

Contractors working at Purchase College shall be aware of, and meet the expectations described in this document to help prevent exposure to and spread of COVID-19.

#### General Precautions

- Procedures and supplies shall be in place to encourage proper hand and respiratory hygiene.
- Do not use common water coolers
- Do not share tools
- Disinfect reusable supplies and equipment frequently
- Do not stack trades, if possible
- Avoid using pressurized air or water sprays that may result in generation of contaminated droplets

#### Social Distancing / Face Coverings

- Do not host large group meetings or congregate in large groups. When meetings are necessary, maintain 6-feet between people
- Perform meetings online or via conference call whenever possible
- Only essential personnel should be permitted on the jobsite
- Strongly discourage handshaking and other contact greetings
- Where social distancing measures are difficult to maintain, wear face coverings in accordance with CDC recommendations. Face coverings must fit snugly, but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction and if made of cloth, be able to be laundered and machine dried without damage or change to shape.
- Always make sure your face covering completely covers your nose and mouth and has a proper seal.

#### Hand Hygiene

Signage with handwashing procedures shall be posted in prominent locations to promote hand hygiene.

- Wash hands frequently with soap and water for at least 20 seconds:
  - Before and after handling, or eating food
  - After sneezing, coughing, or nose blowing
  - After using the restroom
  - After touching surfaces that may be contaminated
  - After using cleaning or disinfecting products
  - After using shared equipment and supplies
  - After removing gloves, face coverings or other Personal Protective Equipment (PPE)
- If soap and water is not available, use an alcohol-based hand sanitizer containing at least 60% alcohol

#### Respiratory Hygiene:

All personnel must cover coughs and sneezes using tissues or the corner of an elbow. Always dispose of soiled tissues immediately after use.

#### Personal Protective Equipment (PPE)

- Utilize disposable gloves and PPE where appropriate
- Sanitize reusable PPE per manufacturer's recommendation prior to each use
- Do not allow PPE to be shared
- Ensure used PPE and other trash is disposed of properly

#### Cleaning and Disinfecting

- Practice routine cleaning and disinfecting of all frequently touched surfaces on the jobsite. This includes workstations, project trailers and offices, portable toilets, countertops, handles, doorknobs, gang boxes, tools and equipment.
- Appropriate agents shall be utilized to perform all cleaning and disinfecting. Ensure all workers are trained in compliance with OSHA Hazard Communication standard requirements.
- Following confirmation of a COVID-19 case at the jobsite, perform cleaning and disinfection of all surfaces throughout the area.

Symptom and Exposure Awareness

- Educate your employees about the symptoms of COVID-19 which include fever, cough, shortness of breath; plus 6 recently identified symptoms, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell.
- Any employee who experiences any of the above symptoms must refrain from reporting to work and immediately contact their health care provider and local health department in the county in which they reside for further guidance.
- If an employee begins to exhibit symptoms of COVID-19 while in the workplace, the employee must notify their supervisor. Steps shall be taken to isolate the individual, place a surgical mask on the individual and inform the local health department.
- If an employee is confirmed to have COVID-19
  - Employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by applicable NYS and federal law.
  - The fellow employees should then self-monitor for symptoms (i.e., cough, fever, trouble breathing, and pneumonia) and self-quarantine in accordance with the requirements of the NYS and local health department and follow the guidance of New York State and local health department.
- If an infected employee subsequently tests negative for COVID-19, contractors may direct the employee to return to work after recovery from their illness. Any direct contacts on pre-cautionary quarantine may return to the jobsite and resume their work activities.

Addendum

On May 13, 2020, NYS DOH issued [Interim Guidance for Construction Activities During the COVID-19 Public Health Emergency](#) to provide owners/operators of construction projects and their employees and contractors with precautions to help protect against the spread of COVID-19 as indoor and outdoor construction sites reopen. These guidelines are minimum requirements allowing contractors to provide additional precautions or increased restrictions applicable to the work scope.

This addendum has been created to alert you to the new requirements. It supplements the Purchase College “COVID-19 – Contractor Expectations” your company previously acknowledged.

Please note that in addition to Purchase College requiring a signed copy of this addendum be returned to the College, NYS requires that you affirm that you have read and understand your obligation to operate in accordance with the guidance document.

Please refer to the NYS DOH document: [Interim Guidance for Construction Activities during the COVID-19 Public Health Emergency](#) for the full document which explains in detail the precautions to be applied.

Contractor Acknowledgement: Please share this information with your employees.  
Return signed form to: [louis.wirtz@purchase.edu](mailto:louis.wirtz@purchase.edu)

Company: \_\_\_\_\_

Received: \_\_\_\_\_  
Date

Received by: \_\_\_\_\_  
Signature

Note: Contractor activity is subject to audit by Purchase College personnel at any time.