

Yale University
Contractor Health & Safety Guidelines
Safety Bulletin #2 – COVID-18 Guidelines 9-1-2021

Yale University is moving closer to a full return to normal activity, while recognizing that there is still need for prevention measures to mitigate the spread of the COVID-19 virus. The COVID-19 Guidelines contained within Bulletin #2 have been incorporated into the 1-12-2012 (Non-OCIP version) and 1-15-2020 (OCIP version) of the Yale University Contractor Health & Safety Guidelines as updated by Safety Bulletin #1 dated 5-22-2020. Safety Bulletin #1 dated 5-22-2020 is hereby replaced and superseded by this Safety Bulletin #2.

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. Written COVID-19 Work Plan
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. Risk Control Protocols
4. Risk Control Protocols for Vendors, Suppliers, and Delivery Personnel

Each Contractor and Subcontractor must have a COVID-19 Work Plan for their respective work on the project. The Contractor must coordinate COVID-19 controls with each Subcontractor, while the Subcontractor is performing work on the site.

The Contractor is to convey, implement, and enforce COVID-19 Work Plan requirements for the protection of workers, suppliers, and other personnel at the site.

COVID-19 VACCINATION STATUS

Effective September 1, 2021, all workers employed by Contractors and Subcontractors are encouraged to show COVID-19 vaccination status to the Safety Medic at the Contractor Safety Center (currently located at 350 Edwards St in New Haven, CT (trailer)) prior to working on a Yale University site. The Safety Medic at the Contractor Safety Center will document proof of vaccination status. Those workers that are showing proof of COVID-19 vaccination must also bring their COVID-19 Vaccination Record Card with them.

For those workers showing proof of COVID-19 vaccination, the Safety Medic will document the individual’s name, employer, and date of 2nd dose for the Pfizer and Moderna vaccines or the date of the dose for the Johnson and Johnson vaccine. The Safety Medic will not photograph the COVID-19 Vaccination Record Card.

Those workers that have not received COVID-19 vaccinations or do not want to share proof of vaccination do not need to report to the Safety Medic at the Contractor Safety Center.

MASKING

Based on current state and city regulations and in consultation with Yale’s public health experts, masking is required in most locations within Yale facilities/campus.

Non-vaccinated workers and workers that do not want to share proof of vaccination must always wear a mask and socially distance while working within Yale University facilities and worksites.

Contractors and Subcontractors must follow masking requirements contained in the Construction & Warranty Work in Yale Occupied Buildings – Categories of Work section below. Masks must be over the nose and mouth and secure under the chin. The mask must fit snugly on the sides of the worker’s face. Masks may be surgical masks or a cloth mask. Masks may not have an exhalation valve or vent.

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

The Contractor Health & Safety Guidelines and this Bulletin 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. Members of the Yale community do not un-intentionally enter such sites. Those that do follow Contractor site logging and controls. **Masking is optional for vaccinated workers. Masks are required for non-vaccinated workers and workers that do not share vaccination status.**

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 workers must wear a mask until they enter the designated work zone(s). **Once in the controlled work zone(s), masks are no longer required for vaccinated workers. Masks are required for non-vaccinated workers and workers that do not share vaccination status.**

Category 3: Undefined work-zones within campus buildings, adjacent to occupied space: This “absence of a defined work-zone” condition is not unique to the contractors employed by the capital program – vendors hired by Physical Plant and other Yale departments, do similar work within occupied Yale space. **All construction workers entering a Yale occupied building must wear a mask.**

Construction Warranty work during 12-months following occupancy - The Contractor’s Safety Manager must submit a work plan to the Yale Project Manager. The work plan submitted must consider after hours emergency work. Masks will be required for vaccinated and non-vaccinated workers.

For work within utility plants (Central, Sterling, CCCP, Tunnels- CM-GMP and CM-MPSA Projects) - The Contractor’s 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. All workers must wear a mask when entering the building and when working in their controlled work area.

Note: Contractors and Subcontractors may exceed the requirements in these Guidelines. Yale Employees will follow their respective employer PPE protocols when visiting Yale Occupied Buildings or Construction Job Sites.

RISK ASSESSMENT

Contractors and Subcontractors should continue 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 15 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.



OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

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 August 1, 2021) signs and symptoms of COVID-19 may include:

- ***Fever or chills***
- ***Cough***
- ***Shortness of breath or difficulty breathing***
- ***Fatigue***
- ***Muscle or body aches***
- ***Headache***
- ***New loss of taste or smell***
- ***Sore throat***
- ***Congestion or runny nose***
- ***Nausea or vomiting***
- ***Diarrhea***

Contractors and Subcontractors should check the CDC web site as COVID-19 symptoms may change

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

If Contractor or Subcontractor personnel have any of these symptoms:

- Stay home.
- Contact your healthcare provider.
- Contact your supervisor.

Follow [CDC guidance](#) to prevent the spread of disease in your home and community.

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](#) (as the same may be updated or amended from time to time) before they end home isolation.

If a worker becomes ill on the site with any of the symptoms mentioned above, they must contact their supervisor and leave the site immediately. The worker should also 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 3, 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 A on page 7** 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.

RISK CONTROL PROTOCOLS

Each Contractor and Subcontractor must address **Risk Control Protocols** 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. Each Contractor must discuss the Infection Control Plan requirements for the project during the safety orientation and periodically on-site.
3. Carpooling to and from work should be limited to household members and/or cohort occupants. Ventilation can be increased by opening a window(s). Do not ride share if experiencing COVID-19 symptoms.
4. Each Contractor and Subcontractor is encouraged to limit office and job site visits to persons essential to furthering business operations. Yale University and the Contractor will decide if Owner, Architect and Contractor (OAC) meetings will be by teleconference/web-based meetings or in-person meetings.
5. 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.
6. 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.

Yale University
Contractor Health & Safety Guidelines
Safety Bulletin #2 – COVID-18 Guidelines 9-1-2021

7. 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.
8. 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.
9. Avoid touching your eyes, nose, and mouth with unwashed hands.
10. For workers not sharing vaccination status or unvaccinated, 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.
11. 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.
12. All workers shall sanitize their hands prior to using communal appliance, coffee station, water cooler, paper towel dispenser for example. Coffee pods shall be removed immediately after coffee is dispensed.
13. 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.
14. 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.
15. 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.
16. Wash hands (with soap and water for 20 seconds minimum) after removing gloves.
17. Disinfect reusable supplies and equipment.
18. Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc.
19. Designated smoking areas are permitted at this time for Category 1 projects only.

Note: Contractors and Subcontractors may exceed the requirements in these Guidelines. Yale Employees will follow their respective employer PPE protocols when visiting Yale Occupied Buildings or Construction Job Sites.

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:

Contractors and Subcontractors must have PPE inventory available onsite for delivery personnel.

1. Have them remain in their vehicle unless there is an absolute need to exit.
2. Have them wear a mask if they exit the vehicle and make sure to wear a mask when speaking with them through an open cab window or outside of their vehicle.
3. Do not share pens, clipboards, and similar items.

Yale University
Contractor Health & Safety Guidelines
Safety Bulletin #2 – COVID-18 Guidelines 9-1-2021

4. Use electronic delivery tickets when feasible.
5. Wear gloves when handling delivery tickets and similar items.
6. Maintain social distancing even when communicating with person in vehicle.
7. Wash hands with soap and water (20 seconds minimum) when finished with personnel.

Note:

Yale University reserves the right to implement more restrictive measures and guidelines, including due to changing CDC, OSHA, other federal, state, and local guidelines, and orders.

Yale University
Contractor Health & Safety Guidelines
Safety Bulletin #2 – COVID-18 Guidelines 9-1-2021

Attachment A – COVID-19 Notification Report

Date:	Project Name:
Employee Name:	Employer:
Date of Onset:	Time of Onset:
Is case COVID-19 confirmed ___ or suspected ___	
<ul style="list-style-type: none">• 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 15 minutes) with any co-workers on-site? ___ Yes ___ No If so, have the workers been notified? ___ Yes ___ No	
What area of the project did the worker go through or work in? 	
Completed By:	

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