
As we look forward to restarting construction activities at University Park and all of our Commonwealth Services project sites, we want to work with each of you to ensure that all your workers, PSU employees, vendors, delivery companies, 3rd party personnel, design professionals, PSU students, and the general public remain safe and healthy.

As we do with our Site-Specific Safety Plans for construction projects, PSU will require controlling contractors to submit two additional, site-specific documents PRIOR to restarting ANY construction activities.

The two documents will outline the controlling contractor’s response to the following issues:

1. A Site-Specific COVID-19 Safety Plan indicating the contractor’s plan to follow federal, state, and local guidelines to ensure personnel safety in the wake of the COVID-19 virus outbreak. 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 social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.

2. A site-specific Site Readiness Statement indicating that sites, which have been inactive for a number of weeks, were inspected and will be safe and ready to resume construction activities. Also, the readiness statement should confirm that all COVID-19 requirements are in place.

Each of the documents must be submitted to PSU for review of administrative completeness (not approval), prior to resuming or starting ANY on-site construction activities.

Specific content and requirements of each of these documents is outlined on the following pages. Important information can also be found at the industry links below:

PA Governor’s Office
OSHA
https://www.osha.gov/SLTC/covid-19/
ABC
http://abc.org/coronavirus
Master Builders
PA Builders
https://pabuilders.org/
OPP Design and Construction COVID-19 Guidance (cont.)

Submissions to resume or start construction should include a plan for the jobsite protocols required for COVID-19 mitigation, as well as a statement and documentation that the site is ready for construction activities. Specifics for each of the documents are provided, as guidance, below:

1. **Site-Specific COVID-19 Safety Plan** - Submit to PSU for review site specific COVID-19 protocols to be implemented on site. The plan should include, but not be limited to, the topics below:
   a. General requirements
      i. COVID-19 mitigation procedures/protocol
      ii. Plan must include and apply to all contractors, subcontractors, personnel on site, and persons entering the site for any reason
      iii. Plan should comply with current CDC, federal, state, and local guidelines
      iv. Plan for personnel training, signage, and communication
      v. Plan for interaction with University personnel and employees
   b. SITE-SPECIFIC procedures (includes work area, job site offices, deliveries, etc.)
      i. Site entry screening/precautions
      ii. Job site restrictions, if any
      iii. PPE required in accordance with current CDC, OSHA, State, Federal and local guidelines
      iv. Prework, breaktime, post work gathering accommodations and restrictions to minimize/eliminate large group gatherings
      v. Sanitary accommodations for work area and job site offices
      vi. Illness reporting procedure/Contact tracing/Quarantine and isolation procedures
      vii. Cleaning/disinfecting procedures
      viii. Continual COVID-19 training/communications
   c. SAFETY PLANS MUST INCLUDE LANGUAGE CONFIRMING COMPLIANCE WITH CDC, FEDERAL, AND STATE ORDERS AND HOW CHANGES TO GUIDELINES AND ORDERS WILL BE INCORPORATED INTO PLANS AND CONVEYED TO PERSONNEL.

2. **Site Readiness Statement** – Prior to resumption of construction activities, submit to PSU for review and administrative completeness (not approval), a readiness statement (letter/documentation, checklist, or written report) including, but not limited to, the inspection of existing site conditions, perimeter fencing/security, site access, hoisting equipment, repair of deteriorated site conditions or work-in-place, and assurance that COVID-19 controls/requirements are in place. Attached is a sample checklist which may be used as a guide, or tool in completing this task. This template must be tailored to SITE-SPECIFIC circumstances and must be modified to clearly show the responsible entity performing the inspection.
A sample checklist is provided below:

**QA/QC Checklist (readiness check)**

### DIVISION 02 – Existing Conditions
#### 02 22 01 – Existing Conditions Site Assessment

<table>
<thead>
<tr>
<th>Description</th>
<th>Checklist and Verified</th>
<th>Requires Repairs/Attention</th>
<th>Not Applicable to this Project</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>01 Site/Excavations</strong></td>
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<tr>
<td>1. Applicable contractors and subcontractors should perform refresh PA 1-Call if site markings are no longer visible, or if equipment has been moved off site and will be re-mobilized. Reminder: Each contractor doing site excavation is responsible for making a PA 1-Call notification for their work scope.</td>
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<td>2. Ensure site fences and gates are secure, stable and operational.</td>
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<td>3. Verify that emergency access entrances for first responders and fire fighting equipment are not blocked.</td>
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<td>4. Post COVID-19 signage and instructions at all entrances.</td>
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<td>5. Verify all approved E&amp;S measures are intact and functioning properly.</td>
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<td>6. Review and inspect open and covered trenches, excavations, and shoring by an OSHA-defined competent person for unstable soil, standing water and other unsafe conditions.</td>
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<tr>
<td>7. Post COVID-19 signage and instructions at all entrances.</td>
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<td>8. Verify sea cans, temporary storage trailers, mobile office trailers are secure and accessible.</td>
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<td>9. Ensure that any stockpiled material, concrete blankets, formwork, rebar, etc. are secured and have not blown about the site or created a hazard resulting from a weather event.</td>
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<td>10. Inspect site/security lighting for proper operation. Verify site lighting is secured.</td>
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<td>11. Inspect all temporary pedestrian paths and emergency egress paths to ensure they are safe and clear of obstructions and debris.</td>
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</table>
**02 Buildings/Structures**

1. Inspect temporary and permanent stairs and stair towers.
2. Air test any confined spaces, or areas where unsuitable air or gases may have accumulated over the shutdown period.
3. Inspect elevator pits and remove any standing water.
4. Review and inspect all mobile and stationary scaffolding by an OSHA-defined competent person.
5. Verify that all exposed rebar is properly capped.
6. If exposed rebar contains excessive scale, consult with the project structural engineer to determine its suitability.
7. Verify any in place equipment and systems are properly secured.
8. Verify all stored/in-place materials, equipment and systems were not impacted by water or wind damage, or any other weather event.

**03 Utilities**

1. Verify temporary or permanent utilities are safe to be utilized.
2. Verify that electrical systems (service/distribution panels, GFCI outlets, temporary lighting, etc) are functioning, in safe working order, and secured as applicable.
3. Verify that any compressed gas (propane, oxygen, acetylene, etc) containers left on site are adequately secured and not leaking.
4. Verify all fuel storage tanks are intact, not leaking, and are adequately secured.

**04 Cranes/Hoists/Equipment**

1. Conduct a 3rd party inspection on cranes and hoists.
2. Verify all temporary machinery (fork lifts, mixing towers, etc.) are secured and in good working order.

**05 Safety Devices**

1. Inspect all fire extinguishers.
2. Verify standpipes are in good working order (air or water pressure can be maintained) and are not leaking.
3. Verify all guardrails are in place, wire rope systems are tight, or otherwise in good working order.
4. Inspect all personal fall arrest anchorages, lifelines, SRLs/SRDs by an OSHA-defined competent person.
5. Verify AEDs are in good working order and replace batteries as necessary.