COVID-19 Contractor Guidelines for Working on Campus
May 2020

Contractors working on Michigan Tech’s campus must prepare a new or updated Site-Specific Health and Safety Plan to address COVID-19-related issues and are strongly urged to adopt and implement the following measures under the safety plan. Contractors should review the latest OSHA COVID-19 Workplace Safety Guidance document as a resource in preparation of their Site-Specific Health and Safety Plan. https://www.osha.gov/Publications/OSHA3990.pdf

1. Submit a new or updated Site-Specific Health and Safety Plan to address COVID-19-related issues to the MTU Project Manager and copy facilities@mtu.edu. The University will review and approve the plan prior to any work resuming.

2. Establish an assembly point for contractor staff before the start of work each day that complies with the recommended social distancing parameters. Coordinate location with MTU Project Manager.

3. Establish a daily screening protocol for arriving staff to ensure potentially infected staff do not enter the work site. If workers leave and re-enter the work site during the shift, re-screen individuals prior to re-entry into the work site. A specific protocol shall be submitted as part of the Safety Plan.

4. Provide a daily tailgate session reviewing site protocols to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19, these tailgates should occur daily and contractors should document attendance.

5. Designate a Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. The SSR should have training (Indicate what training has been provided) commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible to maintain supplies of disinfectants and make sure workers follow decontamination, hand washing, social distancing, and PPE rules.

6. All persons are required to wear face coverings when entering enclosed public spaces, including campus buildings and workspaces, where social distancing cannot be maintained.

7. Establish the level of PPE required for each specific task. This is especially important for tasks that may require staff to work inside of the recommended social distancing zone. Employ a task specific Job Hazard Analysis (JHA). Contractors should continually evaluate the specific hazards at their job sites along with the CDC and OSHA recommendations to determine the most appropriate job hazard analysis for the project/task as it relates to the spread and/or
transmission of COVID-19. Development of JHA’s related to each activity for each trade “when social distancing is not an option” if the task / activities requires two or more workers to perform the necessary work.

8. For work sites where multi-employers share the same workspace, the SSR shall inform all employers about each site-specific COVID-19 Contractor Guideline. Where one contractor enters the space of another contractor, the most stringent guidelines should be followed.

9. Clean and sanitize trailers, toilets and other enclosed spaces. Establish deep cleaning schedules on job sites to address exposed surfaces. Contractor to provide a portable toilet for the duration of the project.

10. Social distancing or appropriate PPE must be maintained in elevators and lifts. Establish a regular cleaning and disinfection schedule for elevators and lifts.

11. Establish a cleaning and decontamination protocol prior to entry and exit of the job site. Establish a similar cleaning protocol within the job site area.

12. Establish hand sanitization/cleaning station(s) within the work area. They should be of sufficient quantity to allow staff to remain within the work areas without exiting into break areas. It is critical to adequately maintain these stations continuously.

13. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to leaving the job site for the day.

14. Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.

15. Clean surfaces of heavy equipment enclosed cabs including service/fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs. Replace cabin air filters if you suspect they have been exposed or compromised by sick employee.

Also, as part of the Site-Specific Health and Safety Plan contractors shall draft and implement a Code of Safe Practices that will at a minimum require staff/labor to follow the guidelines shown below during the course of their work:

- If you feel sick, and/or have been exposed to anyone who is sick, stay at home. You may be required to provide a test result showing a negative result (not infected) before being allowed to return to work.
- Wash hands frequently for at least 20 seconds with soap and water. Avoid touching your face with un-sanitized hands. Avoid touching common surfaces with bare hands.
- Constantly observe your work distances in relation to other staff. Maintain the recommended 6 feet at all times when not wearing the necessary PPE for working in close proximity to another person. It is recommended to not shake hands with or make other direct contact with other staff. It is recommended to not carpool with other staff unless they are family members
living within your household.

- It is recommended to not share phones. Use of microwaves, water coolers and other similar group equipment for breaks should be suspended until further notice.
- Clean personal tools and group tools prior to use.
- If your task requires working in close proximity to another person, review the required JHA to ensure you are equipped with the proper PPE and are trained in and understand the directions for use. Do not start any task until you have been properly equipped and trained on procedures.
- Ensure you clean and maintain your personal PPE and do not loan any item out to other staff.
- Disposable PPE, paper towels, and similar waste must be deposited in non-touch waste bins.
- Do not cough or sneeze into your hand; rather, direct coughs and sneezes into the crook of your arm at your elbow; follow established CDC guidelines.
- Workers should change work clothes and shoes prior to arriving at home. All clothing should not be shook out. It is recommended to launder work clothes separate from other laundry.