

MEMORANDUM

Date: May 29, 2020
To: All interested parties
From: Stephen B. Lafferty, AIA PMP MBA LEEDap – Director, Design and Construction
Re: USF COVID-19 Construction Site Safety Initiative



Effective June 1, 2020, the **USF COVID-19 Construction Site Safety Initiative** shall be implemented at all USF construction project sites in response to impact(s) of COVID-19.

A. PURPOSE

1. Two part purpose:
 - a. **Keep workers SAFE, HEALTHY, and WORKING** and prevent workers from contracting COVID-19 while at the workplace.
 - b. **Maintain effective protections at project sites** to minimize potential for spreading COVID-19 on the **USF campus and within the local community**.
2. Guidelines are based upon **CDC recommendations**. CDC recommendations shall have precedence over any conflicts with this Guidelines.

B. GENERAL REQUIREMENTS

For all USF project construction sites (project sites), the Contractor shall provide a written **Construction Site Safety Plan for COVID-19** to address specific safety measures that are being put into place on the construction site. The written **Construction Site Safety Plan for COVID-19** shall incorporate the following specific, minimum requirements and is to include any additional safety provisions being implemented by construction personnel to ensure a healthy workplace.

- The plan shall include policies regarding the following control measures:
 - PPE utilization,
 - COVID-19 safety training,
 - hygiene,
 - symptom monitoring,
 - incident reporting,
 - exposure response procedures
 - a positive-test response plan.
- The plan shall also include a place for the Contracting License Holder, the Site Superintendent, and the COVID-19 Compliance Coordinator to sign the plan, indicating their commitment to adhere to the requirements listed in the plan.

C. CONSTRUCTION SITE REQUIREMENTS:

ALL active construction sites shall:

- Prominently post CDC-approved COVID-19 **informational materials** in English & Spanish.
- Designate a **“COVID-19 Compliance Coordinator”**. The Coordinator must always be **present** during work hours, visibly **identifiable** (uniform, vest or helmet) and **accessible** to all workers, as

well as USF Facilities Management staff. This Coordinator shall also be responsible for COVID-19 safety training. The Coordinator may be the full-time supervisor on the project site.

- Be **CLOSED** to the general public. Ensure project sites are **clearly demarcated** by appropriate barriers, **limited entry points** and **monitored** to prevent entry by general public, including USF students and employees.
- Have **handwashing** (soap & water, fixed or portable) **and/or hand sanitizer** (60% alcohol) stations located in convenient locations.
- **Prohibit food service or dining** within the construction area.
- Establish a **designated path** to the construction site and shall designate a **single drop point/pick-up point** to limit interaction.
- **Provide employee parking** within the site, wherever possible, so as to limit interaction of construction personnel and USF students, faculty or staff.
- **Coordinate and closely monitor deliveries** to project sites and schedule deliveries and product and personnel load-in/load-out to minimize interactions between personnel.
- To the fullest practicable extent, pre-plan all project **progress and coordination meetings** to be **virtual meetings** in order to minimize direct contact and spread of COVID-19.
- **Limit construction office occupancy to ≤50%** at all times, with a **6 FEET SEPARATION BETWEEN PERSONNEL AT ALL TIMES.**

D. EMPLOYEE HEALTH & PPE

- Construction-grade **gloves** must be worn at all times by personnel actively engaged in construction activity; the type of glove worn should be appropriate to the task.
- **Masks shall be worn** by personnel whenever they are **walking about** the construction site or **within 10' of the perimeter** of the site.
- **Masks shall be worn** by all construction workers **when outside the perimeter** of the site.
- Individuals at all job sites must maintain a **MINIMUM of 6 FEET SEPARATION BETWEEN PERSONNEL AT ALL TIMES.** If a task, or activity requires closer contact amongst personnel, the task must be POSTPONED, or redesigned to accommodate a MINIMUM 6 FOOT SEPARATION at all times, or redesigned to incorporate additional PPE to prevent the spread of the novel coronavirus through either touch or airborne droplets.
- Ensure all construction workers who enter the site are **screened for potential exposure** or symptoms of COVID-19. Any worker who reports feeling sick or experiencing symptoms consistent with COVID-19 (as listed on the CDC information) shall report the condition to the COVID-19 Compliance Coordinator and leave the USF Campus promptly.
- **Workers shall inform their supervisors** and the COVID-19 Compliance Coordinator if they have a sick family member at home with COVID-19. Recommended actions shall be consistent with the Florida Department of Health directions for those exposed to COVID-19.

E. SITE SAFETY INSPECTIONS

- **All sites are subject to unannounced spot-check** inspection by a member of the USF Facilities Management group to evaluate compliance with the CDC guidelines and the written **Construction Site Safety Plan for COVID-19.**
- The COVID-19 Compliance Coordinator shall **maintain a log** of daily **worker attendance** and of all **site visitors.** The log must include the **name, phone number, and Email address** of all workers and visitors and shall be kept and retained for at least four weeks.
- Individuals who fail to comply or are exhibiting **“risky” behaviors** that can lead to transmission of COVID-19 may be immediately **removed from the job site.**

F. IMPLEMENTATION PERIOD

This USF COVID-19 Response, Construction Site Safety Initiative shall remain effective until the Governor’s Emergency Order is fully rescinded and adopted by USF authorities.