

OPP Design and Construction COVID-19 Guidance (updated: 08/06/2021)

As we continue to adjust to the conditions brought forth by the current COVID-19 pandemic, this document has been developed to provide guidelines for all third-party construction managers, contractors, subcontractors, design professionals, suppliers and consultants who conduct work on Penn State property in furtherance of design and construction projects, inclusive of all Commonwealth Campuses (“Vendors”).

OPP is committed to maintaining a safe environment for the entire project team on-site, as well as faculty, staff, students, and the public in the vicinity of all construction sites. With respect to active job sites, the construction manager or contractor shall at all times be in control of job site activities, including the means and methods of performing the work, and also with respect to implementation of COVID-19 related mitigation measures.

All reasonable and necessary steps must be taken to mitigate the risk of transmission of COVID-19, including the following guidelines, which have been developed in accordance with federal, state, local, and University requirements.

All Vendors are required to immediately report any COVID-19 related incidents to the PSU Project Leader (PL) and follow-up by filing a Safety Incident Report (SIR) in e-Builder. The COVID-19 related incidents requiring such reporting include, but are not limited to, circumstances where a Vendor team member: (1) has tested positive for COVID-19; (2) is experiencing symptoms of COVID-19; (3) has left or been removed from the job site due to COVID-19 test results, contact tracing, or symptoms; or (4) has stayed home from work due to concerns over COVID-19 infection. Please refer to **Section 5** of this document for reporting requirements.

Section 1

Requirements for Penn State projects in the Non-Construction Phase (programming, design, pre-construction, bid phase, or post-construction):

The following guidelines apply to all non-construction phase services on PSU property:

1. All services that can be effectively performed virtually shall continue until further notice. If it is deemed necessary to conduct services in-person on PSU property, Vendors must receive approval from the PSU PL.
2. Prior to arriving on PSU property, all Vendors shall upload their corporate safety plan and protocols regarding COVID-19 into the appropriate document folder in e-Builder for each project they are working on for the University. Plans shall follow all mask wearing and other COVID-19 mitigation guidance that has been recommended by the Centers for Disease Control, Pennsylvania Department of Health, and Occupational Safety and Health Administration. Firms shall also familiarize themselves with PSU protocols by referencing the Environmental Health & Safety (EH&S) website <https://ehs.psu.edu/> with specific attention to both the [COVID-19 Guidance for Contractors, Vendors, and Other Third Parties Performing Non-Construction Work on University Property](#) document and the [COVID-19 Universal Masking - Cloth Mask Guidance](#) document.
3. Meetings on-campus shall follow the guidance in **Section 4** of this document.
4. If access is needed to an active construction site, please follow the safety protocols established for the construction project. Access to the site shall be coordinated with the controlling construction manager or contractor.

5. Permit submissions should be transmitted electronically or via mail if needed. If physical handling of permit submission materials is required, it should be limited to a minimal number of individuals. Payments, if required, should be mailed or sent electronically in lieu of hand-delivering checks.
6. Although most municipality or agency review meetings (such as land development plans or Labor & Industry variance hearings) are conducted virtually or away from campus, designers should comply with their corporate COVID-19 safety protocols, plus any requirements of the municipality /review agency if an in-person meeting is required.
7. Ensure COVID-19 impacts to construction logistical plans are discussed during the design phase and properly planned.
8. Pre-construction or design phase tasks such as test borings, utility test digs, and destructive field investigations shall follow the construction stage protocols, in **Section 2**.
9. Pre-bid meetings shall be conducted virtually, when possible. If an on-site pre-bid meeting is required, all guidelines identified in **Section 4** of this document shall be followed.
10. Electronic bidding, via e-Builder, will be utilized for all bids administered through the Design and Construction Contract Administration office.
11. For "Purchase Order" work, guidelines established by PSU's Procurement Services must be followed.

Section 2

Requirements for Penn State Projects Starting, or in, Construction:

Construction managers and contractors shall submit the following additional site-specific document PRIOR to starting ANY construction activities:

A *Site-Specific COVID-19 Safety Plan* indicating the contractor's plan to follow current COVID-19 federal, state, and local guidelines. A critical component is to identify a "Pandemic Safety Officer" for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the requirements of federal, state, local and University guidance for the protection of employees, suppliers, and other personnel at or near the site. The plan must apply to all personnel on site, including Vendors and other persons/visitors entering the site for any reason. The PSO will be required to attend a monthly informational session conducted by the University.

The plan should include, but not be limited to, the items below:

- a. General requirements
 - i. Site-Specific COVID-19 mitigation procedures/protocol
 - ii. Personnel training and orientation to site logistics, signage, and communication
 - iii. Efforts to limit worker interaction with University personnel, faculty, students, and the public
 - iv. Identification and contact information of the Pandemic Safety Officer
 - v. Site entry screening/protocols
 - vi. PPE requirements in accordance with current CDC, OSHA, State, Federal and local guidelines
 - vii. Pre-work, breaktime, post work gathering accommodations and restrictions to minimize large group gatherings

- viii. Sanitization procedures for work areas, tools, and job site offices
- ix. Illness reporting procedures/contact tracing/quarantine and isolation procedures
- x. Travel requirements to and from the job site

This document MUST be submitted to Penn State for review of administrative completeness (not approval), prior to starting ANY on-site construction activities.

Construction managers and contractors shall regularly review and update their Site Specific COVID-19 safety plan as guidelines continue to evolve. Updated safety plans should be uploaded to e-Builder and do not need to be submitted to Penn State for review.

As a minimum, masking for onsite personnel shall follow the University's masking guidelines identified below and as referenced in the [COVID-19 Universal Masking - Cloth Mask Guidance](#) document:

- a. Outdoor work – no masks required
- b. Indoor work – all onsite personnel are required to wear masks, regardless of their vaccination status
- c. All personnel must wear a mask if using public transportation to the project site

Meetings on project construction sites shall follow the guidance in **Section 4** of this document.

Section 3

Requirements for Planned Construction in Occupied Buildings:

Projects occurring within University occupied facilities will require the following additional measures/considerations due to the increased interaction with faculty, staff, students, and the public:

1. Limitation of shared spaces (such as building entrances and corridors) and close interaction with the building occupants. This may result in an increased construction area/limits and must be reviewed with the PSU PL/CSR and building Facility Coordinators. This should be addressed specifically in the contractor's site-specific safety plan.
2. Implementation of a dedicated entry/egress pathway and dedicated restroom facilities within the work area, if feasible.
3. Consideration of the types of construction partitions to be installed at sites, which may need to be adjusted to increase site security and reduce air exchange between the site and common areas. Temporary partitions to further isolate the construction area should be reviewed with the PSU PL/CSR prior to installation to ensure emergency egress pathways are not impacted.
4. Minimization of personnel entry and exit from the job site throughout the workday, including ensuring adequate materials are delivered to the site at the beginning of the shift to stock the work tasks for the day.

Section 4

Guidance for On-Campus Meetings, Events, or Visits:

1. The University continues to encourage virtual or hybrid-format events and meetings.
2. If an on-campus in-person meeting, event, or visit is required, it must be conducted in accordance with University Guidelines and with approval from the PSU PL/CSR.

3. Current University masking guidelines (reference the [COVID-19 Universal Masking - Cloth Mask Guidance](#) document) shall apply in the following conditions and be communicated to attendees in advance of the meeting or visit:
 - a. Outdoor meetings – no masks required
 - b. **Indoor meetings – all attendees are required to wear masks, regardless of their vaccination status**
 - c. All individuals must wear a mask while using public transportation
4. COVID-19 protocols outlined in this document must be followed for all meetings.
5. The PSU PL or their designee will complete a post-meeting/visit documentation of those in attendance, time/duration, and areas visited on campus. This information must be kept in an appropriate folder in e-Builder (such as Field Reporting) to manage and expedite contact tracing, if necessary.

Section 5

Reporting Requirements for COVID Related Incidents:

Projects should be proactive in identifying any employees who have a close contact (CC) or are symptomatic through their daily screening process outlined in the project site specific COVID-19 safety plan. When a project has identified an individual(s), the following information shall be gathered and a Safety Incident Report (SIR) in eBuilder shall be submitted immediately.

1. **Date(s) and times:** Identify date the employee was last on PSU property and when employee had close contact or began having symptoms of [COVID-19](#).
2. **Signs, Symptoms & Interactions:** Describe the signs, symptoms, or interactions the employee has experienced.
3. **Close Contacts:** Determine the number of employees, if any, the impacted employee been in close contact with.
4. **Trade:** Provide the trade of the impacted employee.
5. **COVID testing:** Provide status of testing and follow-up status when results are received.
6. **Labor & Industry Permit File Number:** Include the Permit File Number in your SIR. If the project does not have one, please contact OPP Safety, jrr26@psu.edu
7. **Updates:** Provide updates as required on the status of the impacted employee(s) as the case develops.

Additional information can be submitted, as well, based upon project requirements and the project site specific COVID-19 safety plan.

This guidance document will be updated as the situation evolves. If you have any questions related to design and construction COVID-19 guidance please contact Jonathan Risley via email at jrr26@psu.edu or the PSU PL.

COVID-19 reference material can also be found at the links below:

Penn State Coronavirus Information
<https://virusinfo.psu.edu/>

OSHA
<https://www.osha.gov/SLTC/covid-19/>

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