



COVID-19 Project Interaction Plan

Albany Department of Planning and Development

April 30, 2020

Summary:

COVID-19 is creating constantly changing conditions within the workplace. Projects deemed to be "essential" must continue following specific guidelines. Albany Department of Planning and Development Administration is working closely with engineering staff, consultants, and administrators to ensure the safety of all Albany Department of Planning and Development employees and the public, contractors, subcontractors, and every other individual in which there is any interaction to complete essential projects or tasks. The purpose of this document is to outline requirements in working with contractors at Albany Department of Planning and Development facilities in which a coordinated effort to ensure the health and safety of all staff from all agencies is priority.

As part of this mitigation plan, it is suggested that all parties should refer to the recommendations and guidelines being continuously developed and distributed by the CDC, OSHA, Office of the Governor of The State of New York, and Office of the Mayor of The City of Albany.

Adherence to the Project Interaction Plan and set of directives herein shall continue until a time in which conditions are deemed "softened" and directives are given to a particular or lessened level of precaution. Only the Commissioner of the Albany Department of Planning and Development will deliver a new directive with any changes to the standards defined in this document.

Requirements:

The Governor of The State of New York has issued Executive Order 202 defining social distancing policies as well as directives for individuals and particular situations in which social distancing policies cannot be met. Albany Department of Planning and Development has adopted these policies in conjunction with its own defined directives for workplace safety and interaction related to specific projects.

1. **SAFETY PLAN-** Every contractor shall provide their respective safety policy and action plan associated with an Albany Department of Planning and Development project. These policies shall include a section or addendum defining policies related to COVID-19 and steps taken to assure the health and safety of employees as well as Albany Department of Planning and Development staff, consultants, subcontractors and any other individual interacting with the project.
2. **RECORD KEEPING-** Contractor will be responsible for compiling a daily record of workforce/staff on the job site. In addition to names and dates we will require each contractor to be responsible for taking temperatures of each individual each day. A copy of this report will be delivered daily to designated contact who will be determined during the pre-construction meeting.

We will follow Albany Department of Planning and Development policy and require an individual with a temperature over 100 degrees to be removed from the job site until a time in which the un-medicated temperature regresses to below 100 degrees Fahrenheit. Albany Department of Planning and Development **WILL NOT** be responsible for the means and methods by which contractors assess and record temperature though it is suggested to utilize a means of non-touch technology such as an infrared device calibrated to a medical grade standard for recording and reporting.

3. **STAY AT HOME-** Contractors shall communicate all COVID-19 directives to all employees. With the understanding of at work and on job site directives, any employee showing signs or symptoms of the COVID-19 virus are asked to STAY HOME.
4. **ENTRY AND EXIT-** We will require contractors to be cognizant of and limit the number of entries and exits each day. We suggest that staff brings lunch and sustainable items to the job site each day limiting entry and exit. Contractors shall rally at the front gate each morning in an effort to create one main entry each day limiting multiple exposures and stops at the designated location which will be determined during the pre-construction meeting. **Any person or persons entering the job site must stop at the designated location and produce credentials. This includes identification and reason for being at the job site. Failure to do so will lead to immediate removal from the premises.**
5. **EXTENDED HOURS-** Contractor will provide working hours. Overtime hours worked by the contractor must be reported with 24 hours' notice and approved by Albany Department of Planning and Development.
6. **DELIVERIES-** Under no circumstance will any employee from Albany Department of Planning and Development accept any delivery for any contractor during the project. Contractors must have a representative on site to accept deliveries or said delivery will be turned away. Contractors and subs shall inform all delivery companies and drivers of policies in place and are expected to follow the safety guidelines to ensure the health and safety of any individual they may come in contact with. Delivery drivers must also be able to identify which contractor or subcontractor will be receiving the shipment.
7. **TRUCKING AND DEMOLITION-** It is understood that there will be instances of unavoidable and needed entry and egress of the job site during differing phases of projects (ex. demolition). These procedures may create opportunities for a high number of entries and exits each day. For this type of operation contractors shall communicate the intent, the procedure and the duration of operations. Administration will work with each contractor to accommodate and facilitate ease of entry and exit to the job site while still maintaining policy. Administration will work to assure little to NO added time in regards to the duration of the identified operation.
8. **REPORTING-** If any contract employee is determined to be sick, have an elevated temperature or show signs or symptoms of COVID-19, that individual must vacate the premises immediately. This individual will follow all quarantine guidelines defined by the CDC, State of New York and other health agencies. This information must be relayed to Albany Department of Planning and Development administration immediately. The contractor must then make a determination if any other employee in contact with the individual may need to be quarantined. All information must be submitted to Albany Department of Planning and Development Administration.

10. COMMUNICATION- Every effort should be taken to communicate electronically between Albany Department of Planning and Development and contractors. Examples of such media include ZOOM or other video conferencing application, phone, cellular, e-mail etc. In the event of a face to face meeting, social distancing guidelines must be followed, shall be limited in time and shall take place with proper PPE in place.

11. SOCIAL DISTANCING- Social distancing guidelines allow for human contact without a face mask at distances of no less than 6'. Contractors shall make every effort to follow social distancing guidelines. If workers cannot follow these guidelines due to logistics of the project or task, all PPE must be worn until a distance of 6' can be maintained.

Personal Protective Equipment (PPE):

Albany Department of Planning and Development Administration provides proper PPE for work applications as well as precautionary pandemic uses to all Albany Department of Planning and Development employees. In order to ensure the health and safety of all employees and individuals associated with Albany Department of Planning and Development projects, contractors shall provide or require every employee to have the following items in addition to PPE associated with safety hazards related to the project.

- 1. Face Coverings-** The Governor of The State of New York has issued Executive Orders 202.16 and 202.17 regarding the use of face coverings in those instances in which social distancing guidelines cannot be met. Contract employees shall utilize a face covering in any instance of coming into contact with an Albany Department of Planning and Development employee.
- 2. Disposable Gloves-** In order to maintain a certain level of hygiene and disinfection, disposable nitrile rubber or latex rubber gloves shall be issued by each contractor and worn in those instances where contract employees have to enter an Albany Department of Planning and Development facility to perform work. These gloves shall be changed out accordingly as soiled, damaged or determined to be un-protective in some other way.

Housekeeping and Disinfection:

While good housekeeping is a safety policy related to all Albany Department of Planning and Development jobsites, concerted effort shall be taken to keep jobsites clean and safe for all associated employees. It is suggested that contractors keep common household bleach or other disinfectant capable of killing bacteria and viruses on hand at all times. Extra focus should be taken:

1. In high traffic areas
2. Temporary or portable facilities
3. Community tool locations and other locking devices
4. Community tools
5. Company vehicles utilized by multiple employees
6. All heavy equipment

Daily Project Action Guide and Check List

Daily Entry and Exit- Be cognizant and limit the number of daily entries and exits of a facility or project jobsite.

Temperatures- Check temperature of each employee before reporting to first task.

Reports- Log staff by name with recorded temperature information each day.

Communication- Provide Albany Department of Planning and Development with copies of this report daily.

Social Distancing- Follow all social distancing guidelines allowing for 6' between employees.

Meetings- Do not meet or congregate in large groups. If unavoidable try to hold meetings electronically.

COVID-19 Information- Post all information, posters etc. provided by the CDC or other governmental or health organization in areas which are available to employees to view.

Monitoring- Monitor daily information regarding the pandemic and make all information and changes to regulations available to employees.

Training- Make sure all staff are trained and aware of company and Albany Department of Planning and Development policy regarding the pandemic.

Sick Employees- Follow the directive to remove employees who show signs of sickness. Follow the CDC guidelines for quarantine. Exercise due diligence in identifying all affected staff.

Housekeeping Disinfection- Practice good housekeeping policies and focus on good disinfection practices in defined areas.

Additional Information

For additional information regarding COVID-19 and other safety regulations please visit the following websites:

CDC COVID-19 Information:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

OSHA COVID-19 Safety and Health Topics:

<https://www.osha.gov/SLTC/covid-19/>

US Department of Homeland Security Guidance on Essential Infrastructure Workforce:

<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>

New York State Department of Health COVID-19 Guidelines:

<https://coronavirus.health.ny.gov/home>

City of Albany COVID 19 Resource Guide:

<https://www.albanyny.gov/Government/MayorsOffice/COVID19ResourceGuide.aspx>

For information regarding NY Governor Andrew Cuomo's Executive Order 202 please visit the following site to review any and all additions and or changes:

http://www.op.nysed.gov/COVID-19_EO.html