet of) the general public.

2. **Medium Exposure Risk** – jobs that requires frequent and/or close contact (within 6 feet for 10 or more minutes) with people who may be infected with COVID-19, but who are not known or suspected to be infected with COVID-19.

3. **High Exposure Risk** – jobs are those with high potential for exposure to known or suspected sources of COVID-19.

4. **Very High Exposure Risk** – jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Each Contractor and Subcontractor must determine their occupational risk of exposure to COVID-19 throughout the workday due to changing work conditions.

**Infection Control Protocols**

Each Contractor and Subcontractor personnel must check their body temperature before they leave for work daily (if possible) and check for symptoms that may indicate COVID-19 infection.

Per the most recent guidance from CDC [as of May 22, 2020], signs and symptoms of COVID-19 may include:

- cough
- shortness of breath/difficulty breathing
- *fever
- chills
- muscle pain
- sore throat
- new loss of taste or smell

*This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.*

If Contractor or Subcontractor personnel have any of these symptoms:

- Stay home.
- Contact your healthcare provider.
- Contact your supervisor.
• Follow [CDC guidance](https://www.cdc.gov) to prevent the spread of disease in your home and community.

* Fever is currently defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunosuppressed, or taking certain medications (e.g. NSAIDs).

**Body Temperature and Health Survey**

Unless otherwise required by the Guidelines, Yale University will not require each Contractor to conduct body temperature readings of workers accessing the project at this time, but will support each Contractor, if the Contractor chooses to do so. If a Contractor or Subcontractor worker has a body temperature equal to or greater than 100.4°F or feels feverish during the day, the Contractor shall call the Safety Medic at the Contractor Safety Center and arrange for the worker to have their body temperature taken for verification purposes only by the Safety Medic. Please follow the guidelines in [Attachment A on page 9](https://example.com) when contacting the Safety Medic. The Safety Medic will notify the Contractor COVID-19 Safety Officer of the body temperature results. If the worker’s body temperature is equal to or greater than 100.4°F, the worker will be told by their employer to leave the project immediately and contact their healthcare provider.

Since persons with symptoms of COVID-19 other than fever should be sent home, it is recommended that **before administering a temperature check** you conduct the health survey on page 8. Each worker must complete the health survey daily prior to entry onto the project. If the worker answers “yes” to any of the questions on the health survey, the worker should be advised to return home and to contact his/her healthcare provider.

**COVID-19 Notification**

Workers must notify their employer if they have a confirmed case of COVID-19, suspected case of COVID-19 or symptoms of COVID-19. Workers must follow all applicable Guidelines, including [CDC guidelines](https://www.cdc.gov) (as the same may be updated or amended from time to time) before they end home isolation.

**NOTE:** Doctors are expected to follow CDC guidelines. In all cases, the worker should follow the guidance of their healthcare provider and local health department. The decision to stop home isolation should be made in consultation with a healthcare provider and state and local health departments.

If you become ill on the site with any of the symptoms mentioned on page 2, contact your supervisor and leave the site immediately. The worker should contact their healthcare provider. In addition to the above, workers should stay at home under the following situations:

1. If the worker is not sick but a family member is sick with confirmed COVID-19 or shows symptoms noted on page 2, the worker is to remain home and contact their employer before coming back to work.
2. If the worker had contact with someone with confirmed COVID-19, the worker is to remain home and contact their employer before coming back to work.

The Contractor must complete the COVID-19 Notification Report in [Attachment B on page 10](https://example.com) if any worker on their project has a confirmed case of COVID-19, suspected case of COVID-19, or shows the symptoms of COVID-19.

**Note:** Any workers that has been off work with COVID-19 will need a note from their healthcare provider to return to work. Before a worker may return to work at the job site, a copy of this note must be given to the Contractor COVID-19 Safety Officer and Safety Medic at the Contractor Safety Center for documentation purposes.

Date Revised:
May 22, 2020
## RISK CONTROL PROTOCOLS FOR LOWER EXPOSURE RISK

Each Contractor and Subcontractor must address **Risk Control Protocols for Lower Exposure Risk and Medium Exposure Risks** in their Infection Control Plan in compliance with the Guidelines and the following minimum requirements.

1. The Contractor will arrange to have COVID-19 specific signage placed throughout the project.
2. The Contractor will determine if body temperatures will be taken and notify each Subcontractor of such, prior to the Subcontractor returning to the site or performing work on-site.
3. Each Contractor must discuss the Infection Control Plan requirements for the project during the safety orientation and periodically on-site.
4. Each Contractor and Subcontractor is encouraged to have office personnel work from home when possible.
5. Commute to/from work alone. If possible, do not share a vehicle with anyone.
6. Yale University has temporarily discontinued the shuttle bus from the designated parking area to the projects.
7. Each Contractor and Subcontractor is encouraged to limit office and job site visits to persons essential to furthering business operations. Until further notice, Owner, Architect and Contractor (OAC) meetings will continue to be by teleconference/web-based meetings.
8. All Contractor and Subcontractor personnel must wear a cloth face covering in public settings and while on job sites when outside of equipment cabs in addition to other personal protective equipment required by the Contractor.
9. Contractor shall provide a hand wash facility on each project. The number of hand wash facilities and placement of hand wash facilities will depend on the size of the project and the number of workers on-site.
10. If you cough or sneeze, cover your nose and mouth with a tissue (if available) or your elbow or shoulder if a tissue is not available. Throw the tissue away immediately in a trash receptacle. Avoid touching your nose, mouth, and eyes if possible.
11. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
12. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Subcontractor should provide ability for workers to refill personal hand sanitizer containers. Cover all surfaces of your hands and rub them together until they feel dry.
13. Avoid touching your eyes, nose, and mouth with unwashed hands.
14. The Contractor must develop a cleaning protocol for the project. The protocol must outline how the Contractor plans to clean **AND** disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, equipment controls, and other commonly touched surfaces.
15. Avoid “touch” greetings (handshakes, fist bumps, and hugs).
16. Schedule and sequence the work to allow for social distancing of at least 6 feet whenever possible. Practice social distancing whenever possible, keeping at least 6 feet between you and others. When not possible, see “RISK CONTROL PROTOCOLS FOR MEDIUM EXPOSURE RISK” on page 6.

17. Conduct pre-task plan discussions and safety meetings outdoors when possible. Social distancing must be maintained.

18. The Contractor must address social distancing in lunch or break areas as part of their Infection Control Plan. The Contractor may need to stagger schedules. Subcontractor cooperation is required. Contractor is being asked to provide seating for workers appropriately separated so social distancing can be maintained and to temporarily prohibit food trucks from accessing projects.

19. Avoid using common food containers (fruit basket, pretzels, cheeseballs, etc.).

20. Use (disposable) water bottles or your own water bottle. Common water containers are not permitted on-site temporarily.

21. Avoid swapping operators of scissors/boom lifts and other equipment whenever possible. The equipment operator should wipe down the equipment daily prior to use and at the end of the day. If equipment operators are switched during the day, the Subcontractor must ensure the cab and equipment controls are cleaned prior to the new operator using the equipment.

22. Avoid sharing hand and power tools. Subcontractors must wipe down hand and power tools daily and after use if multiple workers are using the same hand or power tool throughout the day.

23. Do not share personal protection equipment (PPE). Properly dispose of used PPE including disposable masks and gloves. Sanitize reusable PPE per manufacturer’s recommendation and CDC guidelines prior to each use.

24. Utilize disposable gloves where appropriate. Wash hands (with soap and water for 20 seconds minimum) after removing gloves.

25. Avoid sharing tools, pens, or devices such as iPads, laptops, and hand-held radios.

26. Disinfect reusable supplies and equipment.

27. Avoid exchanging or sharing paper documents. Use electronic communication when possible.

28. Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc.

29. Contractor must request additional/increased sanitation (disinfecting) of portable toilets. Avoid cleaning techniques such as using pressurized air that may result in the generation of bioaerosols.

30. Designated smoking areas are temporarily not permitted at this time.

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**RISK CONTROL PROTOCOLS FOR MEDIUM EXPOSURE RISK**

Subcontractors should check with the Contractor for project specific personal protective equipment requirements for Medium Exposure Risks and if applicable, High Exposure Risks. Each Contractor and Subcontractor must address Risk Control Protocols for Medium Exposure Risks and if applicable, High Exposure Risks in their Infection Control Plan.
Additional protocols below must be incorporated, when social distancing is not possible and close contact (6-feet or less for 10 minutes or more) is anticipated:

1. Wear an appropriate type mask or respirator (NIOSH approved or those permitted under the U.S. Food & Drug Administration Emergency Use Authorization (EUA) without an exhalation valve if a respirator is to be used). Note: a cloth face covering is not necessary when wearing an appropriate type mask or respirator.
2. Wear eye and face protection (face shield).
3. Wear gloves.
4. Disinfect or wash hands with soap and water for at least 20 seconds after removing gloves.

CONSTRUCTION & WARRANTY WORK IN YALE OCCUPIED BUILDINGS – CATEGORIES OF WORK

The Contractor Health & Safety Guidelines, this Bulletin and the Guidelines are applicable to all work performed at Yale by Contractor or any Subcontractor, whether pursuant to a contract or with respect to warranty. The Categories set forth below apply with respect to the period of time that the Contractor or Subcontractor are on the job site.

Category 1: Self-contained work-zones without shared access areas: Work-zone defined by a combination of construction fencing, barricades, tape, and signage.

Category 2: Defined work-zones within campus buildings, adjacent to occupied space: While the literal work-zone is typically clearly defined and secure, the Yale community occupies space surrounding these zones. Common access corridors are often used both to access the job site and to access occupied adjacent program space. All Contractor and Subcontractor personnel entering a Yale occupied building must wear a mask upon entry until they enter their controlled work area.

Category 3: Undefined work-zones within campus buildings, adjacent to occupied space: All construction workers entering a Yale occupied building must wear a mask at all times while within the work area.

• For work within utility plants (Central, Sterling, CCCP, Tunnels- CM-GMP and CM-MPSA Projects) - The Contractor Safety Manager must submit a work plan to the Yale Project Manager and the Utility Plant Manager. The work plan submitted must consider after hours emergency work.

RISK CONTROL PROTOCOLS FOR VENDORS, SUPPLIERS, & DELIVERY PERSONNEL

Contractor must establish protocol for vendors, suppliers, and delivery personnel accessing the project in compliance with the Guidelines. Subject to the Guidelines, the Contractor must establish the following minimum protocols:

1. Have them remain in their vehicle unless there is an absolute need to exit.
2. Have them wear a cloth mask and make sure to wear your cloth mask when speaking with them through an open cab window or outside of their vehicle.
3. Do not share pens, clipboards, and similar items.
4. Use electronic delivery tickets when feasible.
5. Collect delivery tickets in a sealable container or baggie and quarantine for a minimum 24 hours before handling when electronic is not feasible.

6. Wear gloves when handling delivery tickets and similar items.

7. Maintain social distancing even when communicating with person in vehicle.

8. Wash hands with soap and water (20 seconds minimum) when finished with personnel.

**COVID-19 PRE-SHIFT HEALTH SURVEY**

Each worker must complete a pre-shift health survey in the form set forth on page 8 hereof daily prior to assessing the project until further notice.

For the benefit of workers, co-workers, their families, our clients, and the public, we want all workers to answer honestly. The Contractor and Subcontractor COVID-19 Safety Officers must use only the questions shown on the health survey to determine the risk of COVID-19 transmission.

If a worker entering the project does not wish to participate in the survey, they will be considered a direct threat to his/her team and project community and must be asked to leave the project immediately. Based on guidance from the CDC and public health authorities as of March 2020, the COVID-19 pandemic meets the direct threat standard.
## PRE-SHIFT HEALTH SURVEY

### Health Survey Questions

1. Do you have any of the following symptoms (CDC Guidelines as of 5-22-2020):
   - cough
   - shortness of breath / difficulty breathing
   - fever
   - chills
   - muscle pain
   - sore throat
   - new loss of taste and smell
   
   *This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.*

   - [ ] YES
   - [ ] NO

2. Have you been in close contact with:
   - a person diagnosed with COVID-19 (presumed or confirmed) within the past 14 days?
   - or
   - a person who has a COVID-19 pending test result

   - [ ] YES
   - [ ] NO

3. Are you under a quarantine or isolation order from a healthcare provider or governmental agency?

   - [ ] YES
   - [ ] NO

*Close contact is being within 6 feet or less of a COVID-19 case for 10 minutes or more. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting room area or room with a person that has COVID-19 or having direct contact with infectious secretions of a person with COVID-19.*

*If you answered YES to any question above, you must immediately leave the project, contact your healthcare provider, and remain out of work in accordance with currently applicable CDC guidance. You must have a letter from your healthcare provider prior to returning to the project.*

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<thead>
<tr>
<th>Name of Project:</th>
<th>Name of Construction Manager:</th>
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<thead>
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<th>Name (Print)</th>
<th>New Haven Resident</th>
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<th>No</th>
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Attachment A – Medical Treatment or Body Temperature Verification

The following guidelines must be followed, when sending a worker to the Safety Medic at the Contractor Safety Center:

1. Call the Safety Medic at 804-310-7167 prior to sending a worker to the Contractor Safety Center for injury treatment or temperature verification.
2. The Safety Medic will do a verbal medical or injury assessment with the worker by phone prior to the worker coming to the Contractor Safety Center.
3. The Safety Medic will instruct the worker to come to the Contractor Safety Center, go home and seek evaluation by a medical provider, or to go direct to the Occupational Medical Clinic for treatment.
4. The Safety Medic will wear proper personal protective equipment while treating any injury or performing body temperature verification.
5. The Safety Medic will attempt to conduct body temperature readings outside the Contractor Safety Center.
6. Any worker sent home be to symptoms or body temperature equal to or greater than 100.4°F will need to have a note from their medical provider prior to returning to work. A copy of this note must be given to the Safety Medic prior to returning to the project.
7. The Safety Medic will contact the Contractor’s Safety Manager or Superintendent or the project if the worker is sent home. The reason for the worker being sent home will be discussed. The Contractor’s Safety Manager or Superintendent must notify the Subcontractors Superintendent and inform them as to the reason why the worker was sent home.
## Attachment B – COVID-19 Notification Report

<table>
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<tr>
<th>Date:</th>
<th>Project Name:</th>
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<tbody>
<tr>
<td>Name of Worker:</td>
<td>Employer:</td>
</tr>
<tr>
<td>Date of Onset:</td>
<td>Time of Onset:</td>
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</table>

Is case COVID-19 confirmed ___ or suspected___

- Did the worker experience any respiratory symptoms (coughing, shortness of breath) and/or a temperature above 100.4°F or current CDC threshold? ___Yes ___No
- Were any of these symptoms experienced in the last 14 days? ___Yes ___No
- Did the worker encounter anyone who was diagnosed with COVID-19? ___Yes ___No

If any of the above questions were answered “Yes” please explain:

Did the worker come in close contact (within 6 feet for 10 minutes) with any co-workers on-site? ___Yes ___No
If so, have the workers been notified? ___Yes ___No

List PPE Being Worn:

What area of the project did the worker go through or work in?

<table>
<thead>
<tr>
<th>Date Tested:</th>
<th>Test Result:</th>
</tr>
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Completed By:

Note: Ask the Yale Project Manager for the COVID-19 Notification Report distribution list.