

Appendix D

Attachment I

School District of Philadelphia Insurance Requirements

ARTICLE GC-11 INSURANCE

GC-11.1 INSURANCE

11.1.1 The Contractor's Insurance. Unless otherwise approved by the School District's Office of Risk Management in writing, prior to commencing Work under the Contract, the Contractor shall, at its sole cost and expense, procure and maintain in full force and effect, covering the performance of the Work required under the Contract, the types and minimum limits of insurance specified below. All insurance shall be procured from reputable insurers who are financially responsible and authorized to do business on an admitted basis in the Commonwealth of Pennsylvania or otherwise acceptable to the School District Office of Risk Management. All insurance must be afforded by an insurance carrier with at least an A- (Excellent) rating from a reputable agency (e.g., A.M. Best). All insurance required herein, except the Professional Liability Insurance, shall be written on an "occurrence" basis and not a "claims-made" basis. **IN NO EVENT SHALL SERVICES BE PERFORMED UNTIL THE REQUIRED EVIDENCE OF INSURANCE HAS BEEN FURNISHED.** The insurance shall provide for at least thirty (30) calendar days' prior written notice to be given to the School District in the event coverage is materially changed, cancelled, or non-renewed. The Contractor shall advise the School District immediately upon receiving any notice of cancellation or nonrenewal of the required insurance. The School District of Philadelphia, its commission members, board directors, officers, employees and agents, shall be named as Additional Insureds on the General Liability Insurance and the Automobile Liability Insurance policies and the policies shall be so endorsed. An endorsement is required stating that the coverage afforded the School District and its commission members, board directors, officers, employees and agents, as Additional Insureds, will be primary to any other coverage available to them, and that no act or omission of the School District shall invalidate the coverage. The Contractor will use its best efforts to obtain an endorsement from its insurance carrier that reflects that no act or omission of the School District shall invalidate the coverage. The Contractor shall notify the School District within thirty (30) days as to the status of its efforts. If this endorsement is denied, said denial must be on the letterhead of the Contractor's insurance carrier and not its broker. The Contractor shall require its Subcontractors under this Contract to maintain the required levels of insurance.

INSURANCE COVERAGE REQUIREMENTS

Prior to commencement of any work under the Contract and until completion and final payment is made for the work, the Contractor shall, at its sole expense, maintain the following insurance on its own behalf and furnish to the School District Certificates of Insurance evidencing same. The School District reserves the right to request, and the Contractor agrees to provide, all insurance endorsements within ten (10) days of a written request for same.

11.1.1.1 **Workers' Compensation and Employer's Liability:** in the State in which the work is to be performed and elsewhere as may be required and shall include, where applicable, U.S. Longshoremen's and Harbor Workers' Coverage.

- a) Workers' Compensation Coverage: Statutory Requirements
- b) Employers Liability Limits not less than:
 - Bodily Injury by Accident: \$ 500,000 Each Accident
 - Bodily Injury by Disease: \$ 500,000 Each Employee
 - Bodily Injury by Disease: \$ 500,000 Policy Limit
- c) Including Waiver of Right to Recover from Others Endorsement (WC 00 0313) where permitted by state law.

11.1.1.2 **Commercial General Liability:** (including Premises - Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under a Contract as provided in the standard ISO policy

form), and Explosion, Collapse and Underground Coverages).

- a) Occurrence Form with the following limits:
 - (1) General Aggregate: \$2,000,000
 - (2) Products/Completed Operations Aggregate: \$2,000,000
 - (3) Each Occurrence: \$1,000,000
 - (4) Personal and Advertising Injury: \$1,000,000
 - (5) Fire Damage (any one fire): \$ 50,000
 - (6) Medical Expense (any one person): \$ 10,000
 - (7) Coverage to also include: Premises Operations; Blanket Contractual Liability; Personal Injury Liability; Products and Completed Operations; Independent Contractors, Employees and Volunteers as Additional Insureds; Cross Liability; and Broad Form Property Damage (including Completed Operations).
- b) **Products/Completed Operations** Coverage must be maintained for a period of at least three (3) years after final payment (including coverage for the Additional Insureds as set forth in these Insurance Requirements).
- c) The General Aggregate Limit must apply on a Per Project basis.
- d) Coverage for Mold/Fungus (no Mold/Fungus exclusion) or, in the alternative, coverage for Mold/Fungus can be provided by a Contractor's Pollution Liability Policy.
- e) No Exterior Insulated Finishing System ("EIFS") or similar exterior wall system exclusion.

11.1.1.3 **Automobile Liability:**

- a) Coverage to include:
 - (1) All Owned, Hired and Non-Owned Vehicles (or "Any Auto")
 - (2) **Contractual Liability Coverage** (including Liability for Employee Injury assumed under a Contract as provided in the standard ISO policy form)
 - (3) Per Accident Combined Single Limit \$1,000,000 (including death) and property damage liability.
 - (4) For those contractors involved in the transportation of hazardous material, the policy shall include the following endorsements: MCS-90 and ISO-9948.

11.1.1.4 **Commercial Umbrella Liability:**

- a) Occurrence Limit: \$3,000,000
- b) Aggregate Limit (where applicable): \$3,000,000
- c) Policy to apply excess of the Commercial General Liability (following form Per Project General Aggregate Limit including full coverage for mold/fungus, EIFS, Commercial Automobile Liability and Employers Liability Coverage.
- d) An Additional Insured endorsement as indicated elsewhere in this Paragraph 11.1.1.
- e) Coverage: Limits in excess of underlying limits in underlying primary insurance policies and broader coverage than combined scope of underlying primary insurance policies.

11.1.1.5 **Builder's Risk Insurance:** (If required by the Specifications, Division 1 General Requirements, Section 01200 (or 01 1200) entitled "Special Insurance Requirements".)

- a) The General Contractor shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, builder's risk insurance. Such insurance shall be written on a completed value form and in the amount of the initial Contract Sum as well as subsequent modifications (including but not limited to architects' fees and materials and equipment supplied by the School District) thereto for the entire Work at the site on an agreed amount basis. Such builder's risk insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made or until no person or entity other than the School District has an insurable interest in the property to be covered, whichever is earlier. This insurance shall include interests of the School District, the General Contractor, Subcontractors and Sub-subcontractors in the Work.
- b) Builder's Risk Insurance shall be on an "all-risk" policy form and shall insure against the perils of fire and extended coverage (including earthquake and flood) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, false work, temporary buildings and debris removal including demolition as may be made legally necessary by the operation of any law, ordinance, or regulation.
- c) Soft Costs: The Builder's Risk Insurance shall provide compensation for expenditures that are necessarily incurred due to a delay in the completion of the Project caused by or resulting from an insured loss. "Soft costs" endorsement shall cover all damages identified both in the Contract and the Performance Bond.
- d) Extra Expense: The Builder's Risk Insurance shall provide compensation for expenditures over and above normal expenses incurred due to physical loss or damage. "Extra Expense" endorsement shall cover all damages identified both in the Contract and the Performance Bond.
- e) Unless otherwise provided in the Contract Documents, this Builder's Risk Insurance shall cover portions of the Work stored off the site after written approval of the School District at the value established in the approval, and also portions of the Work in transit.
- f) The General Contractor shall purchase and maintain **Boiler and Machinery Insurance** required by the Contract Documents or by law, which shall specifically

cover such insured objects during installation and until final acceptance by the School District. This insurance shall include interests of the School District, the General Contractor, Subcontractors and Sub-subcontractors in the Work, and the School District and General Contractor shall be named insured(s).

- g) Any deductible applicable to the insurance purchased shall be identified in the Contract Documents and the responsibility for paying the part of any loss not covered because of the operation of such deductible shall be borne by the General Contractor. The General Contractor is responsible for any uninsured or underinsured losses as well as, if applicable, reimbursement to the School District of payments of the deductible for any losses caused by the negligence or faulty workmanship of the General Contractor and its Subcontractors and Sub-subcontractors.
- h) Before the commencement of work, the General Contractor shall provide to the School District a copy of the builder's risk insurance policy.
- i) The Builder's Risk Insurance shall include an endorsement to allow for automatic permission to occupy the Project premises.
- j) If the School District is damaged by the failure of the General Contractor to maintain insurance as required, then the General Contractor shall bear all reasonable costs properly attributable to that failure.
- k) In the event of a claim or an incident that may result in a claim under the Builder's Risk Insurance policy, the General Contractor shall provide the School District with details of such claim within ten (10) days of the incident and allow the School District and/or its representatives to inspect the Project site and/or partake in the investigation and settlement of such incident or claim.
- l) The following supplemental coverages (sublimits) are required for the Builder's Risk Insurance:
 - (1) Flood and Earthquake (Earth Movement) limits for \$5,000,000
 - (2) Ordinance or Law Coverages \$1,000,000
 - (3) Soft Costs \$1,000,000

11.1.1.6 **Rigger's Liability Insurance:** (If required by the Specifications, Division 1 General Requirements, Section 01200 (or 01 1200) entitled "Special Insurance Requirements".)

- a) "All Risk" Replacement Cost Coverage
- b) Occurrence Limit: \$1,000,000
- c) No overload exclusion

11.1.1.7 **Pollution Liability Insurance:** (If required by the Specifications, Division 1 General Requirements, Section 01200 (or 01 1200) entitled "Special Insurance Requirements")

- a) Each Claim/Aggregate: \$1,000,000
- b) Deductible/Self Insured Retention Not to exceed \$50,000
- c) Occurrence Form – Gradual and Sudden/Accidental Pollution.
- d) Insurance to be maintained for the duration of the work and for a period of five (5) years thereafter.
- e) Pay on behalf of in lieu of indemnity.
- f) Covered operations – all those performed by or on behalf of the Named Insured.
- g) All disposal facilities must be licensed and maintain pollution liability insurance of not less than \$5,000,000.

11.1.1.8 **Professional Liability Insurance:** (If required by the Specifications, Division 1 General Requirements, Section 01200 (or 01 1200) entitled "Special Insurance Requirements".)

- a) Per Claim Limit: \$2,000,000
Aggregate Limit: \$2,000,000
Deductible/Self Insured Retention Not to exceed \$50,000
- b) Coverage shall be maintained continuously starting on the date of the Contract award and for a period of three (3) years after Contract completion.
- c) Coverage to include: Environmental Contractors errors and omissions, including liability assumed under this Contract.
- d) Professional Liability Insurance may be written on a claims-made basis provided that coverage for occurrences arising out of the performance of the Services or Work required under this Contract shall be maintained in full force and effect for a retroactive date prior to work and an extending reporting period of thirty-six (36) months.
- e) Policy retroactive date must be on or before the date that Work begins.
- f) Any deductibles associated therewith shall be the sole responsibility of the Contractor.

11.1.1.9 **Environmental Liability/Contractor's Pollution Insurance:** (If required by the Specifications, Division 1 General Requirements, Section 01200 (or 01 1200) entitled "Special Insurance Requirements".)

11.1.1.9.1 If the scope of work includes environmental remediation for asbestos, avian droppings, lead paint, mold, polychlorinated biphenyls (PCB's) underground storage tank removal or soil remediation, the Contractor shall also provide the following insurance:

ENVIRONMENTAL LIABILITY/CONTRACTOR'S POLLUTION INSURANCE

- a) Limit of Liability: \$1,000,000 with a deductible not to exceed \$50,000.
- b) Coverage: Pollution Liability.
 - (1) Remediation 5 Years Completed Operations.
 - (2) Pay on behalf of in lieu of indemnity.
 - (3) Occurrence form – Gradual and Sudden/Accidental Pollution.
 - (4) Covered operations – all those performed by or on behalf of the Named Insured.

11.1.1.9.2 This coverage may be provided either under policies issued to the Contractor or to the Remediation Subcontractor, in which case the Contractor shall be an Additional Named Insured. In both cases the School District shall also be an Additional Named Insured.

11.1.1.10 **Self Insured Retentions:**

None of the policies of insurance required of the Contractor by this Contract shall contain self-insured retentions in excess of \$50,000.

11.1.1.11 Financial Rating of Insurance Companies:

- a) A.M. Best Rating: A- (Excellent) or Higher
- b) A.M. Financial Size Category: Class VII or Higher

11.1.1.12 **The School District of Philadelphia (including the Board of Education), its officers, agents and employees, board members** shall be added as an ADDITIONAL INSURED on all liability policies (except Workers' Compensation and Professional Liability Policy, where applicable), even for claims regarding their partial negligence, **on a primary, non-contributory basis**. Additional Insured Coverage should be provided by attaching both ISO endorsements CG 2010 (for ongoing operations) and CG 2037 (for Completed Operations) or their equivalent.

The **School District** reserves the right to require the Contractor to name other parties as additional insured(s).

11.1.1.13 It is agreed the Contractor's insurance will not be cancelled, materially changed or non-renewed without at least thirty (30) days' advance written notice to the School District by Certified Mail – Return Receipt Requested.

11.1.1.14 **Waiver of Rights of Recovery and Waiver of Rights of Subrogation:**

- a) The **Contractor**, Subcontractors and Sub-subcontractors waive all rights of recovery against the **School District and the Additional Insured(s)** for loss or damage covered by any of the insurance maintained by the **Contractor**, Subcontractors or Sub-subcontractors.
- b) The **Contractor**, Subcontractors and Sub-subcontractors and their respective insurance carriers hereby waive all rights of subrogation against the **School District and the Additional Insured(s)** for loss or damage covered by any of the insurance maintained by the **Contractor**, Subcontractors or Sub-subcontractors.
- c) If any of the policies of insurance required under this Contract require an endorsement to provide for the waiver of subrogation set forth in b) above, then the named insureds of such policies will cause them to be so endorsed.

11.1.1.15 The amount of insurance provided in the aforementioned insurance coverages shall not be construed to be a limitation of the liability on the part of the **Contractor**, Subcontractors or Sub-subcontractors.

11.1.1.16 Any type of insurance or any increase in limits of liability not described above which the **Contractor** requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

11.1.1.17 The carrying of insurance described shall in no way be interpreted as relieving the Contractor of any responsibility or liability under the Contract.

11.1.1.18 Prior to the commencement of work and/or payment, the **Contractor** shall file Certificates of Insurance with the **School District** which shall be subject to the **School District's** approval of adequacy of protection and the satisfactory character of the insurer. The Certificates of Insurance should be mailed within five (5) days of receipt of these insurance requirements to the **School District**, regardless of when the **Contractor's** Work will start. The Project description and Project Number must be shown on the Certificate of Insurance.

In the event of a failure of the **Contractor** to furnish and maintain said insurance and to furnish satisfactory evidence thereof, the **School District** shall have the right (but not the obligation) to take out and maintain the same for all parties on behalf of the Contractor who agrees to furnish all necessary information thereof and to pay the cost thereof to the **School District** immediately upon presentation of an invoice.

11.1.1.19 In no event is the **Contractor** to begin Work until a Certificate of Insurance showing coverage in the aforementioned amounts required for the Work is received and approved by the **School District**. Any Work performed without having the Certificate of Insurance received and approved by the **School District** shall be at the **Contractor's** own risk.

11.1.2 Evidence of Insurance Coverage. The Contractor shall deliver the required Certificate(s) of Insurance, together with the executed Contract Documents, to the School District within five (5) calendar days after the date of Notice of Contract Award and receipt of the Contract Documents. Certificates of Insurance evidencing the required coverages must specifically reference the School District Contract number for which they are being submitted, and the Contractor shall attach a copy of each insurance certificate to this Contract. The original of the Certificate(s) of Insurance shall be submitted to the School District at the following address:

The School District of Philadelphia
Office of Risk Management
440 N. Broad Street – Suite 325
Philadelphia, PA 19130-4950
(Fax No.: 215-400-4591)
Attn.: Director of Insurance Risk Management

with a copy to:

The School District of Philadelphia
Office of Capital Programs
440 N. Broad Street, Suite 371
Philadelphia, PA 19130-4015
Attn.: Gerald Thompson, Contracts Manager
(Fax No.: 215-400-4731)

Both submissions must be made at least ten (10) calendar days before Work is begun and again at least ten (10) calendar days before an additional Term of the Contract. The ten (10) calendar day requirement for advance documentation of coverage may be waived in situations where such waiver will, in the sole judgment of the School District Risk Manager, benefit the School District; but under no circumstances shall the Contractor actually begin Work (or continue Work, in the case of an additional Term of the Contract) without providing the required evidence of insurance. The endorsement adding the School District of Philadelphia as an additional insured must specifically reference the School District Contract number and be submitted to the School District Risk Manager and School District's Contracts Manager in the Office of Capital Programs at the above addresses. The School District reserves the right to require the Contractor to furnish certified copies of the original policies of all insurance required under the Contract at any time upon (10) calendar days' written notice to the Contractor.

11.1.3 Notice of Claim or Lawsuit. The Contractor shall advise the School District in writing, within ten (10) calendar days upon notification of a claim or lawsuit based upon the Contractor's services, omission or breach, that it will abide fully by Paragraph GC-4.18, INDEMNIFICATION and Article GC-11, INSURANCE of the Contract, and that the applicable insurance carrier(s) has (have) been advised to defend, indemnify, and hold harmless the School District in accordance with the provisions of Paragraph GC-4.18, INDEMNIFICATION and Article GC-11, INSURANCE of the Contract. The Contractor shall not decline to provide the School District with full protection and coverage under Paragraph GC-4.18, INDEMNIFICATION and Article GC-11, INSURANCE of the Contract because some other Contractor or consultant may, in whole or in part, be responsible for the occurrence, death, injury, damage, or loss to persons or property, or economic loss, damage, or expense, or because the School District may be a co-insured or an additional insured on some other Contractor's or consultant's policy of insurance. The Contractor agrees that any violation of this Subparagraph 11.1.3 of Article GC-11, INSURANCE shall be deemed a material breach of the Contract.

11.1.4 Self-Insurance. The Contractor may not self-insure any of the coverages required under the Contract without the prior written approval of the School District Risk Manager. In the event that the Contractor desires to self-insure any of the coverages listed above, it shall submit to the School District's Contracts Manager of Capital Programs and School District Risk Manager, prior to the commencement of Work hereunder, a certified copy of the Contractor's most recent audited financial statement, and such other evidence of its qualifications to act as a self-insurer (e.g., State approval) as may be requested by the School District's Contracts Manager of Capital Programs or School District Risk Manager. In the event such approval is granted, it is understood and agreed that the School District, its commission members, board directors, officers, employees and agents shall be entitled to receive the same coverages and benefits under the Contractor's self-insurance program that they would have received had the insurance requirements been satisfied by a reputable insurance carrier authorized to do business in the Commonwealth of Pennsylvania or otherwise acceptable to the School District Risk Manager. If at the time of commencement of the Contract, the Contractor self-insures its workers' compensation and employers' liability coverage, the Contractor may, in lieu of the foregoing, furnish to the School District Risk Manager and School District a current copy of the State certification form for self-insurance or a current copy of the State Insurance Commissioner's letter of approval, whichever is appropriate. The insurance (including self-insurance) requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications made in the Contract by the Contractor to the School District, or to limit the Contractor's liability under this Contract to the limits of the policies of insurance (or self-insurance) required to be maintained by the Contractor hereunder.

Appendix D

Attachment II Special School District of Philadelphia Requirements

(i) COVID-19 Job Site Precautions



THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
440 N. BROAD STREET, 3RD FLOOR
PHILADELPHIA, PENNSYLVANIA 19130-4015

Memo

To:
From:
CC:
Date:
RE: COVID-19 Precautions Plan -

The School District of Philadelphia will begin to allow contractors at the above project(s) to resume work under the following guidelines. All guidelines must be adhered to by all contractors.

1. General Jobsite

- a. Each contractor must designate a "Pandemic Safety Officer" for each project or work site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the requirements of this guidance for the protection of all personnel at the site.
- b. The Pandemic Safety Officer must obtain a COVID-19 training certificate from one of the training sources designated by the Department of Licenses and Inspections on its website. The certificate must be posted at the jobsite.
- c. Each contractor must submit a written COVID-19 Safety Plan for their work location containing site specific details for the implementation of this guidance to be shared with all employees and the School District and implemented and enforced by the Pandemic Safety Officer. A copy of the COVID-19 Safety Plan must be kept at the jobsite and shall be produced upon request.
- d. The Pandemic Safety Officer on site must monitor for signs of illness. It is critical that individuals NOT report to work while they are experiencing any illness. If someone is showing signs of any illness, they must leave immediately.
- e. All deliveries and delivery personnel are subject to the same criteria and guidelines.
- f. School District personnel are subject to the same criteria and guidelines.
- g. Anyone that enters a district building or site is required to wear a mask or scarf to cover their nose and mouth to ensure the protection of themselves and others.
- h. Enclosed projects may not permit more than four persons on job sites of 2,000 square feet or less.
- i. One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet.

2. Pre-entry Screening

- a. Prior to entering the project, the designated person from each contractor will be required to screen employees and delivery personnel with the following:
 - i. “As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-entry screening.” If they answer yes to any of the following questions, they should be asked to leave the jobsite immediately.
 1. Have you been in close contact with a person that has shown signs/symptoms, or been diagnosed with COVID-19?
 2. Has anyone in your household been in close contact with a person that is in the process of being tested, has shown signs/symptoms, or been diagnosed with COVID-19?
 3. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 4. Are you having trouble breathing or having you had flu-like systems within the past 72 hours, including: fever, dry cough, shortness of breath, sore throat, body aches, chills, loss of taste or smell, or fatigue?

3. Toolbox Safety Meeting

- a. The designated employee must have a toolbox talk on the first day of work. These guidelines should be reviewed with all employees.
- b. Example:
<https://gbca.com/wp-content/uploads/2020/03/GBCA-Safety-Toolbox-Talk-Corona-virus-1.pdf>
- c. Remember to follow social distancing guidelines. More than one meeting might be required to cover all employees.

4. Social Distancing

- a. Require social distancing unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- b. Limit contact with others. Direct employees to increase personal space (to at least 6 feet, where possible).
- c. Take breaks and lunches in shifts to reduce the size of the group to less than 10 people.
- d. Avoid trade stacking. Communicate with each prime to evaluate schedule and sequencing of work.
- e. Do not share tools. When sharing is necessary, wipe down with proper disinfectant first.

5. Increased Cleaning Procedures (Lead Contractor)

- a. The School District of Philadelphia will provide, at a minimum, hand washing locations with hot water, soap, and paper towels on each floor that work is being completed. The designated employee is to encourage the use of these locations frequently.
- b. The prime contractor will sanitize all hand washing locations, restroom locations, break/lunch locations, and high touch/traffic areas at least twice per day. The

School District will provide proper EPA approved cleaning products and gloves.
The Building Engineer will provide spray bottles of premixed product and wipes.

6. Reporting a Suspected or Confirmed Case

- a. If an employee or delivery personnel report a suspected or confirmed case to the Pandemic Safety Officer, the following steps must be taken.
 - i. The Pandemic Safety Officer must immediately send the person home and notify the Construction Project Manager and Construction Inspector.
 - ii. This notification will trigger the District's COVID-19 emergency response (see attached).
 - iii. The building will be closed to all construction activities for at least 48 hours. Contractors are to safe off all construction activities and notify the Construction Project Manager and Construction Inspector when everyone has safely exited the building.
 - iv. The building will be aired out for the first 24 hours.
 - v. District facilities staff will perform all disinfecting activities.
- b. The Pandemic Safety Officer must follow the guidelines outlined in the "Order of the Secretary of the Pennsylvania Department of Health Directing Public Safety Measures for Businesses Permitted to Maintain In-person Operations" and enforceable as of 8:00 pm on April 19, 2020. (see attached)
- c. The contractors must implement temperature screening before an employee enters the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home that have an elevated temperature or fever of 100.4 degrees Fahrenheit or higher. Ensure employees practice social distancing while waiting to have temperatures screened.
- d. This screening must continue for a minimum of 14 days or until the case is determined to be tested as negative.

7. Asbestos, Lead Based Paint, and Mold Abatement

- a. An Asbestos Abatement Contractor can have more than 4 persons on an enclosed jobsite less than 2,000 sf only if proper PPE utilized in pre-cleaning, abatement activities, and final cleaning activities are worn." Contractors will immediately limit their staff when these activities do not require more than four persons.
- b. Containments under negative pressure (-0.02" wc) must remain under negative pressure. If this is not feasible, steps outlined in the City of Philadelphia Asbestos Control Regulations shall apply.
- c. Abatement contractors are the only ones permitted to enter an active containment, therefore, the District will provide the instructions and materials to disinfect the active containment.
- d. Lead based paint abatement and mold remediation activities will follow the same procedures (as applicable to each trade) as outlined above.

8. Compliance

- a. District Construction Project Managers and Inspectors will monitor for compliance, along with state and local inspectors as necessary.

- b. For example, the requirement for daily health screening is monitored each day by comparing the completed screening question sheet with the daily log of workers on site.
- c. Daily review with each Pandemic Safety Officer will be completed by the Construction Inspectors and noted in daily construction reports.
- d. The Construction Inspector will complete the COVID-19 checklist daily.
- e. Failure to comply will result in a request for corrective action, referral to federal, state, and local regulators, and increased monitoring. If non-compliance continues, it could be a basis for contract termination.

Attachments:

Guidance for Businesses in the Construction Industry Permitted to Operate During the COVID-19 Disaster Emergency, Issued 04-23-20

Order of the Secretary of the Pennsylvania Department of Health Directing Public Safety Measures for Businesses Permitted to Maintain In-person Operations, Enforceable as of 8:00 pm on April 19, 2020

Frequently Asked Questions: Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operation, Updated May 1, 2020

Authorization for the Conduct of Certain Construction Activity Currently Prohibited by the March 22, 2020 Emergency Order Temporarily Prohibiting Operation of Non-Essential Business and Individual Activity to Prevent the Spread of 2019 Novel Coronavirus (Covid-19), Issued by the City of Philadelphia, April 29, 2020

COVID-19 Office of Facilities Management & Services and Office of Capital Programs Coordinated Emergency Response Plan, Issued 05-01-2020

Office of Capital Programs Construction Unit COVID-19 Checklist, Issued 05-01-2020

COVID-19 Precautions Plan Compliance Agreement, Issued 05-01-2020

GUIDANCE FOR BUSINESSES IN THE CONSTRUCTION INDUSTRY PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY

INTENT

The virus that causes Coronavirus 2019 Disease (“COVID-19”) is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety. Previously, the Governor and Secretary of Health ordered most construction projects to cease unless they were supporting life-sustaining businesses or activities. Recognizing that the construction industry is vital to Pennsylvania’s economy, construction activities may resume in accordance with this guidance.

Businesses in the Commonwealth that have been permitted to maintain in-person operations during the disaster emergency, other than health care providers, must take several precautions to protect their employees, their employees’ families, and members of their communities. Businesses that are permitted to maintain in-person operations are those authorized under the [Governor’s and Secretary’s Non-Life Sustaining Business Closure Orders](#), an exemption from those orders, or subsequent applicable order from the Governor and Secretary. All businesses (especially those that were originally closed and later permitted to re-open a portion of their operations) must review these guidelines and commit to ensuring the health and safety of their employees and the public, including construction businesses currently conducting in-person operations and those now able to resume activities.

BUSINESSES SUBJECT TO THIS GUIDANCE

Beginning May 1, 2020, all businesses in the construction industry in the Commonwealth, including those in new construction, renovation, and repair, as well as land subdivision and design-related field activities, are [permitted to maintain in-person operations](#) pursuant to the Governor’s and Secretary of Health’s April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance. Construction projects previously granted an exemption to continue in-person operations may continue operations but must adhere to this guidance.

Prior to May 1, all businesses in the construction industry should continue to follow existing Administration orders and guidance, and may continue to maintain in-person operations to the extent authorized by any existing exemptions.

POLICY

It is the policy of the Administration to ensure that all businesses in the construction industry subject to this guidance conduct operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of the employers, employees and the public as a whole.

All construction businesses authorized to conduct in-person operations in the Commonwealth must adhere to requirements of this guidance, as well as all applicable business and building safety orders issued by the Secretary of Health.

Local political units may elect to impose more stringent requirements than those contained in this guidance. In such instances, businesses must adhere to the more stringent requirements.

ALL CONSTRUCTION ACTIVITIES

All businesses and employees in the construction industry must do the following:

- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for business safety measures, issued April 15, 2020, including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.
- Follow other applicable [Department of Health](#) (DOH) and Centers for Disease Control and Prevention (CDC) [guidance](#).
- Require social distancing (6-foot minimum distance between workers) unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- Provide hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Implement cleaning or sanitizing protocols at all construction sites and projects. Identify and regularly clean and disinfect areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
- Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- Use virtual meetings, and disseminate information electronically to the extent feasible.
- Stagger shifts, breaks, work areas and/or stacking of trades where feasible to minimize workers on site.
- Limit tool sharing and sanitize tools if they must be shared.
- Employ jobsite screening based on CDC guidance to determine if employees should work. Prohibit from working any employees with any symptoms of COVID-19. Encourage sick employees to stay home.
- Prohibit unnecessary visitors to any project or work site, and limit supplier deliveries.
- Limit access to enclosed spaces to the extent feasible.
- Ensure workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.
- 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.

RESIDENTIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines residential buildings as “detached one-family and two-family dwellings and townhouses which are not more than three stories above grade plane in height with a separate means of egress and their accessory structures.”

- All residential construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, such projects may not permit more than four persons on the job site at any time inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

NON-RESIDENTIAL OR COMMERCIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines “Commercial construction” as “a building, structure or facility that is not a residential building.” This definition includes multi-unit housing and student housing.

- All commercial construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less, and
- One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.
- Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.

PUBLIC CONSTRUCTION

Elected political subdivisions (or “local political units” as described in the Governor’s guidance), and other public entities should continue to use best judgment in exercising their authority to conduct critical construction projects. All construction decisions should appropriately balance public health and safety while ensuring the continued safety of critical infrastructure. When possible, local political units and public entities should postpone non-essential projects and only proceed with essential projects when they can implement appropriate social distancing and cleaning/disinfecting protocols, and should adhere to this guidance on all construction projects.

Local political units and public entities should officially communicate to contractors whether their specific project will be resumed. Notwithstanding any general authorization to resume construction activities, contractors should not resume work on public construction projects until directed to do so by the applicable governmental unit.

Certain commonwealth agencies and independent commissions have already issued guidance for critical or essential projects that are continuing. Those specific agency or commission directives should be followed unless there is a direct conflict with these guidelines, in which case these guidelines control. Contractors working on public construction projects must follow construction restart or resumption plans established by that agency or commission.

INSPECTIONS AND APPRAISALS

Beginning May 1, 2020, in-person inspection and appraisals related to construction financing loans, and UCC building code plan review and inspection services may be conducted as necessary for all construction projects authorized under this guidance.

QUESTIONS AND FURTHER GUIDANCE

Businesses that have questions about whether this guidance applies to them may email the Department of Labor and Industry at RA-LIBOIS-BUILDINGS@pa.gov.

Answers to frequently asked questions involving application of the Employee Safety Order is available [here](#).

Businesses in the construction industry may wish to refer to PennDOT's COVID-19 Guidance for Restarting Construction Projects which provided a process for restarting construction projects that were suspended in response to COVID-19 mitigation. The guidance is available [here](#).

Help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed contact the Crisis Text Line by texting PA to 741-741.

ENFORCEMENT

Enforcement actions against violators of the Governor's and Secretary of Health's Orders Closing Businesses That Are Not Life Sustaining commenced on March 23, 2020, and is ongoing.

Law enforcement officers should refer to Enforcement Guidance available online [here](#).

ADDITIONAL INFORMATION

For the most up-to-date, reliable information, please continue to refer to the Commonwealth of Pennsylvania's website for Responding to COVID-19 in Pennsylvania: <https://www.pa.gov/guides/responding-to-covid-19/>.



Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations

The 2019 novel coronavirus (COVID-19) is a contagious disease that is rapidly spreading from person to person in the Commonwealth of Pennsylvania. COVID-19 can be transmitted from people who are infected with the virus even if they are asymptomatic or their symptoms are mild, such as a cough. Additionally, exposure is possible by touching a surface or object that has the virus on it and then touching one's mouth, nose, or eyes.

COVID-19 is a threat to the public's health, for which the Secretary of Health may order general control measures, including, but not limited to, closure, isolation, and quarantine. This authority is granted to the Secretary of Health pursuant to Pennsylvania law. *See* Section 5 of the Disease Prevention and Control Law, 35 P.S. §§ 521.1, 521.5; sections 2102 and 2106 of the Administrative Code of 1929, 71 P.S. §§ 532, 536; and the Department of Health's (Department's) regulations at 28 Pa. Code §§ 27.60-27.68 (relating to disease control measures; isolation; quarantine; movement of persons subject to isolation or quarantine; and release from isolation and quarantine). Particularly, the Secretary has the authority to take any disease control measure appropriate to protect the public from the spread of infectious disease. *See* 35 P.S. § 521.5; 71 P.S. §§ 532(a), 1402(a); 28 Pa. Code § 28.60.

Recognizing that certain life-sustaining businesses in the Commonwealth must remain open despite the need for strong mitigation to slow the spread of the virus, I am ordering certain actions to be taken by employers and their employees to protect their health and lives, the health and lives of their families, and the health and lives of the residents of the Commonwealth who depend upon their services. Special consideration is required to protect not only customers, but the workers needed to run and operate these establishments.

As cleaning, disinfecting, and other maintenance and security services performed by building service employees are critical to protecting the public health by reducing COVID-19 infection in the Commonwealth, I previously directed building safety measures in an Order that went into effect at 12:01 a.m. on April 6, 2020. Similarly, based upon the manner of COVID-19's continued and extensive spread in the Commonwealth and in the world, and its danger to Pennsylvanians, I have determined that an additional appropriate disease control measure is the further direction of safety measures for all employees and visitors at life-sustaining businesses that have remained open during the COVID-19 disaster emergency.

Accordingly, on this date, April 15, 2020, to protect the public from the spread of COVID-19, I hereby order:

- A. A business that is authorized to maintain in-person operations, other than health care providers, pursuant to the Orders that the Governor and I issued on March 19, 2020, as subsequently amended, shall implement, as applicable, the following social distancing, mitigation, and cleaning protocols:
- (1) in addition to maintaining pre-existing cleaning protocols established in the business, as specified in paragraph (2) below, clean and disinfect high-touch areas routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC), in spaces that are accessible to customers, tenants, or other individuals;
 - (2) maintain pre-existing cleaning protocols established by the business for all other areas of the building;
 - (3) establish protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19, including:
 - a. close off areas visited by the person who is a probable or confirmed case of COVID-19. Open outside doors and windows and use ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines used by the ill person, focusing especially on frequently touched areas;
 - b. identify employees that were in close contact (within about 6 feet for about 10 minutes) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated;
 - i. If the employee remains asymptomatic, the person should adhere to the practices set out by the CDC in its April 8, 2020 Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19;
 - ii. If the employee becomes sick during the work day, the person should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms

and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time would be considered exposed;

- iii. Promptly notify employees who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws;
 - iv. ensure that the business has a sufficient number of employees to perform the above protocols effectively and timely;
- c. implement temperature screening before an employee enters the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home that have an elevated temperature or fever of 100.4 degrees Fahrenheit or higher. Ensure employees practice social distancing while waiting to have temperatures screened;
 - d. employees who have symptoms (*i.e.*, fever, cough, or shortness of breath) should notify their supervisor and stay home;
 - e. sick employees should follow CDC-recommended steps. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Employers are encouraged to implement liberal paid time off for employees who do not return to work as set forth above.
- (4) stagger work start and stop times for employees when practicable to prevent gatherings of large groups entering or leaving the premises at the same time;
 - (5) provide sufficient amount of space for employees to have breaks and meals while maintaining a social distance of 6 feet, while arranging seating to have employees facing forward and not across from each other in eating and break settings;
 - (6) stagger employee break times to reduce the number of employees on break at any given time so that appropriate social distancing of at least 6 feet may be followed;
 - (7) limit persons in employee common areas (such as locker or break rooms, dining facilities, training or conference rooms) at any one time to the number of employees that can maintain a social distance of 6 feet;

- (8) conduct meetings and trainings virtually (*i.e.*, by phone or through the internet). If a meeting must be held in person, limit the meeting to the fewest number of employees possible, not to exceed 10 employees at one time, and maintain a social distance of 6 feet;
- (9) provide employees access to regular handwashing with soap, hand sanitizer, and disinfectant wipes and ensure that common areas (including but not limited to break rooms, locker rooms, dining facilities, rest rooms, conference or training rooms) are cleaned on a regular basis, including between any shifts;
- (10) provide masks for employees to wear during their time at the business, and make it a mandatory requirement to wear masks while on the work site, except to the extent an employee is using break time to eat or drink, in accordance with the guidance from the Department of Health and the CDC. Employers may approve masks obtained or made by employees in accordance with Department of Health guidance;
- (11) ensure that the facility has a sufficient number of employees to perform all measures listed effectively and in a manner that ensures the safety of the public and employees;
- (12) ensure that the facility has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet;
- (13) prohibit non-essential visitors from entering the premises of the business; and
- (14) ensure that all employees are made aware of these required procedures by communicating them, either orally or in writing, in their native or preferred language, as well as in English or by a methodology that allows them to understand.

B. In addition to the above, the following measures apply to businesses, other than health care providers, that serve the public within a building or a defined area:

- (1) where feasible, businesses should conduct business with the public by appointment only and to the extent that this is not feasible, businesses must limit occupancy to no greater than 50% of the number stated on the applicable certificate of occupancy at any given time, as necessary to reduce crowding in the business, and must maintain a social distance of 6 feet at check-out and counter lines, and must place signage throughout each site to mandate social distancing for both customers and employees;

- (2) based on the building size and number of employees, alter hours of business so that the business has sufficient time to clean or to restock or both;
- (3) install shields or other barriers at registers and check-out areas to physically separate cashiers and customers or take other measures to ensure social distancing of customers from check-out personnel, or close lines to maintain a social distance between of 6 feet between lines;
- (4) encourage use of online ordering by providing delivery or pick-up options;
- (5) designate a specific time for high-risk and elderly persons to use the business at least once every week if there is a continuing in-person customer-facing component;
- (6) require all customers to wear masks while on premises, and deny entry to individuals not wearing masks, unless the business is providing medication, medical supplies, or food, in which case the business must provide alternative methods of pick-up or delivery of such goods; however, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition;
- (7) in businesses with multiple check-out lines, only use every other register, or fewer. After every hour, rotate customers and employees to the previously closed registers. Clean the previously open registers and the surrounding area, including credit card machines, following each rotation;
- (8) schedule handwashing breaks for employees at least every hour; and
- (9) where carts and handbaskets are available for customers' use, assign an employee to wipe down carts and handbaskets before they become available to each customer entering the premises.

This Order shall take effect immediately and be enforceable as of 8:00 p.m. on April 19, 2020.



Rachel Levine, MD
Secretary of Health

Frequently Asked Questions:

Updated May 1, 2020

Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-Person Operation

Recognizing that certain life-sustaining businesses in the Commonwealth must remain open despite the need for strong mitigation to slow the spread of the 2019 Corona virus (COVID-19), the Secretary of Health has ordered certain actions to be taken by employers and the employees of life-sustaining businesses (employees) to protect their health and lives, the health and lives of their families, and the health and lives of the residents of the Commonwealth who depend upon their services.

Q. What sort of situations would mandate a 24-hour wait time, and what sort of situations would allow for a lesser wait time to disinfect surfaces?

A. All businesses are ordered to wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.

Q. Often employees notify management of their pending or confirmed COVID-19 case several days after they have been in the office or business. If the virus is not expected to live for several days on hard surfaces, do businesses still need to do additional cleaning?

A. According to the CDC, if more than 7 days have passed since the person who is sick visited the business or facility, enhanced cleaning and disinfection is not necessary. However, the business should continue routine cleaning. If the person who is sick was onsite at the business or facility within 7 days, then the work site should be cleaned and disinfected.

Q. The Order calls for 50% occupancy, every other register and cleaning every hour. If our business adheres to the social distancing and best practices mentioned in the Order, can we open additional registers if they are less than 6 feet away?

A. The Department of Health (Department) recommends that businesses take as many precautions as possible to ensure employee safety. Disease transmission between employees is likely when working closely together. [The U.S. Department of Labor Occupational Health and Safety Administration \(OSHA\)](#) provides similar recommendations for or businesses in regard to social distancing, including the “every other register” recommendation. However, if all other public health practices have been implemented, including limiting in-person shopping, limiting the number of customers to reduce crowding, installing shields or barriers, performing regular

cleaning and designating a specific shopping time for high risk individuals, then a business may consider opening checkout lanes that are next to each other.

Q. The Order provides for an employee being sent home immediately if they get sick during the work day if exposed to the person who was a probable or confirmed case, and also provides for the cleaning and disinfecting of the surfaces in that employee's workspace, but why does it not mandate a 24 hour waiting period in that case?

A. All life-sustaining businesses are ordered to wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.

Q. What type of cleaning is required?

A. Facilities must clean and disinfect all spaces, especially commonly used rooms and shared electronic equipment. The Centers for Disease Control and Prevention (CDC) has [established guidance](#) on appropriate cleaning. Businesses should also refer to the Secretary's April 6, 2020 Order Directing Building Safety Measures.

Q. Can a life-sustaining business use a third-party vendor or third-party service for cleaning?

A. Yes, businesses can use an established or new vendor to comply with cleaning requirements.

Q. Certain areas of our facility should never be unmanned even for cleaning. In that situation, if the client is in compliance with CDC Guidelines, would they be allowed to continue to man this critical equipment?

A. Yes. An employer should consider the safety of its facility and employees when making the best decision possible.

Q. If a facility is regulated by the FDA and can't comply because it cannot open up doors and windows in a clean room environment, what should it do?

A. The business should follow FDA regulations and should consider the safety of its facility and employees while complying while making the best decision possible.

Q. Does an entire facility need to be shut down in order to do appropriate cleaning?

A. No. Businesses with a campus of multiple facilities or a building with multiple offices only need to close and clean the area of the building where an individual with a suspected or confirmed positive case of COVID-19 has worked. However, businesses should be mindful of bathrooms, breakrooms, building lobbies and other frequently visited areas.

Q. Who is responsible for cleaning costs?

A. The business, unless the lease or other agreement establishes this as a responsibility of the landlord

Q. Is the Commonwealth dictating a particular mask?

A. No. Employers may approve masks obtained or made by employees in accordance with the Department's [guidance](#). Customers may utilize masks obtained or made in accordance with the Department's [guidance](#). Scarves, bandanas, or other face covering will also suffice in place of a mask.

Q. Are there recommendations on where employers can purchase masks for employees?

A. Employers do not need to purchase masks from any specific vendor, but are required to provide masks to employees to wear during business hours. Homemade masks and masks owned by employees are allowable. The Department has published [guidance](#) on how to make cloth masks. Additionally, the Department of Community and Economic Development has created a [Business-2-Business Directory](#), which identifies potential vendors of masks and other Personal Protective Equipment (PPE).

Q. Would a disposable face shield suffice in lieu of a mask?

A. A disposable face shield would suffice in lieu of a mask. Employers may approve masks obtained or made by employees in accordance with guidance on homemade masks found on the Department's website.

Q. Does this Order apply to essential workers who are outdoors, and heavy physical activity is part of their job description, such as employee of solid waste companies and landscaping?

A. Yes. However, an employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

Q. Do banks and financial institutions need to comply with the masking requirement if there are associated security concerns with face coverings?

A. Yes. Bank employees should wear masks at all times. Customers can be asked to remove their masks to reveal their face and then recover their face after the bank employee has identified the customer. This should take place within a minimum distance of six feet.

Q. Is it acceptable for workers to remove facial coverings for operations where it would be unsafe to keep in place or to be in compliance with safety requirements?

A. Yes. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

Q: What should employers do when an employee says they have anxiety and any mouth, nose covering can lead to panic attacks or other medical conditions?

A. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

Q. Are masks required while driving for work?

A. If the person is driving alone throughout the trip, no mask is needed in the vehicle, however, should they need to travel through a toll-booth or other drive thru they should be wearing a mask.

Q. Does someone working in a personal office need a mask at all times?

A. Employees isolated in their personal office space, when unshared with any other colleagues, do not need to wear a mask. However, when the employee leaves their individual office or has invited a colleague into their office, they must wear a mask. Additionally, one cannot wear a mask while eating or drinking. At those times, social distancing techniques should be applied.

Q. What about orders that were placed by an employer for masks but will not arrive for some time. How should businesses comply until then?

A. Employers may approve masks obtained or made by employees in accordance with guidance on homemade masks found on the Department's [website](#).

Q. Are masks required by transit operators, bus drivers or others who operate a vehicle?

A. Yes. However, an employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

Q. The Order references CDC guidance on masking, which requires masking only when employees cannot maintain social distancing?

A. The Governor and Secretary of Health have chosen to employ safety measures beyond the CDC. Employees must wear masks at all times except when isolated from others in a private space or when it adversely affects their health.

Q. Which body is responsible for ensuring these actions have been taken at a specific workplace?

A. The Department does not dictate the employer's business structure. The employer is responsible for taking the necessary steps to implement the Secretary's Order **for employees. State enforcement agencies have been directed to begin enforcement of the Order with additional education for and warnings to non-compliant businesses, before moving progressively to more significant enforcement steps if warranted.**

Q. Is there any plan to get this information into the hands of workers so they can ask their employer to take the necessary steps to protect them?

A. The Secretary's Order and [the Department's FAQs](#) are available to the public on the Department's website. Employers are encouraged to share this information with their employees.

Q. Is there a code enforcement hotline for employees to call?

A. No. Complaints will only be taken online. **A webform for employees to submit complaints is available on the Department's [website](#).**

Q. Will there be a waiver process or exceptions?

A. This Order applies to life-sustaining businesses that remain open and already includes limited exceptions related to medical conditions and to occupational safety.

Q. Where can employees report violations?

A. A [webform](#) for employees to report violations.

Q. If the customer refuses to wear a mask will they be turned away or will the customer be refused service?

A. Yes, with the exception of businesses that provide medication, medical supplies, or food, which must offer another means for the customer to purchase goods if the customer is unable to wear a mask. Those means could include home delivery or contactless curbside pick-up.

However, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and **are not required to provide documentation of such medical condition.**

If the customer is refused service, and if the business is not able to provide a mask, the business should consider providing information on mask making, distributing “how to” flyers, or sharing locations where a mask can be purchased. Additionally, businesses should advise the customer of the Secretary’s Order; tell the customer that only those who cannot wear a mask due to a medical conditions may enter the premises without a mask; and advise the customer that almost any face covering would be acceptable. If a customer is belligerent or aggressive, there is no expectation that an employee should force a customer to comply or put themselves in a dangerous situation.

Q. What if someone does not come in with a mask and the business cannot offer an alternative means of serving the customer?

A. Businesses should consider providing masks to their customers or offering resources to customers for information on how to make masks. Consider sharing mask making on social media, distributing “how to” flyers, or sharing locations where masks can be purchased. Customers can also be reminded to wear a scarf or bandana as a mask.

However, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition.

Q. How do businesses avoid confrontation with customers who do not wear a mask?

A. Businesses should consider how they would deal with a customer who came into their business without a shirt or shoes. Businesses should consider giving customers resources on how to make their own mask or provide a mask.

Additionally, businesses should advise customers of the Secretary’s Order; tell the customer that only persons who cannot wear a mask due to a medical condition do not have to comply with requirement to wear a mask; and advise the customer that almost any face covering would be acceptable. If a customer is belligerent or aggressive, there is no expectation that an employee should force a customer to comply or put themselves in a dangerous situation.

Q. As a manager, how do I handle an employee that refuses to wear a mask? Does this Order mean I can refuse them entry?

A. All employees of life-sustaining businesses, with the exception of those with a medical condition or in the case of safety issues or while sequestered alone in a room, must wear a mask in the workplace. The Department does not dictate to employers how they should manage their workforce if employees refuse to comply with the Secretary's Order.

Q. Are building security desks required to have shields or barriers to separate guard staff?

A. This is not a requirement of the Secretary's Order. However, businesses should consider how much interaction their security staff have with customers or employees. If security staff have significant interactions, the Department recommends having a barrier.

Q. What are the social distancing guidelines for elevator usage?

A. Businesses should use their best judgment based on the square footage of the elevator. The Department recommends that business allow as few people as possible while also being mindful of crowds gathering while waiting for the elevator.

Q. An elevated temperature is just one symptom. Is an elevated temperature enough to send an employee home?

A. Yes, an elevated temperature should prompt sending the employee home. While an elevated temperature is just one symptom, employees should be monitoring for other symptoms as well and should be encouraged to stay home if exhibiting any of those symptoms.

Q. Where should temperature screenings take place?

A. It is best to do screenings as close to the door of a facility or outside, if possible. Businesses should consider taking the temperature of employees in their car as they enter parking lots/garages or inside of a building lobby. If taking temperatures inside, remember to clean high touch surfaces frequently.

Q. Does the Order require the temperature screening of employees who do not physically enter the building?

A. No, it is not required of employees who are working from home or have no contact with other employees, but is recommended.

Q. Is a building owner or management company required to take the temperatures of tenants?

A. Employers are responsible for taking the temperature or implementing a self-screen policy for their employees. The building owner is not required to screen tenants.

Q. If an employee tests positive in a leased facility, what requirements are there in terms of notifying other entities that may occupy leased space?

A. Tenants should notify the building owner that one of their employees has tested positive without sharing personal details. It is recommended that owners notify other tenants that someone within the building has tested positive without sharing personal details and should follow this protocol if one of their employees who works in the building tests positive. Building owners should ensure that common spaces within the building are cleaned according to guidelines.

Q. If an employee tests positive in a leased facility, how does a business go about implementing temperature checks for staff that work in that leased facility, but do not work for the business. Ex/ Cleaning staff.

A. The employer is responsible for implementing temperature screenings or implementing self-screening policies of their employees. In the example, the employer of the cleaning staff is responsible for instituting a temperature screening policy. It is recommended that the employer notify the owner of the leased facility of the presence in the leased facility of an employee who tests positive.

Q. Following an exposure the Order says that “employees” must be screened. Does this mean that essential non-employees, such as contractors and delivery persons do not need to be screened?

A. Non-employees are not subject to temperature checks; these employees should have temperature checks or self-screening policies put in place by their own employer. *If, however, a contractor is physically present in a business as if he or she were an employee and has similar physical contact with employees as if he or she were an employee, the employer should temperature check that contractor.*

Q. If an employer discovers an employee with a confirmed case of COVID-19 has come into the business, does the Order require the employer to institute a temperature check for that person to return to work following their leave period OR does it require temperature screenings of all employees following the first confirmed case?

A. Businesses should implement temperature screening or a self-screen policy for all employees *before they physically enter the worksite* upon discovery that the business has been exposed to

a person who is a case of COVID-19. This would include a temperature screening for the employee with a confirmed case when that employee returns to work after the quarantine period.

Q. The Order provides guidelines for a person with a probable or confirmed case of COVID19. What is considered “probable”?

A. A person is considered to have a probable case of COVID-19 if a person has symptoms (i.e., fever, cough, shortness of breath) and exposure to a high-risk situation, or if the person has a positive antibody test and either symptoms or high-risk exposure.

Q. Do employees need to produce a doctor’s note when diagnosed with or suspected to have COVID-19?

A. The Department does not dictate the employer’s medical leave policy.

Q. Can temperature checks be done through self-screening? (i.e., employees told to take temp at home?)

The Order requires that businesses check the temperature upon discovery that the business has been exposed to a person who is a probable or confirmed COVID-19 case. However, the Department recommends that employers check the temperature and or symptoms of all employees at the beginning of each shift, particularly in those areas of the Commonwealth with high positive case numbers. This can be done in several ways:

If thermometers can be procured:

- **Employers** may take their employees’ temperatures on site utilizing best practices.
- **Employees** may **self-screen** taking their temperature at home with business-provided thermometers or their own personal thermometer.

If thermometers cannot be procured:

- **Employers** may ask their employees to conduct a questionnaire-based screening at the worksite utilizing the Department approved screening tool or equivalent.
- **Employees** may **self-screen** by conducting a questionnaire-based screening at their home utilizing the Department approved screening tool or equivalent.

If utilizing **self-screening**, businesses **must** also establish a policy for employees to report their temperature or symptoms to the employer on a daily basis. This policy should include a provision that would not allow employees with symptoms to come onto the worksite.

Additionally, businesses should consider paid leave policies that incentivize workers to stay home when reporting symptoms, including a temperature of 100.4 F or higher. This would alleviate the potential of employees lying to avoid losing pay, or potentially losing jobs.

Daily self-screening is encouraged even if the employee is not scheduled to enter the worksite. For example, if an employee is off for the weekend, performing a self-screening is not required but a matter of good public health.

Q. Is it required that a medical professional administer the temperature screenings?

A. No.

Q. In the event there is a positive test, is there an end date for temperature screening? How long must temperature checks be conducted?

A. Temperature checks and or self-screenings should be conducted for at least 14 days after an exposure. However, the Department recommends that employers, particularly those in areas of the Commonwealth with high positive case numbers, continue to conduct temperature checks as a matter of routine even after that 14 day period.

Q. Do businesses have the authority to issue temperature checks for customers/the general public at a facility?

A. Businesses that are concerned that testing customers would create legal issues should check with their legal counsel.

Q. Is the Order retroactive? If there was a positive case in the building 2 weeks ago, do we now need to do temperature screening?

A. The Secretary's Order is not retroactive. The Department does, however, recommend screening under these circumstances, particularly in those areas of the Commonwealth with high positive case numbers.

Q. If someone arrives at work in one location and is temperature screened, then drives to another work facility, does the person have to temperature screen again?

A. The Secretary's Order does not require an employer to conduct temperature screenings in more than one location under the circumstances described; however, the Department recommends such temperature screenings and or symptom screens be conducted, particularly in those areas of the Commonwealth with high positive case numbers.

Q. If someone begins their workday in another state and drives into Pennsylvania, do they have to temperature check once they get to their work destination in Pennsylvania?

A. The Secretary's Order is only intended to address temperature screening at the employee's starting workplace. If the person was temperature checked at their starting workplace they do not need to be rescreened; however, such screening is recommended, particularly in areas of the Commonwealth with high positive case numbers.

Q. Does the temperature-taking provision only apply after an employer is aware of a potential or actual exposure?

A. The Secretary's Order is only intended to address the circumstances after an employer becomes aware of a potential or actual exposure. The Department recommends temperature screenings be conducted, at all times, however, particularly in those areas of the Commonwealth with high positive case numbers.

Q. Is the temperature provision applicable to an entire facility/campus or can it be limited to specific at-risk buildings or sections of a buildings?

A. **Businesses with a campus of multiple facilities or a building with multiple offices only need to screen employees from the area of the building where an individual with a suspected or confirmed positive case of COVID-19 has worked. However, businesses should be mindful of bathrooms, breakrooms, building lobbies and other frequently visited areas.** The Department recommends temperature screenings be conducted, at all times, however, particularly in those areas of the Commonwealth with high positive case numbers.

Please review the responses above for practices with respect to temperature screening at home.

Q. Do all employees who work in a building need to have their temperatures checked even if they weren't exposed to the individual?

A. **Businesses within a large building of multiple offices only need to screen employees from the area of the building where an individual with a suspected or confirmed positive case of COVID-19 has worked. For example, if the COVID positive person works on a single floor of a building only that floor would need to be screened.**

However, businesses should be mindful of bathrooms, breakrooms, building lobbies and other frequently visited areas. The Department recommends temperature screenings be conducted, at all times, however, particularly in those areas of the Commonwealth with high positive case numbers.

Q. Is there any specific guidance regarding the sourcing/procurement of thermometers?

A. No. Employers should use regular supply opportunities or visit DCED [Business-2-Business](#) portal.

Q. If social distancing can be maintained, can there be an exemption to the mandatory mask requirement?

A. No. Employees of life-sustaining businesses that work in group settings are at risk. Masks should be worn at all times. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

Q. The Order notes that essential businesses must limit occupancy to no greater than 50% of their certified occupancy. Can you please clarify whether this applies to Funeral Homes? Previous guidance issued in SRN-2020-09 says Funeral Homes are strongly encouraged to limit any services to 10 or fewer people. Does the new Order supersede the State Registrar Notice (SRN) and permit Funeral Homes to allow 50% of their occupancy for viewings?

A. Funeral Homes should follow the guidance from the SRN.

Q. If a company is staggering breaks, but not staggering shift start/stop times, would they then be required to implement those as well?

A. Employers should take all possible steps to encourage social distancing, including staggering shift start/stop times, as well as staggering breaks.

Q. What restrictions are applied to health care workers?

A. The Secretary's Order does not apply to health care workers. The Department has issued guidance for health care workers and health care settings through its Health Alert Network.

Q. Are there any considerations being given to allow compliance as long as businesses are showing they are working aggressively toward achieving compliance?

A. The Governor and the Secretary believe strongly that these provisions will protect employees and save lives. Life-sustaining businesses should take all necessary steps to comply by 8 p.m. Sunday April 19, 2020.

Q. Do retailers need to designate specific shopping time for high-risk persons?

A. The Department recommends that businesses take as many precautions as possible to ensure customer safety including special shopping hours at least once a week. However, if all other public health practices have been implemented, including limiting in person shopping, limiting the number of customers to reduce crowding, installing shields or barriers, performing regular cleaning and only opening every other register, then a business may consider if designated shopping times are necessary. Businesses should keep in mind that six feet is the recommended distance of separation. Infection is more likely to happen when customers and staff are in proximity.

Transportation:

Q: Does the Order apply to airports and freight rail operators?

A. Airports are regulated by the FAA. Freight rail operators are regulated by the FRA. Airports and Freight rail operators should therefore follow guidance from those federal regulators.

Q. Does the Order require transit riders to wear masks? What about riders participating in the Medical Assistance Transportation Program?

A. Transit riders should wear masks unless there is a medical reason that prevents them from wearing a mask, or unless they are unable to provide themselves with a mask or a suitable option (bandanna, scarf, etc.) because of economic reasons. A transit company that is able to provide masks for its customers should make every attempt to do so.

Q. Do these restrictions apply to local governments and courthouses?

A. Local political units were not required to suspend in-person operations under the business closure orders issued by the Governor and the Secretary on March 19, 2020. However, they were advised to curtail in-person operations to the extent practicable and to follow COVID-19 mitigation guidance provided by the Department and the CDC. Similarly, local political units are not required to follow the Secretary's Employee Safety Order; however, they are advised to implement the protocols that it outlines to the extent practicable. All decisions should appropriately balance public safety while ensuring the continued delivery of critical infrastructure services and functions.

Q. Do the provisions of the Order apply to state employees?

A. No, the Commonwealth is not a business that is directly covered by the Secretary's Order; however, Governor Wolf has chosen to implement the practices outlined in the Order where possible as an example for the other employers and employees in the Commonwealth.

Q. Does the new Order apply to a manufacturing operation that is closed to the public, and in compliance with all CDC Guidelines?

A. Yes. The wearing of masks is intended to benefit employees as well as the public.

Q. With veterinarian workers not being characterized as health care workers how can they continue to function with social distancing?

A. Veterinary offices should comply with all aspects of the Secretary's Order while attempting to utilize social distancing. It is understood that some veterinary procedures require close contact. Veterinarians should take proper precautions when interacting with customers and colleagues. Veterinarians should also consider limiting their in-person practice to urgent or emergency visits, and forgo elective procedures.

Q. Out of which funds available to the Governor will he be reimbursing employees or employers for the costs associated with complying this new Order?

A. Employees and employers will not be reimbursed. The Governor expects everyone to comply with the Secretary's Order to the best of their ability.



CITY OF PHILADELPHIA
OFFICE OF THE MAYOR
DEPARTMENT OF PUBLIC HEALTH

**AUTHORIZATION FOR THE CONDUCT OF CERTAIN CONSTRUCTION
ACTIVITY CURRENTLY PROHIBITED BY THE MARCH 22, 2020
EMERGENCY ORDER TEMPORARILY PROHIBITING OPERATION OF
NON-ESSENTIAL BUSINESSES AND INDIVIDUAL ACTIVITY TO PREVENT
THE SPREAD OF 2019 NOVEL CORONAVIRUS (COVID -19)**

WHEREAS, on March 6, 2020, in response to the 2019 novel coronavirus disease, COVID-19, the Governor of Pennsylvania issued a Proclamation of Disaster Emergency; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic, or global epidemic; and

WHEREAS, on March 12, 2020, the City's Board of Health by emergency regulation added COVID-19 to the City's list of reportable and quarantinable diseases; and

WHEREAS, on March 16, 2020, the Governor of Pennsylvania announced that the Commonwealth of Pennsylvania is imposing mitigation efforts to curtail the spread of COVID-19 uniformly across the Commonwealth, calling upon nonessential businesses (excluding business such as grocery stores and medical facilities) to close beginning at midnight Tuesday March 17, 2020; and

WHEREAS, on March 17, 2020, the Mayor and the Commissioner of the Department of Public Health ("Health Commissioner") jointly issued an Emergency Order prohibiting operation of non-essential businesses to prevent the spread of COVID-19; and

WHEREAS, on March 19, 2020, the Governor and the Secretary of the Pennsylvania Department of Public Health issued orders requiring all non-life-sustaining businesses to close across the Commonwealth, to help stop the spread of the virus and the Governor and Secretary updated the aforementioned orders and list of life-sustaining and non-life sustaining businesses on March 20, 2020 and, again, on March 21, 2020; and

WHEREAS, on March 22, 2020, the Mayor and the Health Commissioner jointly issued an Emergency Order Temporarily Prohibiting Operation of Non-Essential Businesses and Congregation of Persons to Prevent the Spread of COVID-19, which superseded the

Emergency Order issued by the Mayor and Health Commissioner dated March 17, 2020, which prohibited, *inter alia*, most construction work in Philadelphia (the “March 22, 2020 Prohibition on Non-Essential Business”); and

WHEREAS, on March 23, 2020, the Governor of Pennsylvania issued a Stay at Home Order that applies to Philadelphia and numerous surrounding counties; and

WHEREAS, on March 26, 2020, the Board of Health approved an Emergency Regulation Governing the Control and Prevention of COVID-19, which adopted the Mayor and the Health Commissioner’s March 22, 2020 Emergency Order and expressly authorized the Health Commissioner to issue such additional orders as the Health Commissioner determines are necessary or appropriate control or prevention measures to limit the spread of COVID-19; and

WHEREAS, on April 15, 2020, the Secretary of Health of the Commonwealth of Pennsylvania issued an Order requiring comprehensive safety measures to be employed in all businesses maintaining physical operations, including standards for cleaning and disinfecting high-touch areas, establishing protocols for businesses exposed to probable or confirmed cases of COVID-19, limiting the numbers of employees on the premises and ensuring access to protective and sanitary equipment and supplies; and

WHEREAS, on April 20, 2020, the Governor and the Secretary of Health of the Commonwealth issued amendments to their March 19, 2020 orders concerning the closure of business that are not life sustaining to authorize, *inter alia*, “limited construction activity” that would be authorized to commence in-person operations beginning on May 8, 2020, provided such activity followed strict guidance related to mitigation measures described by the federal Centers for Disease Control and Prevention and the requirements of the Pennsylvania Secretary of Health’s April 15, 2020, Order “Directing Public Health Safety Measures for Business Permitted to Maintain In-person Operations;” and

WHEREAS, on April 23, 2020, the Governor issued a document entitled “Guidance for Businesses in the Construction Industry Permitted to Operate During the COVID-19 Disaster Emergency,” which stated that, absent the establishment or maintenance of more stringent requirement by local governments, such limited construction activity could begin on May 1, 2020, which provided additional detail regarding safety and mitigation measures required to be followed in connection with such construction activity; and

WHEREAS, COVID-19 can cause severe disease and death, particularly in older adult and other vulnerable populations; and

WHEREAS, pursuant to authority set forth in The Philadelphia Code and inherent authority set forth in The Philadelphia Home Rule Charter, the Mayor has broad authority to set forth limitations on public activities during a state of national health emergency; and

WHEREAS, Sections 6-205 and 6-206 of The Philadelphia Code provide that the Department of Public Health may by order forbid the congregation of persons when necessary to prevent the further spread of a communicable and quarantinable disease and may take such other measures as are necessary to prevent the spread of such disease; and

WHEREAS, scientific evidence shows that preventing close contact of individuals is an effective way to mitigate the spread of communicable diseases like COVID-19; and

WHEREAS, the Mayor and the Health Commissioner have determined that, in order to allow limited economic activity to protect existing construction sites, and protect jobs and investment in the City, construction activity may resume in the City with strict limitations appropriate to the situation and the need to limit the spread of COVID-19 on the bases outlined in this Order;

NOW, THEREFORE, James F. Kenney, Mayor of the City of Philadelphia, and Dr. Thomas A. Farley, Health Commissioner of the City of Philadelphia, pursuant to all authority granted under the Philadelphia Home Rule Charter, The Philadelphia Code, the Regulations of the Board of Health of the City of Philadelphia and applicable state law, hereby **ORDER** as follows:

Section 1. Scope.

A. This Order pertains to projects for which a building or demolition permit was issued by the City of Philadelphia on or before March 20, 2020.

B. The lifting of restrictions pertaining to projects for which building or demolition permits were or will be issued after March 20, 2020, shall be addressed in subsequent Orders and construction activity in connection with such projects shall not take place until such restrictions are lifted, except that projects for which the City issued permits after March 20, 2020 to abate emergencies are not restricted and may continue in accordance with applicable orders and guidance.

C. No work shall be performed under this Order on the interior of residential structures, except for emergency repairs as defined in Section 1.G.1(iii) of the City's March 22, 2020 Prohibition on Non-Essential Business. In multi-family buildings or portions thereof, no work is permitted within any occupied dwelling unit or within any shared

common area, except emergency repairs as defined in Section 1.G.1(iii) of the City's March 22, 2020 Prohibition on Non-Essential Business.

D. The following types of construction work remain prohibited, unless authorized in writing by the Commissioner of the Department of Licenses and Inspections:

- underpinning work;
- demolition of an attached structure; and
- projects that require the support of an existing party wall.

Section 2. Periods of Authorized Work.

Work authorized under this Order may begin on May 1, 2020 at 7 a.m. All work allowed under this Order must take place between 7 a.m. and 5 p.m. on Mondays through Fridays. No work may be performed on Saturdays or Sundays, or before 7 a.m. or after 5 p.m. on a weekday, except in an emergency situation.

Section 3. Safety and Mitigation Requirements.

All work performed under this Order must be performed in strict adherence to the following safety requirements.

A. All work must conform to requirements of the Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations issued on April 15, 2020, including but not limited to requirements to:

- provide masks for employees to wear during their time at the work site, and make it a mandatory requirement to wear masks while on the work site;
- provide sufficient amount of space for employees to have breaks and meals while maintaining a social distance of six (6) feet;
- establish protocols to execute upon discovery that workers have been exposed to a person who is a probable or confirmed case of COVID-19; and
- provide employees access to regular hand washing with soap, hand sanitizer, and disinfectant wipes, and ensure that common areas are cleaned on a regular basis.

B. All work must conform to any applicable provisions of the April 5, 2020, Order of the Pennsylvania Secretary of Health providing for building safety measures.

C. All work must follow all applicable guidance of the Centers for Disease Control, particularly the April 8, 2020 Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

D. All work must follow all aspects of the Governor's April 23, 2020 "Guidance for Businesses in the Construction Industry Permitted to Operate During the COVID-19 Disaster Emergency," including but not limited to the following requirements that shall be strictly followed:

- Implementing cleaning and sanitizing protocols at all construction sites and projects, including regular and periodic cleaning and disinfecting of areas that are at high risk for transmission, such as common areas and regularly trafficked spaces (sites are encouraged to engage cleaning companies trained in disinfection protocols to address communicable diseases);
- Requiring social distancing (six-foot minimum distance between workers) while working, unless the safety of the public or workers require deviation;
- No more than four (4) persons per dwelling unit may work at a site for the construction or renovation of a one or two-family dwelling;
- No more than four (4) persons may work at a commercial site or portion thereof that is enclosed and less than 2,000 square feet; one additional worker is allowed for each additional 500 square feet of enclosed area over 2,000 square feet;
- All other construction must adhere to the limitations on numbers of workers at a particular location set forth in the Governor's Guidance;
- Employ jobsite screening based on CDC guidance to determine if workers should work;
- Prohibit employees with COVID-19 symptoms from working and requiring all sick workers to stay home;
- Limit tool sharing and sanitize tools if they must be shared; and
- Ensuring, when feasible, that workers travel to and from the site separately.

E. The Site Safety Manager at each job site, who may also be the "Pandemic Safety Officer" as required under the Governor's Guidance, must obtain a COVID-19 training certificate from one of the training sources designated by the Department of Licenses and Inspections on its website. Such officers shall convey, implement and enforce

the masking, social distancing, sanitization, and other requirements of this Order and its incorporated orders and guidance.

F. A COVID-19 Safety Plan must be maintained at each job site that outlines the site's plans for complying with all applicable orders and guidance, educating workers on safety precautions, and measures to mitigate the risk of spreading COVID-19. Said Plan shall be produced upon request by the Department of Licenses and Inspections.

G. Failure to allow the use of sick or other applicable leave time by any worker under The Philadelphia Code or any other provision of state or federal law that allows for the use of such time in connection with the activities allowed under this Order shall constitute a violation of the requirements of this Order.

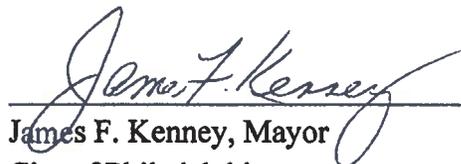
Section 4. Adherence to Limitations of this Order.

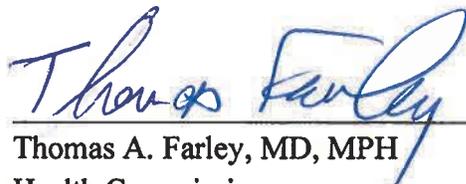
Violations of the requirements of this Order, including any of the safety or mitigation requirements set forth in Section 3, shall be strictly enforced and may lead to the issuance of violation notices, stop work orders, the imposition of fines, the revocation or suspension of licenses, and any other remedies available under law.

Section 5. No Vested Rights.

Work based on permits for which a right of appeal has not expired because of the extension of appeal rights due to the emergency shall proceed at the builder's own risk and not be subject to a claim of vested rights or any other similar claim.

Date: April 29, 2020


James F. Kenney, Mayor
City of Philadelphia


Thomas A. Farley, MD, MPH
Health Commissioner
City of Philadelphia

COVID-19 Office of Facilities Management & Services and Office of Capital Programs
Coordinated Emergency Response Plan

If anyone within the **facilities unit** is notified of a suspected or confirmed COVID-19 case, the following steps are taken:

1. FAC (or facilities staff) is notified that someone has a suspected or confirmed COVID-19 case, they immediately notify Tim Holman.
2. Construction Site:
 - a. Tim Holman will notify Ralph Carp, Jim Creedon, and Jessica Binda.
 - b. Tim Holman will close the building and initiates the emergency response (listed below).
 - c. Tim Holman will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
 - d. Jessica Binda will notify Ahmed Sultan and the Construction Project Manager.
 - e. The Construction Project Manager will notify the Construction Inspector and contractors on site that the building is closed for at least 48 hours. Follow up instructions will be provided within 36 hours.
 - f. The Construction Inspector will go to the school the following morning to ensure no contractors attempt to enter the building.
3. Feeding Site:
 - a. Tim Holman will notify Ralph Carp, Jim Creedon, and Wayne Grasela.
 - b. Tim Holman will close the building and initiate the emergency response (listed below).
 - c. Tim Holman will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
4. Tim Holman initiates the emergency response:
 - a. For the first 24 hours, the building will be aired out if feasible. Windows will be opened.
 - b. After the first 24 hours, an evaluation will be made on next steps, regarding disinfection.
 - c. Tim Holman will notify Ralph Carp, Jim Creedon, and Wayne Grasela and/or Jessica Binda that the building is ready to reoccupy.
 - d. Jessica Binda will notify the Construction Project Manager to inform the Construction Inspector and contractors on site that the building is open the next business day.
 - e. After the emergency response procedure is complete, the contractors will be required to take the temperatures of all their employees prior to entering the building.



If anyone within the **construction unit** (employee or contractor) is notified of a suspected or confirmed COVID-19 case, the following steps are taken:

1. Project Manager (or construction staff) is notified that someone has a suspected or confirmed COVID-19 case, they immediately notify Jessica Binda.
2. Construction Site:
 - a. Jessica Binda will notify Ahmed Sultan, Jim Creedon, and Tim Holman.
 - b. Tim Holman will close the building and initiate the emergency response (listed below).
 - c. Jessica Binda will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
 - d. Tim Holman will notify Ralph Carp.
 - e. The Construction Project Manager will notify the Construction Inspector and contractors on site that the building is closed for at least 48 hours. Follow up instructions will be provided within 36 hours.
 - f. The Construction Inspector will go to the school the following morning to ensure no contractors attempt to enter the building.
3. Feeding Site:
 - a. Jessica Binda will notify Ahmed Sultan, Ralph Carp, Tim Holman, and Wayne Grasela.
 - b. Tim Holman will close the building and initiate the emergency response (listed below).
 - c. Jessica Binda will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
4. Tim Holman initiates the emergency response:
 - a. For the first 24 hours, the building will be aired out, if feasible. Windows will be opened.
 - b. After the first 24 hours, the entire building will be sanitized.
 - c. Tim Holman will notify Ralph Carp, Jim Creedon, and Wayne Grasela and/or Jessica Binda that the building is ready to reoccupy.
 - d. Jessica Binda will notify the Construction Project Manager to inform the Construction Inspector and contractors on site that the building is open the next business day.
 - e. After the emergency response procedure is complete, the contractors will be required to take the temperatures of all their employees prior to entering the building.



THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
440 N. BROAD STREET, 3RD FLOOR
PHILADELPHIA, PENNSYLVANIA 19130-4015

COVID-19 Construction Inspector Checklist

General Job Site

- Pandemic Safety Officer is on site.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor
- COVID-19 training certificate is available on site.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor
- The written COVID-19 Safety Plan is available on site.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor

Pre-entry Screening

- Pre-entry screening is being performed.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor
- Have any contractors reported of any pre-entry screening failures (yes or no)?
 - General Contractor _____
 - Mechanical Contractor _____
 - Electrical Contractor _____
 - Plumbing Contractor _____

Personal Protective Equipment

- All contractors are wearing a mask or scarf to cover their nose and mouth.
- To the extent possible, contractors are implementing social distancing (6 feet).
- Contractors are avoiding trade stacking.
- Increased cleaning procedures are being completed by the lead contractor twice a day.
 - Restrooms are disinfected.
 - Break areas are disinfected.
 - High touch/traffic areas are disinfected.

Suspected or Confirmed Case

- Have you been notified of a suspected or confirmed case on site? (yes or no)
 - General Contractor _____
 - Mechanical Contractor _____
 - Electrical Contractor _____
 - Plumbing Contractor _____
- If yes, has the case been reported to your supervisors? (yes or no) _____
- If a suspected or confirmed case has been reported in the last 14 days, are temperature screening procedures taking place? (yes or no)
 - General Contractor _____
 - Mechanical Contractor _____
 - Electrical Contractor _____
 - Plumbing Contractor _____

Please provide any additional comments below:

Name: _____

Project: _____

Date: _____



As of the date noted below, I am an authorized representative of the Prime Contractor and acknowledge that I have read and understand the School District of Philadelphia's COVID-19 Precautions Plan, dated May 1, 2020. My company will utilize best efforts to comply with the plan.

Prime Contractor Company Name:

Prime Contractor's Authorized Representative:

Representative's Signature:

Date:

Appendix D

Attachment II

(ii) Indoor Air Quality Procedures

SECTION 01 1725

INDOOR AIR QUALITY PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Intent:

1. Maintain minimum dust conditions in occupied spaces during construction.
2. No visible dust in ductwork.
3. Control dust in construction areas: responsibility of implementation and coordination by all prime contractors and subcontractors.

B. Section Includes:

1. Submittals required at start
2. Construction Indoor Air Quality (IAQ) Management Plan.
3. Construction area demarcation.
4. Sealing of duct openings during construction
5. HVAC air filters.

C. Related Sections:

1. Section 011100 - Environmental
2. Section 017411 - Project Cleanliness
3. Section 018113 - Sustainable Design Requirements: General LEED requirements.
4. Section 019100 - Commissioning: General commissioning requirements.
5. Section 234000 - HVAC Air Cleaning Devices: Permanent air filters.

1.2 REFERENCES

A. American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE):

1. ASHRAE 52.2 - Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size.

B. Sheet Metal and Air Conditioning National Contractors Association (SMACNA):

1. SMACNA IAQ 2nd Edition 2007 - Guideline for Occupied Buildings under Construction, Chapter 3: Control Measures.

1.3 PLAN REQUIREMENTS

- ###### A.
- Lead contractor to develop and implement Construction IAQ Management Plan according to SMACNA IAQ as approved by Owner for compliance at the start of every project.

- B. Furnish plan for owner and revise and submit as necessary until approval received in writing from owner.
- C. Intent:
 - 1. Prevent indoor air quality problems resulting from construction and renovation process.
 - 2. Protect HVAC system during construction and renovation, control pollutant sources, and interrupt contamination pathways.
 - 3. Training for contractor staff
 - 4. Furnish compliance documentation to owner representative

1.4 SUBMITTALS

- A. Section 013300 - Submittal Procedures: Requirements for submittals.
- B. Product Data: Submit description and performance data for filters including MERV ratings.
- C. Construction IAQ Management Plan: Submit plan describing methods and procedures for implementing and monitoring compliance as specified in this Section.
- D. Submit monthly construction photographs showing compliance with Construction IAQ Management Plan.

1.5 CONSTRUCTION IAQ MANAGEMENT PLAN

- A. Furnish Implement Construction IAQ Management Plan within 10 days prior to mobilization.
- B. Plan shall be created by a qualified safety director by the lead contractor on any and all projects with multiple prime contractors.
- C. No work shall begin unless approved IAQ Management Plan is in place.
- D. Review Construction IAQ Management Plan at construction kickoff meeting and progress meetings specified in Section 013000 - Administrative Requirements.
- E. Distribute approved Construction IAQ Management Plan to Subcontractors and others affected by plan requirements.
- F. Oversee plan implementation, instruct construction personnel about plan compliance, and document plan results.
- G. Include the following requirements in Construction IAQ Management Plan:
 - 1. Meeting or exceeding design approaches of SMACNA IAQ.
 - 2. Names of persons responsible for ensuring adherence to Environmental Protection Plan.
 - 3. Outline training program to meet requirements of Section 3 Execution
 - 4. Furnish photographs documenting compliance with IAQ management plan.
 - 5. Names and qualifications of persons responsible for manifesting hazardous waste to be removed from site.
 - 6. Names and qualifications of persons responsible for training site personnel.
 - 7. Descriptions of environmental protection personnel training program.
 - 8. Walk-off mats shall be employed for medium and large scale dust generating projects at all worker entrances/exits. Purpose of these mats is to trap dust from equipment and shoes of personnel leaving the dust contaminated work zone. Mats shall be vacuumed

daily, or more frequently as necessary, using HEPA filtered vacuums. Mats shall be of sufficient size to place both feet on mat at Plastic sheeting and taping for demarcation during phases of work.

9. Sealing of ductwork
10. Seal all penetrations with foam to prevent dust migration.
11. Filter material over ductwork in construction areas in use.
12. Temporary air scrubbers with HEPA filtration
13. Negative pressure air scrubbers
14. Permitting adequate airing-out of new materials.
15. Proper curing of concrete before covering.
16. Avoiding building occupancy while construction-related pollutants are present.
17. Other dust control.
18. Debris removal.
19. Names of persons responsible for ensuring adherence to IAQ Management Plan.
20. Names and qualifications of persons responsible for training site personnel.
21. Descriptions of environmental protection personnel training program.
22. Include measures to protect the ventilation system components and air pathways against contamination during construction. The Plan must include cleaning procedures to be employed prior to the building being occupied, in the event that ventilation system components and air pathways are not adequately protected.
23. Keep the premises free from accumulations of waste materials, rubbish and other debris resulting from the work. Identify the storage, disposal and Housekeeping practices to be applied to building supplies and waste materials to protect building systems from contamination.
24. Housekeeping: Must occur daily by all construction employees.
25. The location, type, amount, sequence and timing of the various control measures, including emergency procedures, and the labor, materials and time required to implement them.
26. Store building materials in a weather- tight, clean area protected from dust, debris and moisture damage.
27. Provide 100 percent outside air continuously during installation of materials and finishes, beginning after the building is substantially enclosed. Where a supply air system is already installed, it must have filters in place before work begins.
28. If Owner authorizes use of permanent heating, cooling, and ventilating systems during construction period the HVAC system may be used to move both supply and return air provided the following conditions are met:
 - a. Replace all construction-related filtration media used on permanent HVAC equipment at substantial completion of the work.
 - b. Confirm that all air filters, casing, coils, air scrubbers and ducts are clean, before TAB.
 - c. Permanent return air ducts must be inspected and/or cleaned to comply with minimum requirements of General Specifications for the Cleaning of HVAC Systems published by the National Air Duct Cleaning Association www.nadca.com.
 - d. Coordinate duct testing and cleaning procedures with the commissioning requirements set forth in Division 01, Section 019115 to ensure that they may be witnessed and documented by the commissioning authority.
 - e. If Owner authorizes the use of permanent heating, cooling, and ventilating systems during construction period the Contractor shall install filter media having a MERV 8 according to ASHRAE 52.2 at each return-air inlet for the air-handling system used during construction.
29. The IAQ plan will also outline the use of local recirculation air scrubbers with HEPA filtration and/or negative pressure air scrubbers.
30. All HEPA filter air scrubbers must have the pre-filters changed monthly or more frequently as needed. The IAQ plan will document change out.
31. Negative pressure air scrubbers have a provision for flexible to duct to outside the demarcation area of construction, but NOT to occupied school areas.

1.6 CONSTRUCTION AREA DEMARCATION

- A. Each area of work as defined by phasing plan that does not have natural barriers shall have plastic barrier installed
- B. Plastic barrier shall be installed in such a manner that tape alone is not holding it in place.
- C. Tape shall only be used to seal edge of barrier or openings, not support or retain the barrier horizontally or vertically.

1.7 SEALING AREAS

- A. Besides plastic barriers foam seal shall be used to provide a more thorough method of preventing dust migration during construction.

1.8 SEQUENCING

- A. Section 011000 - Summary: Requirements for sequencing.
- B. Sequence material delivery and installation to avoid exposing insulation, carpeting, acoustical ceilings, gypsum board, and other absorptive materials to contamination and moisture.
 - 1. Enclose building before storing and installing moisture-sensitive products within building under construction.
 - 2. Sequence deliveries to match phases of work

PART 2 - PRODUCTS

2.1 PLASTIC SHEETING

- A. Provide demarcation of work area of work area and isolation from occupied areas.
- B. Must be fire resistant type only.
- C. Provide entrance way that closes to contain work environment.
- D. Plastic sheet: minimum 6 mil thickness.
- E. Zipwall products are acceptable.

2.2 WALK OFF MATS

- A. Walk Off Mats for Construction - Surface Use
 - 1. Zipwall
 - 2. Mad Matter
 - 3. Or equal

2.3 DUST CONTROL AIR SCRUBBERS

1. Plug in style portable air scrubber with HEPA filtration
 - a. BuildClean HEPA 360° AIR SCRUBBER
 - b. Novair F2100 Air scrubber
 - c. B-Air RA-650 HEPA Air scrubber
 - d. Or equal
2. Negative pressure air scrubber
 - a. B-Air RA-650 HEPA Air scrubber
 - b. MOUNTO AF500 1/3hp 500cfm Industrial HEPA Air scrubber Air Filtration System Dust Air Cleaner Negative Air Machine
 - c. Abatement Technologies H2KM Negative Air Machine
 - d. XPOWER X-2580 Commercial 4 Stage Filtration HEPA+ Activated Carbon Filter Purifier System, Negative Air Machine
 - e. BlueDri BD-AS-550-BL Negative Machine
 - f. Or equal

2.4 HVAC AIR FILTERS FOR PERMANENT HVAC SYSTEMS DURING CONSTRUCTION

- A. Return Filters: Filtration media rated for minimum efficiency reporting value (MERV) when tested according to ASHRAE 52.2.
 1. Construction Return Filters: MERV of 8.
 2. Flush-Out Return Filters: MERV of 13.
 3. Permanent Filters: MERV of 13 or as specified in Section 234000 - HVAC Air Cleaning Devices.
- B. Supply Filters: As specified in Section 234000 - HVAC Air Cleaning Devices.

PART 3 - EXECUTION

3.1 PRE-WORK ACTIVITIES

- A. The contractor shall ensure the following prior to commencing work:
 1. Specific dust generating activities and associated controls shall be addressed in the Site Specific Health and Safety Plan.
 2. Workforce, including sub-contractors, must be made aware of the site dust control requirements.
 3. Check the various work zones within the building and adjacent areas to confirm the area are clean.
 4. Access to all active work areas shall be restricted to authorized contractors.
 5. For occupied buildings, dust generating activities shall be performed after normal hours of operations, unless prior permission is received from the Owner's Representative.

3.2 WORK ACTIVITIES

- A. Dust producing projects shall be classified as small scale, medium scale or large scale projects, as detailed in paragraph 3.3.
- B. For all dust generating activities, Contractor is required to have Site Safety Officer present to ensure dust control procedures are properly followed.

- C. Any dust related complaints brought to the Contractors attention, must be immediately reported to Owner's Representative, and an incident investigation must be initiated to prevent reoccurrence.
- D. Where practical, dust generation should be eliminated or minimized through the use of proper engineering controls (i.e. containment at source such as drilling wall surface through a wet sponge, wet suppression, use of HEPA vacuum equipped tools, etc.).
- E. Dust generating power tools shall be equipped with HEPA filtered dust collectors where practical. Power tools capable of generating dust without dust collection shall only be used in conjunction with suitable work area containment and with Owner's Representative approval.
- F. Walk-off mats shall be employed for medium and large scale dust generating projects at all worker entrances/exits. Purpose of these mats is to trap dust from equipment and shoes of personnel leaving the dust contaminated work zone. Mats shall be vacuumed daily, or more frequently as necessary, using HEPA filtered vacuums. Mats shall be of sufficient size to place both feet on mat at once.

3.3 PROJECT CLASSIFICATION

- A. Small Scale Project: (Dust producing activities disturbing less than one (1) square yard of material. These are small scale, short duration jobs generating minimal dust.
 - 1. Some examples include:
 - a. Installing wires or cables, sanding/repairing small section of wall, cutting out gypsum board to install receptacles.
 - 2. Carry out Work as follows:
 - a. Remove all furniture, fixtures and belongings from the work area to a minimum of 5 feet in all directions.
 - b. Restrict access to immediate work area. Keep all doors closed where practical. Post "Dust Hazard Area – Do Not Enter" signs at all entrances to work area. In common areas use barrier tape to establish the regulated area.
 - c. Place a drop cloth of polyethylene sheeting immediately underneath the work area extending a minimum of 5 feet in each direction (unless flooring is easily cleanable).
 - d. Cover all air return or exhaust vents if within 5 feet of the work area with polyethylene sheeting and duct tape.
 - e. Complete the task, minimizing dust production, as prescribed in paragraph 3.2 - Work Activities.
 - f. When the work is completed, wet-wipe polyethylene sheeting and flooring and if necessary, other areas close by with a damp rag.
 - g. Visually inspect the area for any remaining dust and wet wipe as necessary.
 - h. If installed, remove polyethylene sheeting from air return and exhaust vents.
 - i. Where practical, transport debris after hours using least congested and most direct routes. If any debris is spilled outside the work area, immediately wet-wipe debris.
 - j. Clean all tools and equipment before removal from the work area.

B. Medium Scale Project (Dust producing activities disturbing greater than twenty five (25) square feet and less than 300 square feet of material) with anticipated moderate dust levels that are typically one shift or more in duration.

1. Examples include:

- a. Sanding several sheets of gypsum board.
- b. Electrical work above ceiling tiles where general debris is known above the ceiling.
- c. Removing numerous ceiling tiles in an area.
- d. New wall construction.

2. Carry out the Work as follows:

- a. Determine the most effective way of isolating the work area from occupants (i.e. using plastic barriers or by sealing off doors).
- b. Complete all items specified under small scale projects.
- c. While performing the work, limit the dust generated by removing the materials in sections, lightly misting the material as necessary. Debris shall be bagged immediately for disposal. In addition to wet wiping, HEPA filtered vacuum systems shall be employed where practical to limit airborne dust.
- d. When the task is completed, HEPA vacuum and/or wet wipe the polyethylene sheeting.
- e. Prior to removing any temporary wall partitions from floor to ceiling or polyethylene barriers, a final inspection shall be performed by the Site Safety Officer or designate to ensure proper cleanup has been completed. This inspection shall be documented by the Contractor and made available at the request of the Owner's Representative.
- f. Establishment of containment may result in the accumulation of dust within the enclosure. As such, the need for respiratory protection and decontamination would be greater than for small scale projects (i.e. face mask).

C. Large Scale Projects (Dust Producing Activities disturbing greater than 300 square feet of material with anticipated high dust levels and typically involves multiple work shifts.

1. Examples include:

- a. Major demolition or construction.
- b. Extensive renovations to wall or ceiling surfaces.
- c. Generating significant amounts of concrete dust.

2. Carry out the Work as follows:

- a. Complete all items as prescribed under the Medium Scale Projects section.
- b. If the work produces dust that cannot be limited by removal in sections or misting and the work area configuration allows, use HEPA filtered negative air units with the intake directly across from the dust generating activity. Exhaust the HEPA unit outside the building.
- c. If using a disposal cart or container to transport debris within the building, ensure the lid is tightly secured and the wheels are clean prior to exiting the work area.
- d. If local source capture is employed (i.e. HEPA filtered power tool) and no significant debris anticipated then treat as a medium scale project.
- e. Negative air units shall be left operating at the completion of cleanup, for the duration stipulated in Table 4, CAN/CSA Z317.13-F07.
- f. Windows, doors, exhaust vents and supply intakes shall be sealed off in dust generating areas. Upper seals must be employed where necessary to prevent the spread of dust into adjacent areas.
- g. The contractor must be able to show that the work zone is negatively pressurized in relation to adjacent occupied areas.

3.4 SUBMIT IAQ PLAN

- B. Furnish plan for owner approval and revise as necessary as per Section 1 and below.
- C. Written dust control (IAQ) Program
 1. The contractor shall have a site-specific, written program that contains the following elements:
 - a. Introduction: Project description, location, scope and schedule of work.
 - b. Personnel: Project manager, person in charge of dust control program.
 - c. Dust control dust-emitting activities: Tasks, equipment, materials, work crew.
 - d. Engineering and work-practice controls: Type of control, use and maintenance procedures and how effectiveness will be verified including personal air monitoring data and schedules for air monitoring.
 - e. Schedule: Timetable for implementing compliance program.
 - f. Hygiene procedures: Protective clothing (beside masks) and equipment, housekeeping, hand washing stations.

3.5 DOCUMENTATION

- A. Section 013300 - Submittal Procedures: Requirements for construction photographs.
- B. Photograph construction operations to show compliance with SMACNA IAQ and Construction IAQ Management Plan.
- C. Section 013300 - Submittal Procedures: Requirements for construction photographs.

2. Take photographs of trainer and housekeeping training sessions.
3. Take minimum of six photographs on minimum of three different occasions during construction to show consistent adherence with specified requirements.
4. Identify photographs as required in Section 013300 - Submittal Procedures and identify SMACNA IAQ approach illustrated in each photograph.
5. Submit photographs of each and every instance of HEPA air scrubber pre-filter replacement.

3.6 TRAINING

A. Training

1. Employee training: An employer whose operations include using powered tools or equipment to cut, grind, core, or drill concrete or masonry materials shall provide training on the following topics to all employees prior to their assignment to jobs or work areas where the employer will be conducting these operations that potentially expose them to dust control-containing dusts:
 - a. The potential health hazards of overexposure to airborne dust generated from concrete and masonry materials, including silicosis, lung cancer, chronic obstructive lung disease (COPD) and decreased lung function.
 - b. Methods used by the employer to control employee exposures to airborne dust from concrete and masonry materials, including wet cutting, local exhaust ventilation systems, and process isolation, as applicable.
 - c. Proper use and maintenance of dust reduction systems, including the safe handling and disposal of waste materials collected in connection with their use.
 - d. The importance of good personal hygiene and housekeeping practices when working in proximity to dust from concrete and masonry materials including: not smoking tobacco products; appropriate methods of cleaning up before eating, and appropriate methods of cleaning clothes.
 - e. Meet or exceed OSHA requirements including permissible exposure limits, requirements for engineering controls, and mask protection program requirements.
2. Supervisor training. Prior to supervision of employees who will be cutting, grinding, drilling, or coring concrete or masonry materials, supervisory employees shall be trained on the following topics:
 - a. The information required to be provided by subsection above. Identification of tasks the employees will perform, which may result in employee exposure to concrete or masonry dust.
 - b. Procedures for implementation of the measures used by the employer to reduce the exposure to concrete or masonry dust.
 - c. Measures for verifying the effectiveness of controls.
3. Periodic training. On jobs that last more than one year, the employer shall conduct the

training required by this section at least annually.

G. Training Records

1. General Requirements: The contractor must maintain a record of all training required by this part within the preceding three (3) years for each person, who performs or directly supervises this specific job function (Masonry, Grinding, Cutting and Sawing). These training records must be maintained during the time that the person performs or supervises this job function (Masonry, Grinding, Cutting and Sawing). These training records must be kept for direct employees of the contractor as well as independent contractors, subcontractors and any other person who performs or directly supervises these job functions for the contractor.
2. Location of Records: The contractor must retain the training records required by this part to include all initial and recurrent training received within the preceding three (3) years for all persons performing or directly supervising this job function (Masonry, Grinding, Cutting and Sawing). Records may be maintained electronically or by other acceptable means. When the person ceases to perform or directly supervise this job function (Masonry, Grinding, Cutting and Sawing) the contractor must retain the training records for an additional ninety (90) days.
3. Contents of Records: Each training record must contain the following:
 - a. The individual's name;
 - b. The most recent training completion date;
 - c. A description, copy or reference to training materials used to meet training requirements;
 - d. The name of the person or organization providing the training.

3.7 DEMARCATION OF WORK AREA

A. Provide active means to prevent dust, particulates and odors in the air from dispersing into the occupied areas of the facility. All contractors and Sub-contractors must supply and install dust walk off pads/sticky mats at all exits to all contractor work areas. The mat(s) are mounted on a reusable, hard plastic, frame with a nonskid backing. When all layers of the mat are eventually used, a new refill pad can be easily installed on the reusable frame.

1. The contractor shall conduct daily visual inspections of the site for the presence of visible dust during grinding and cutting tasks. The presence of such dust is a sign that the controls are not doing their job.
2. Alter/isolate the air handling system in the area where the work is being performed to prevent contamination of the duct system. The contractor staff shall be responsible for blocking off supply ducts and covering return air ducts to prevent contamination with dust and particulates.
3. Construct plastic barrier to maintain airflow from clean area through and into work area. Require all personnel to pass through this room. Create overlapping flap (minimum of 2 feet wide) at plastic enclosures for personnel access.
4. Complete all construction barriers before construction work begins.
 - b. Where demarcation of work area is possible; utilize building walls and doors (all doors except construction access doors), close and seal with duct tape to prevent dust and debris from escaping.
 - c. Where construction, demolition, or reconstruction is not capable of demarcation of work area by utilizing existing building walls and doors, use one of the following methods of isolation:
 - 1) Airtight plastic barriers extending from floor to ceiling decking, or ceiling

- tiles if not removed.
- 2) Plastic barrier seams to be sealed with duct tape to prevent dust and debris from escaping.
 - 3) Drywall barriers. Seams or joints will be covered or sealed to prevent dust and debris from escaping.
 - 4) Seal holes, pipes, conduits and punctures to prevent dust migration.
 - 5) Place isolation barriers at penetration of ceiling envelopes, chases and ceiling spaces to stop movement of air and debris.
 - 6) When openings are made into existing ceilings in work areas, where possible, the decontamination unit should be used which will seal off openings and fit tightly from ceiling to floor.
 - 7) Construct to maintain airflow from clean area through and into work area. Require all personnel to pass through this room. Create overlapping flap (minimum of 2 feet wide) at plastic enclosures for personnel access.
 - 8) Maintain negative pressure within the work site including venting outside of the building.
 - 9) Direct pedestrian traffic from construction areas away from occupied areas to limit opening and closing of doors (or other barriers) that may cause dust dispersion, entry of contaminated air, or tracking of dust to occupied areas.
 - 10) Place dust mats (walk off pads) at entrance to work area and replace or clean regularly.
 - 11) Contain construction waste before being transported in covered containers.

3.8 DUST CONTROL AIR SCRUBBERS

- A. Install portable air scrubber(s) with HEPA filters at locations within construction area to maintain 4 air changes per hour. Check pre-filters weekly and replace as required.
- B. Install negative pressure air scrubbers to move a minimum of 25 percent air volume of construction space per hour out of construction area. (For example a 100 feet by 100 feet area of construction with 10 foot floor to deck has 100,000 cubic feet volume. The negative pressure air scrubber must move 25,000 cubic feet per hour or minimum 417 CFM.)
- C. Maintain negative pressure within the work site including venting outside of the building.
- D. Where venting to outside is not possible the end of each duct must discharge into a bucket of water (below water level) to remove any remaining particles.

3.9 FILTER INSTALLATION AND REPLACEMENT

- A. Install construction return filter at each return grille before operating permanent air handlers during construction.
- B. Replace filters after completing construction and before conducting building flush-out.
 1. Replace construction return filters with flush-out return filters.
 2. Replace supply filters.
- C. Replace filters after completing construction and before occupancy.
 1. Replace construction return filters with permanent filters.
 2. Replace supply filters.

3.10 HOUSEKEEPING

- A. Section 017000 - Execution and Closeout Requirements: Field inspecting, testing, adjusting, and balancing.
- B. Progress Cleaning: clean in accordance with Section 0174 11.
 - 1. Leave Work area clean at end of each day.
- C. All SDP contractors and Sub-contractors shall avoid usage of any equipment and/or tools resulting in excessive noise or vibration that impacts the Educational Process during Occupied School Hours.
- D. Provide active means to prevent dust, particulates and odors in the air from dispersing into the occupied areas of the facility. All contractors and Sub-contractors must supply and install dust walk off pads/sticky mats at all exits to all contractor work areas. The mat is mounted on a reusable, hard plastic, frame with a nonskid backing. When all layers of the mat are eventually used, a new refill pad can be easily installed on the reusable frame.
- E. Direct pedestrian traffic from construction areas away from occupied areas to limit opening and closing of doors (or other barriers) that may cause dust dispersion, entry of contaminated air, or tracking of dust to occupied areas.
- F. Place dust mats (walk off pads) at entrance to work area and replace or clean regularly.
- G. Contain construction waste before being transported in covered containers.
- H. In all cases, work-practice or administrative controls that reduce dust at the source where it is being generated shall be the control of choice. In those instances where such controls cannot be used – even temporarily — employees shall be protected with masks that are used as part of a mask protection program. Additionally, the contractor must document how they determined that work practice or administrative controls could not be used.
- I. Safety and Effectiveness of Dust Control Systems:
 - 1. Procedures shall be implemented to ensure that dust reduction systems maintain their effectiveness for dust reduction throughout the work shift.
 - 2. Dust reduction systems shall be installed, operated, and maintained in accordance with manufacturer recommendations when there are such.
- J. When electrical tools are used with water as a dust reduction system, it shall be done in accordance with applicable requirements of electrical safety.
- K. Dust Collection/Management:
 - 1. Dust shall be contained and disposed of in bags that can effectively hold dust without breaking.
 - 2. Work surfaces and clothing shall be cleaned with vacuums and not by dry sweeping or the use of compressed air.
 - 3. Masks shall be worn when changing out bags or handling dust

3.11 CLOSEOUT

- A. Upon Completion of Project:
 - 1. Do not remove barriers from the work area until completed project is thoroughly cleaned.
 - 2. Vacuum work area including barriers.
 - 3. Wet mop area and wipe down horizontal surfaces.

4. Barrier material should be wet wiped before removal.
5. Remove barrier material carefully to minimize spreading of dirt and debris associated with construction.
6. Remove alterations to the air handling system in the area where the work is being performed.
7. Contain construction waste before being transported in covered containers.

END OF SECTION

Appendix D

Attachment II

(iii) Project Cleanliness

SECTION 01 1750 PROJECT CLEANLINESS

PART 1 GENERAL

1.1 PROJECT CLEANLINESS

- A. Each contractor on a project is responsible for each section.
- B. Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Owner or other Contractors.
- C. Remove waste materials from site at regularly scheduled times or dispose of as directed by Consultant. Do not burn waste materials on site.
- D. Clear snow and ice from access to building, bank/pile snow in designated areas only.
- E. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- F. Provide on-site containers for collection of waste materials and debris.
- G. Remove waste material and debris from site and deposit in waste container at end of each working day.
- H. Dispose of waste materials and debris off site.
- I. Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- J. Store volatile waste in flammable and combustible containers, and remove from premises at end of each working day.
- K. Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- L. Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- M. Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- N. Use HEPA vacuum to clean up work generated debris when working in occupied building.
- O. Operator must use mask when using power tools that may generate dust at a minimum in accordance with health and safety plan.

1.2 FINAL CLEANING

- A. When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining work.
- B. Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- C. Prior to final review, remove surplus products, tools, construction machinery and equipment.
- D. Remove waste materials from site at regularly scheduled times or dispose of as directed by Consultant. Do not burn waste materials on site.
- E. Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- F. Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, floors, doors and ceilings.
- G. Clean lighting reflectors, lenses, and other lighting surfaces.
- H. Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- I. Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- J. Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- K. Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- L. Remove dirt and other disfiguration from exterior surfaces.
- M. Sweep and wash clean paved areas.
- N. Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.

PART 2 Products

2.1 NOT USED

PART 3 Execution

3.1 NOT USED

END OF SECTION