

**Guidelines for Vendors and Contractors During the COVID-19 Pandemic***Updated May 3, 2022***PURPOSE**

The health and safety of our students, staff, faculty as well as their families are of the utmost importance to CSUDH. In accordance with federal, state and local guidance, the university has taken steps to reduce the number of people on campus and as such, vendors and contractors delivering goods and performing work on campus shall adhere to the following guidelines:

1. All vendors and contractors working on campus or other University property must comply with the California Department of Industrial Relations' (Cal/OSHA) COVID-19 Emergency Temporary Standard. Vendors and contractors must also comply with Assembly Bill 685's amendment's to the California Labor Code Section's 6325, 6409.6 and 6432 by the effective dates indicated therein. Additionally, vendors and contractors must comply with current LA County Public Health orders for face covering.
2. All vendors and contractors are expected to comply with the guidelines established by existing County of Los Angeles Department of Public Health Safety Order, and the Center for Disease Control and Prevention (CDC), <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>, as updated, to prevent and control the spread of COVID-19.

**VENDOR GUIDELINES (Goods and Services)**

1. **100% Face Covering Requirements** in effect for classrooms and Health Care Center location, all workers regardless of vaccination status or screening methods in place. Ensure all vendor and contractor employees wear proper PPE **AT ALL TIMES** while performing work in these areas. Effective January 17, 2022, county public health orders require employers to provide and require employees to wear a well-fitting medical grade mask, surgical mask, or higher-level respirator such as an N95 filtering facepiece respirator or KN95, at all times. Cloth type face coverings will not be allowed. CSUDH will require compliance with these health orders while working on any campus worksite. (Cal/OSHA) COVID-19 Emergency Temporary Standard have recently shifted to align masking policies with California Department of Public Health (CDPH), please visit CDPH's website for most recent guidance [here](#).
2. Vendors performing work on campus shall observe the following CDC recommendations for personal hygiene, including the following:
  - a. Wash your hands often with soap and water for at least 20 seconds. If soap and water aren't available use a hand sanitizer with at least 60% alcohol.
  - b. Avoid touching your eyes, nose and mouth with unwashed hands.
  - c. Cover your cough or sneeze with a tissue, then throw it in the trash.
  - d. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
  - e. Stay home if you are sick and avoid contact with others as much as possible.
3. Vendors may perform work only with the explicit approval from the Office of Procurement and Contracts or authorized representative.
4. Vendors shall ensure that a fully executed agreement is received prior to arriving on site to perform work.
5. Vendor and contractors authorized to perform work at CSUDH, and that require access to campus facilities, shall work with the Project Manager or designated contact, as identified in the contract, to coordinate work and obtain access to facilities. If the designated CSUDH contact is unable to provide access to the vendor or contractor, the campus staff should contact work control Monday through Friday, from 8am-5pm at 310-243-3587 or 3804, or email [workcontrol@csudh.edu](mailto:workcontrol@csudh.edu), and the work control staff will assist with access. In the event of work being performed after hours, vendor or contractor shall work with campus staff to contact Campus Police for access.
6. Vendor and contractors shall provide Personal Protective Equipment (PPE), such as gloves, goggles, face coverings as appropriate for the work being performed.
7. If any of the vendor or contractor employees feels ill or has symptoms such as those enumerated by the CDC, they are to notify their supervisor, contact their health care provider, and not visit work site or university.

**CONSTRUCTION SITES**

Contractors and subcontractors for all CSU Construction and major Operations and Maintenance projects shall adhere to the CSU Safety Protocols COVID-19 Plan, per Exhibit A, and COVID-19 Bulletin Updates, No. 21-001, 21-002, and 21-003 (*Refer to Exhibit B for details*), which require compliance with most current Cal/OSHA constructions guidelines, local public health agency requirements, best industry practices, and certain CSU-specific health and safety rules. Contractors and subcontractors shall be responsible for visiting the CSU Chancellor's Office [CPDC Bulletins](#) page for further updates to COVID-19 Guidelines.

*Refer regularly to the Procurement and Contracts webpage for latest updates and information applicable to vendors and contractors.*

# Safety Protocol

## COVID-19 PLAN

California State University (CSU) is committed to ensuring the health and well-being of our employees, their families, and contractors working on CSU sites. The spread of COVID-19 has become a significant public health concern; that's why we are taking precautions to protect employees, the public around our projects and the many third parties we interact with each day. This means demonstrating healthy hygiene practices, maintaining a safe work environment, and safeguarding the continuity of business operations.

While COVID-19 is currently only known to spread with human-to-human contact, healthy personal hygiene practices, such as handwashing, social distancing, and staying home when sick, are important steps employees can take to prevent the spread of infectious diseases.

Maintaining a healthy work site is just as important. Project supervision should take the following steps along with any others developed by CDC, local and state government to help reduce the risk of transmitting communicable diseases.

The owner/contractor shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. The COVID-19 Supervisor can be an on-site worker who is designated to carry this role.

Contractor's shall post signs in conspicuous locations at all jobsite entrances instructing, "Workers not to enter or proceed with work if they are experiencing symptoms of respiratory illness, including fever or cough, and are recommended to practice social distancing when working in confined spaces to the extent feasible."

Contractors shall maintain a daily attendance log of all workers and visitors.

### **A. Hygienic Practices**

Contractor shall provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate for the activity being performed.

Appropriately clean offices, trailers, Conex boxes, vehicles, and other facilities. Equipment cabinets, planning boards, remote controls, battery chargers and shared tools are the types of surfaces that should be cleaned, at a minimum, daily. "High-contact" surfaces should be cleaned, at a minimum, every shift, followed by a disinfectant. If possible, minimize or eliminate sharing of tools or equipment. Examples of high-contact surfaces include, but are not limited to:

- Door pulls and push pads
- Eliminate the use of shared coffee machines and water coolers
- When possible limit the use of shared tools. Label tools to assist in identification.
- Shared radios and phones
- Handrails
- Toilet handles
- Porta-johns; also, add additional wash stations or at least hand sanitizers outside the doors
- Refrigerator handles (*Consider stopping all refrigerator use*)
- Conference or meeting room surfaces (e.g., tabletops, chairs, PC cables, magic markers, television remotes, dongles) and phones
- Elevator buttons
- Copy and fax machines
- Light switches
- Personal assigned desks and keyboards, heavy equipment controls, cell phones and small personal tools might only be used by one or two people so they could be cleaned less often.

Materials like wood, rebar and pipe, temporary structures such as form work and bracing, and shared tools such as drills, pry bars and chop saws, are regularly touched by bare hands, so they may need more frequent cleaning and disinfecting. For any materials that the team may have a concern about relative to disinfecting please consult with the appropriate manufacturer before using any chemical/disinfectant on stored or in place materials to insure they are not damaged.

The introduction of a mandatory glove policy should be considered during this time. While the wearing of gloves helps to minimize contact with a contaminated surface and skin, be aware that work gloves will not protect you from getting the virus. If you touch contaminated surfaces, the virus can survive on your gloves for hours to days, we are unsure of exactly how long at this time. Whatever you touch with your gloves can spread the virus. Avoid touching your face while wearing your gloves. Wash your hands once gloves are removed. Think about your sleeves as well. The same rules apply to rubbing your face with the sleeve of your shirt. Gloves only protect while wearing them and taking them off and putting them on risks cross-contamination. Consider how to clean gloves, store them or replace them.

Employees should be encouraged to use social distancing during meetings, break times, gatherings, etc. Employees should bring their own lunch and not go out to eat.

Consider prohibiting “lunch trucks’ from construction sites.

For basic cleaning, most name-brand products that remove dirt, oils, wax and grime are the right first step – but they don’t disinfect. “EPA’s Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19,” lists cleaning and disinfection products known to be effective against the COVID- 19 virus, as well as cold and flu germs. These products can be an important second step for surfaces many people might touch. Some of these products are meant to both clean and disinfect – but one must read the label and follow instructions exactly. **These products are for workplace hygiene, not personal hygiene. These do not replace hand soaps or hand sanitizers for personal use.**

- Projects should have a dedicated labor as required to disinfect shared facilities (i.e. restrooms, break areas) and high-contact surfaces as defined in the safety plan.
- Place hand-washing signs near restrooms and breakrooms. Information on healthy hygiene habits will continue to be communicated and recommended signage should be displayed.
- Perform a daily check of soap dispensers, paper towel dispensers, hand dryers and hand sanitizer stations. Place additional temporary soap dispensers where supplies frequently run low or the fixed dispensers function poorly.
- Add wash stations or hand sanitizer locations at porta-johns and near break rooms, meeting and orientation rooms, and kitchen locations.
- Place a trash can near restroom exit doors to encourage towel-touch exiting. Provide separate towels near the exit door, if necessary.
- Place disinfectant products near high-contact surfaces such as water- coolers, kitchen/breakroom counters, conference rooms and other locations with shared high- contact surfaces.

## **B. Social Distancing Practices**

Projects should make necessary logistical modifications to ensure social distancing can be maintained. These include, but are not limited to the following:

- Alternate shifts to reduce the amount of people on site or in an area at one time. This could be alternating trades on different shifts or days as needed.
- When possible provide alternate site access corridors to reduce the amount of people that use shared access points.
- When possible use one-way access entrance/exit points to eliminate people passing each other through gates and doorways.
- Consider providing additional separate restroom facilities for different crews that work together.
- Identify “choke points” and “high-risk areas” where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and control them so social distancing is maintained.
- Follow CDC 6 feet social distancing recommendations
- Set common break times so workers can break in their work area and don’t need to congregate in a separate break area if insufficient to maintain social distancing.
- Limit quantity of personnel including the operator to help maintain social distancing.
- Limit 1 person per Scissor Lift or Boom Lift

## **C. Pre-Meeting Practices**

Consider limiting in person meetings or training to smaller groups or meeting remotely. If it is necessary in hosting a meeting at the office or at a jobsite trailer, please consider asking all attendees to answer the following questions prior to attending the meeting. These can be copied and pasted into the email invitation or agenda. This will help determine whether the meeting should be held remotely, or if certain participants should attend remotely.

1. Are you currently experiencing any of the following symptoms?

Symptom	Yes	No
Fever	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty Breathing	<input type="checkbox"/>	<input type="checkbox"/>

2. Have you traveled out of state or internationally in the past 14 days?

3. If yes, what states or countries have you been in, visited or traveled through in the last 14 days.

4. During the past 14 days, have you knowingly been in close (w/in 6 ft.) contact with someone that has tested positive or been exposed to someone who's tested positive for COVID-19?

Yes

No

If any of the questions above, resulted in a "Yes" response, then remove that individual from the project site or office, if applicable. If the visitor is not yet present at the project site or office, instruct them to meet remotely if possible and contact their local medical provider or county health hotline for further guidance. Consult with your HR department for further direction.

#### **D. Reporting and Response**

If someone at your project is believed to have been exposed to COVID-19, or demonstrates symptoms of the virus, that location should follow the actions outlined below.

Remain Calm. It is important to avoid overreacting in order to prevent panic on the jobsite. Report immediately to the following:

- CSU Project Manager
- Project Superintendent
- Contractor Safety Representative
- Alliant Loss Control Consultant

Subject to other direction from those listed above, the individual should contact their local medical provider, employer or designated health department hotline for further guidance. In addition, you should identify any other individuals who had prolonged contact too and within 6 ft. of that individual and send those individuals home until further notice.

If infection is **confirmed**:

1. If the individual is our employee, he or she should be interviewed via phone call by the Human Resources Director. If he or she is a subcontractor employee or other third-party, the CSU Project Director will work with that person's employer to obtain this information. The individual's identity should be protected.
2. All individuals who had prolonged contact to and within 6 ft. of the infected individual should be advised that they have been in contact to a confirmed case of COVID-19 and should contact their local medical provider or designated health department hotline for further guidance.
3. The project should cease all activities and send all employees home until an investigation takes place and the facility is properly sanitized. Considerations of a project shut down will include the confirmed individual's work area and movement around the site, the number of potential contacts, etc. Safety, Project Management and CSU Project staff should be involved in any investigation that is undertaken.
4. All potential areas of exposure should be immediately isolated.
5. Once information is gathered and recommendations tendered. Ensure the cleaning or disinfection protocol is aligned with current recommendations from the CDC and World Health Organization (WHO). The following spaces should be included in the assessment.

#### **E. Reporting and Response**

If someone at your project is believed to have been exposed to COVID-19, or demonstrates symptoms of the virus, that location should follow the actions outlined below.

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Subject to other direction from those listed above, the individual should contact their local medical provider, employer or designated health department hotline for further guidance. In addition, you should identify any other individuals who had prolonged contact too and within 6 ft. of that individual and send those individuals home until further notice.

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9. All potential areas of exposure should be immediately isolated.
10. Once information is gathered and recommendations tendered. Ensure the cleaning or disinfection protocol is aligned with current recommendations from the CDC and World Health Organization (WHO). The following spaces should be included in the assessment.

All common areas:

- Meeting spaces
- Bathrooms, Porta-Potties
- Kitchens and break areas
- Entry and exit points
- Elevators & Hoists
- Stair towers
- Copy and production spaces
- The workers immediate work area
- The adjacent working areas
- Storage areas

An enhanced clean should include the following:

- Air filter replacement if applicable around affected area
- Other spaces identified as "touch points" throughout the facility

Air conditioning systems should have the filters replaced.

Issue an internal communication detailing the following:

- Notify personnel of the case and their potential exposure
- Detail what actions have been taken including SDS's for cleaning products
- Detail what actions are due to be taken
- Reiterate professional responsibilities for limiting exposure
- Provide a point of contact for internal inquiries

If infection is ruled out by medical personnel, advise all individuals who were sent home that infection has been ruled out, and that they may return to work immediately, provided they do not have symptoms associated with influenza. Ensure, where possible, all persons entering CSU projects and facilities have access to the appropriate PPE and hand sanitizing stations

**Updated COVID-19 CSU Safety Guidelines**

The following updated guidelines apply to all contractors performing work on site at CSUDH:

## CPDC Bulletin

<b>21-001</b>	
<b>Bulletin: Updated COVID-19 CSU Safety Guidelines</b>	
Effective Date:	January 31, 2021
From:	Capital Planning, Design & Construction
Document Location:	<a href="https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CPDC%20BU21-001%20-%20Updated%20Construction%20COVID-19%20Requirements.pdf">https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CPDC%20BU21-001%20-%20Updated%20Construction%20COVID-19%20Requirements.pdf</a>

## CPDC Bulletin

<b>21-002</b>	
<b>Bulletin: Updated COVID-19 CSU Safety Guidelines</b>	
Effective Date:	June 25, 2021
From:	Capital Planning, Design & Construction
Document Location:	<a href="https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CPDC%20BU%2021-002%20COVID-19%20State%20CSU%20Guidelines.pdf">https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CPDC%20BU%2021-002%20COVID-19%20State%20CSU%20Guidelines.pdf</a>

## CPDC Bulletin

<b>21-003</b>	
<b>Bulletin: Updated COVID-19 CSU Safety Guidelines</b>	
Effective Date:	August 10, 2021
From:	Capital Planning, Design & Construction
Document Location:	<a href="https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CPDC%20BU%2021-003.pdf">https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CPDC%20BU%2021-003.pdf</a>