

May 8, 2020

REQUIREMENTS FOR PROJECTS APPROVED TO RE-START

Northwestern University is approving the restart of certain projects that were paused in late March due to concern regarding the spread of coronavirus/COVID-19. Projects have been selected based on anticipated demands on limited campus resources (Facilities Operations support, Risk Management staff, first responders, etc.), expected contractor staffing levels, and ability to maintain safe work practices such as social distancing.

Prior to resuming on-site project activities the Contractor (including equipment and furniture vendors/installers, etc.) shall provide the following to the Northwestern Project Manager:

- This cover page indicating receipt of this document and their agreement to its provisions and requirements.
- Company COVID-19 Policy and Guidelines.
- Site/building utilization plan(s) as described under “Project Activity Areas.”

Project: _____

Contractor: _____

Primary Project Contact:

Name: _____ Mobile: _____

Email: _____

Primary COVID-19 Contact:

Name: _____ Phone: _____

Officer/Executive:

Name: _____ Title: _____

Signed: _____ Date: _____

Distribution:

- Project File
- Director for Construction
- Director for Operations (EV or CH)
- Director for Environmental Health and Safety

Northwestern University Coronavirus/COVID-19 Construction Requirements

General Behavior

Contractor personnel, including subcontractors, shall follow all guidance provided by state, local, and national officials, these requirements, and the Contractor's printed policy. The printed policy must address the following topics without limitation:

- Personal responsibility – calling-off when feeling ill, signing in to the project daily, reporting possible exposure and confirmed testing, cooperation with contact tracing
- Social distancing, including procedures for site meetings and daily breaks/lunch
- Use of PPE, including facemasks
- Hygiene - handwashing, use of alcohol-based hand sanitizers, and routine disinfecting of tools and equipment
- Company responsibilities – provision of PPE and soaps/sanitizers/disinfectant wipes, delivering training and safety moments, notification of owners/clients when project personnel self-isolate or test positive for COVID-19, assistance with contact tracing

These general behaviors shall be exhibited whenever personnel are on Northwestern property, not just on the project site.

Compliance with Environmental Health and Safety Authorities

Personnel must comply with reasonable directives from health authorities, including without limitation governmental agency representatives (Centers for Disease Control, Illinois Department of Public Health, local Health Departments) and representatives of Northwestern's Offices of Risk Management and Research Safety.

Building Access

Campus buildings are locked down for security. Key individuals will be issued a Wildcard credential (or their existing Wildcard will be reactivated) to provide building access. It may be necessary to post personnel at the building entrance at start of shift, break times, etc. to facilitate access by uncredentialed personnel. Exterior doors are not to be propped open at any time. Do not admit unknown persons to any building for any reason.

Project Sign-in

The Contractor shall maintain a daily sign-in log for Northwestern's use, using the provided form. Copies of this document, the Contractor's COVID-19 Policy and Guidelines, and the building utilization plan (see below) must be kept with the sign-in log. Contractors shall provide, to the Project Manager, copies of the sign-in sheets on a weekly basis.

Project Activity Areas

Contractors should confine their activities to areas required to complete their work. Prior to remobilizing Contractors should work with their Northwestern Project Manager to develop site/building utilization plans to identify access routes, staging areas (personnel, materials, and equipment), and support facilities such as restrooms. Do not utilize common areas or unused spaces for breaks, meetings, etc. Minimize interaction with building occupants, and follow social distancing/PPE guidelines. If use of elevators is required, establish appropriate occupancy levels to maintain social distancing.

Northwestern University Coronavirus/COVID-19 Construction Requirements

Project Support by Facilities Operations and Maintenance Staff

All requests for project support must be submitted via the Project Manager with minimum 14-day notice. Limited staff are available on campus to support building/room access, utility shutdowns (including review of MOPs), life safety impairments, hot work permits, and similar requests. Operations and Maintenance will provide estimated timeframes for support based on available staffing.

Municipal Inspections and Risk Management Witness Testing

Municipal inspection services may not be available, or may be provided via alternative means such as video walkthrough or photo documentation showing correction of previously noted deficiencies. The Contractor is responsible for requesting inspections and assisting AHJ personnel with project access. Risk Management staff may not be available for witness testing of life safety systems; the Project Manager will attempt to make arrangements for this service, or it will be postponed until staff are available.

Project-Specific Requirements

Further requirements may be necessary to address specific project/site needs. For example, in some buildings it may be appropriate to fully segregate contractor activities from other occupants. These requirements will be discussed among the requestor (Risk Management, Office of Research Safety, Facilities, occupants, etc.), the Project Manager, and the Contractor.

Custodial Services/Cleaning/Disinfection

Northwestern will provide daily cleaning of corridors and public restrooms in accordance with CDC guidance, including disinfecting of high-touch surfaces. Similar cleaning will be provided in spaces co-occupied by University staff and Contractor personnel. Contractors are responsible for cleaning project areas solely occupied by their personnel.

Non-Compliance

Personnel who fail to comply with these requirements may be asked to leave campus. If a contractor persistently fails to manage their personnel all project work will be stopped until the university has confidence that it may restart without putting our community at unnecessary risk.

Revisions

These Requirements may be revised to reflect new public health guidance and directives, University experience on this and other Projects, availability of support staff, and changing campus/building occupancy patterns. Revisions will be distributed to the Primary Project Contact identified on the cover page.

End of Requirements