CONTRACTORS: GUIDELINES AND PROTOCOLS FOR ON CAMPUS OPERATIONS

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Along with national, state, and local government officials, Auburn University and Auburn University Facilities Management administration continue taking steps to reduce the spread of the Coronavirus (COVID-19) on campus. This includes the issuance and updating of health and safety guidelines. We must be confident that your firm and all your staff and contracted workers use best practices adopted by the construction industry, to limit the spread of COVID-19 on Auburn University’s campus.

Protecting the health of anyone on Auburn University’s campus is paramount. We are aware that many of you have already put in place procedures to limit the spread of the virus. However, an abundance of caution is necessary. Therefore, we request that you review the following guidelines.

1. Before reporting to work, all individuals should do a self-assessment of any potential symptoms, which include cough, shortness of breath/difficulty breathing, fever or chills, sore throat, muscle pain, sudden loss of taste or smell, red eyes, headache, nausea, vomiting, diarrhea, and abdominal pain. Individuals experiencing symptoms should not report to work until they have been medically cleared.

2. Ensure hand-wash or hand-sanitizer stations are provided and stocked with hand sanitizer and/or antibacterial soap.

3. Effective June 1, 2021, All individuals should have a face covering on themselves at ALL times while on campus and for those individuals that are fully vaccinated, face coverings will only be required in the following areas:
   a. Classrooms and instructional laboratories
   b. University transportation services
   c. Health care settings, such as the Auburn University Medical Clinic, the Auburn University Pharmaceutical Care Center, the Auburn University employee and student pharmacies and College of Veterinary Medicine hospitals and clinic
   d. Other areas marked by official university signage or otherwise clearly communicated by the university.

4. For individuals not fully vaccinated, face coverings and social distancing are still encouraged.

5. Instruct workers not to share items, like pens for signing documents, etc.

6. Review site procedures for taking deliveries: limit the places where deliveries are allowed on site, disinfect packages upon arrival, minimize contact with delivery people.

7. Frequently clean and disinfect common meeting areas and high-touch surfaces in high-traffic areas: portable toilets, conference rooms, lunch/break areas.

8. Restrict workers to the project work area only and do not allow them to enter other AU buildings.


We appreciate your cooperation. If you are unable to incorporate these social distancing guidelines into your work procedures, you must suspend your construction operations.
Con
tractor COVID-19 Related Protocols

Exposure Levels and Definitions:
1. Exhibiting Symptoms – When an employee reports or is experiencing symptoms of COVID-19, or if an employee’s superintendent/project manager observes the employee exhibiting symptoms of COVID—19.
   *During a pandemic, employers can ask employees if they are experiencing symptoms of the pandemic virus, COVID-19, including but not limited to: cough, shortness of breath/difficulty breathing, fever or chills, sore throat, muscle pain, sudden loss of taste or smell, red eyes, headache, nausea, vomiting, diarrhea, and abdominal pain.

2. Direct Exposure – When an employee notifies their superintendent/project manager of potential direct exposure (i.e. the employee came in direct contact with an individual who has tested positive for COVID-19).

3. Secondary Exposure – When an employee notifies their superintendent/project manager of potential secondary exposure (i.e. the employee came in direct contact with someone who has been in direct contact with an individual who has tested positive for COVID-19).

4. Confirmed COVID-19 Diagnosis – When an employee notifies his/her superintendent/project manager that he/she has a confirmed diagnosis of COVID-19.

Employees Immediate Action:
If a person falls into the mentioned exposure levels listed above, then the following protocols must be followed.

A. Employee notifies General Contractor (GC) Superintendent/Project Manager or their immediate supervisor: If employee is at work, the employee should be sent home immediately. Employee should also provide a current cell/contact number.
   o General Contractor should be notified immediately if the initial communication does not include them.

B. GC Superintendent, Project Manager or Employer calls AU Director or Asst Director of Construction with the number of employees affected and the jobsite.
   • Wendy Peacock, Director at 334-734-0158
   • Joshua Conradson, Assistant Director at 334-740-8218

C. Employee/Employer provides Information to GC Superintendent/Project Manager: The employee should provide the information listed below to their supervisor as soon as possible (or within 24 hours), which should be passed along to the General Contractor:
   • Any guidance provided by the healthcare official, as it relates to the employee’s ability to return to work, or others in the workplace.
If applicable – any guidance or information provided by the public health department or Health and Human Services

- If not on campus when reported, when was the last time the employee was on campus?
- Identify all “affected” employees who worked in close proximity (6 feet or closer) with them in the previous 14 days.
- Identify all campus locations they occupied in the last 14 days.

**General Contractor Project Manager Immediate Action:**

A. **Notifications**: The GC Project Manager sends the notifications listed below as soon as possible. Employee provided information should be sent as it becomes available.
   - GC Project Manager notifies chain-of-command within his/her organization.
   - GC Project Manager notifies AU CPM.
   - Employee notifications are made:
     - **Affected** employees should be notified when they have been identified as having worked in close proximity (6 feet or closer) with another employee.
     - **Other personnel**: as a courtesy, notify all employees and visitors who have been on the jobsite of a potential exposure or confirmed COVID diagnosis of someone on their jobsite.

B. **Cleaning**: The GC Project Manager should discuss project site cleaning plan with AU CPM who will communicate up to Director of Construction Management.
   - Contractors will not be asked to clean Auburn University buildings.

*Confidentiality – please maintain confidentiality when notifying employees. Do not provide personally identifiable or medical/symptomatic details of the employee or you could risk violation of confidentiality laws.*

**AU CPM Immediate Action:**

A. Notifications as a result of a confirmed COVID-19 diagnosis follow this process:
   - AU CPM notifies Asst Director (Joshua Conradson) and Director (Wendy Peacock).
   - Asst Dir/Dir notifies Exec Dir (Steve Haney), Asst VP (Simon Yendle), AUFM HR (Loren Winn), and Campus Safety (Susan McAllister).
   - If applicable, Simon Yendle sends notification to Campus Services Director to start cleaning protocols per guidance received by Dr. Kam.

**Return to Work Guidelines:**

A. Contractor and employee should remain in communication as it relates to any return to work options.
   - Employee is not to return to work until cleared by a medical professional.
Contractor COVID-19 Related Protocols

For employees reporting symptoms of, direct or secondary exposure to, or a confirmed diagnosis of COVID-19

Immediate Action for Employee
- If employee is at work, they should be sent home.
- Employee should call their healthcare provider for guidance.
- Employee/Employer should provide following info to GC Superintendent/Project Manager within 24 hours:
  - Any guidance provided by medical professionals
  - When was the last time the employee was on campus?
  - Identify all “affected employees” who worked in close proximity (6ft or less) with them in the past 14 days
  - Identify campus locations they occupied in last 14 days
  - Provide a good cell phone number

Immediate Action for GC Project Manager
- Notify AU as soon as possible of a potential exposure or confirmed diagnosis with all the campus locations the employee has worked or been in the last 14 days.
- Notify “affected employees” that they have been identified as having worked in close proximity with another employee who has reported experiencing symptoms, direct or secondary exposure, or a confirmed COVID diagnosis.
  - “Affected Employees” will need to contact their doctor for further guidance.
- Notify all employees and visitors who have been on site of potential exposure or confirmed COVID diagnosis of someone on the jobsite.
- Contractor should hire an outside cleaning company to clean the jobsite immediately.
  - AU Buildings to be cleaned by AUFM

Return to Work:
- Employee is not to return to work until cleared by a medical professional.
- Contractor must receive a Return to Work confirmation from a medical professional in the cases of a confirmed COVID-19 diagnosis.
COVID-19 RESPONSE PLAN REQUIREMENTS

TO: ALL CONTRACTORS AND CONSTRUCTION MANAGEMENT COMPANIES
FROM: WENDY PEACOCK, DIRECTOR OF CONSTRUCTION MANAGEMENT
SUBJECT: COVID-19 – RESPONSE PLAN REQUIREMENTS
DATE: 05/27/2021

Prior to commencing work on an Auburn University project, contractors must submit a COVID-19 Response Plan to demonstrate the existence of sufficient planning that will ensure that they can work safely at Auburn University. The COVID-19 Response Plan shall be considered an Additional Submittal as identified in Supplemental Instructions to Bidders and required within ten (10) days of project award. In order to prevent delay in contract execution, the awarded contractor must submit the plan in accordance with this document, to the Owner within ten (10) days of award. The plan shall be developed by qualified personnel and shall be signed by a competent person AND a representative of the Prime Contractor’s management.

The Prime Contractor shall integrate all subcontractors work activities into the plan, make the program available to all contractor and subcontractor employees, and ensure all subcontractors integrate the provisions of the plan into their work activities.

The COVID-19 Response Plan must include, at a minimum:

1. Title, signature and phone number of the plan preparer
2. Title, signature and phone number of the plan approver
3. Acknowledgement of the Auburn University Contractors: Guidelines and Protocols for On Campus Operations
4. Administrative responsibilities for implementing the plan
5. Means for controlling work activities of subcontractors and suppliers
6. Responsibilities of subcontractors
7. Plans for indoctrination of new employees
8. Plans for continued training
9. Explanation of contractor implemented guidelines above and beyond the AU FM provided guidelines
   a. AU FM guidelines are required to be followed
10. Explanation of contractor implemented protocols above and beyond the AU FM provided guidelines
    a. AU FM protocols are required to be followed
11. Process for tracking confirmed cases on site to include the execution and submission of the AU FM COVID-19 Positive Case Reporting Form to the AU Construction Project Manager
COVID-19 Positive Case Reporting

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>PROJECT NUMBER:</th>
<th>DATE OF REPORT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT NAME:</td>
<td>OFFICE OR FIELD EMPLOYEE:</td>
</tr>
<tr>
<td>REPORTED BY:</td>
<td>GENERAL CONTRACTOR:</td>
</tr>
<tr>
<td>TITLE / ROLE:</td>
<td>SUBCONTRACTOR:</td>
</tr>
</tbody>
</table>

QUESTIONS

1) WHAT DAY DID THE EMPLOYEE BEGIN TO SHOW SYMPTOMS?
2) HAS THE EMPLOYEE IN QUESTION BEEN TESTED?
   IF YES, PROVIDE DATE OF TEST:
3) WERE THE RESULTS OF THE TEST(S) POSITIVE?
4) HAS THE EMPLOYEE BEEN RELEASED BY A MEDICAL PROFESSIONAL TO RETURN TO WORK?
5) HAVE THE RESULTS BEEN COMMUNICATED TO AU CONSTRUCTION MANAGEMENT?
6) HAS THE EMPLOYEE BEEN INSIDE A UNIVERSITY BUILDING IN THE LAST 7 DAYS SINCE SYMPTOMS WERE SHOWN?
   IF YES, PROVIDE WHERE:
7) WHAT IS THE LAST DAY THE EMPLOYEE WAS ON SITE / CAMPUS?
8) WERE OTHER EMPLOYEES ON SITE EXPOSED*?
   IF YES, HAVE THEY BEEN NOTIFIED:
   IF YES, HAVE THEY BEEN TESTED:
9) WHAT MEASURES HAVE BEEN TAKEN SINCE THE POSITIVE TEST RESULT WAS RECEIVED?

10) WHAT ARE THE NEXT STEPS AND PLAN FOR THE EMPLOYEE MOVING FORWARD?

Submit form to the AU Construction Project Manager once completed.

GENERAL CONTRACTOR REPRESENTATIVE NAME:

SIGNATURE: DATE:

*EXPOSURE IS DEFINED AS HAVING WORKED WITHIN 6’ OF A POSITIVE TESTED EMPLOYEE WHILE WEARING A MASK OR NOT.