

# Stay Safe, Save Lives

## A guide for PSU contractors

Oregon Governor's "Stay Home, Save Lives" [Executive order](#) No. 20-12 includes an exemption for critical business functions and construction activities as long as physical distancing practices are followed.

The order requires all functions of the University that continue to operate to follow physical-distancing guidelines.

This applies to work activities on the PSU campus, work conducted by PSU employees, and to contractors and vendors hired by PSU to do work for PSU on the PSU campus. **These guidelines are non-negotiable; PSU can and will shut down any job sites found to be in violation of COVID-19 safety plans.**

These requirements are based on information available from the CDC and OSHA [Guidance on Preparing Workplaces for COVID-19](#) at the time of its development, and are subject to change based on further information provided by the CDC, OSHA, and other public officials. PSU may amend this document based on operational needs.

### **Site Specific Safety Plans**

- All contractors are to have an established Site-Specific Safety Plan (SSSP), which now must include procedures designed to limit the potential spread of the virus through on-site project activities. This document is to be provided to the PSU project manager assigned to the project the contractor is working on.
- Information for contractors can be found on the [Oregon Construction Contractors Board](#) website and the [Oregon OSHA](#) website.

### **Employee and Contractor Responsibilities**

- Employees should monitor personal signs of illness, and, if they are showing symptoms, communicate with their supervisor. The person showing symptoms should NOT be allowed to enter any occupied area or campus property.
- Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and worksite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.
- Contractors should provide their employees with training on policies and procedures to reduce the spread of COVID-19.

### **Physical Distancing**

*For more information on this policy, please review the document [Physical Distancing for PSU Health](#).*

Distancing guidelines are to be followed during all activities on campus, including bid walks, job completion, site inspections, punchlisting, etc. **Do not attend any of these activities if you are experiencing fever or respiratory symptoms.**

- Employees are directed to maintain at least six feet physical distance where possible from other persons.
- Employees are directed to limit any in-person meetings and replace them with phone or online meetings.
- Employees should take breaks and lunch in shifts to reduce the size of the group in the lunch area to fewer than 10 people at a time.
- Bid walks will be scheduled at 30-45 minute intervals per contractor/consultant, with a minimum 10 minute interval between each group, and all reservations will occur on the same day. Groups will be no larger than six (6) individuals per interval (5 external and 1 PSU representative).

### **Personal Protective Equipment (PPE)**

PPE guidelines are to be followed during all activities on campus, including bid walks, job completion, site inspections, punchlisting, etc. **Do not attend any of these activities if you are experiencing fever or respiratory symptoms.**

- Safety Glasses: Employees conducting tasks or operations that require the use of safety glasses should continue to follow necessary PPE guidelines.
- Gloves: Non-essential use of gloves is discouraged. Handwashing is the preferred method to maintain good hygiene. Employees conducting tasks or operations that require the use of gloves should continue to follow necessary PPE guidelines.

## **Face Masks**

Mask guidelines are to be followed during all activities on campus, including bid walks, job completion, site inspections, punchlisting, etc. **Do not attend any of these activities if you are experiencing fever or respiratory symptoms.**

### ***Mandatory Use***

The use of a mask is required on campus when you are, or could be, around other people. Examples include:

- When you are traveling through a building where there are other people
- When you are in a room, corridor, elevator, or enclosed space with other people
- When you are outside working with other people or where other people are present

### ***Optional Use***

The use of a mask is optional when you are working in an environment alone. Employees should always have a mask with them in case they encounter other people. Examples include:

- When you are alone in an open office space
- When you are alone in a closed office space
- When you are alone in a PSU vehicle
- When you are alone in a mechanical space
- When you are working alone outside by yourself and maintaining physical distancing

## **Sanitation and Cleanliness**

- All employees should wash their hands often, especially before eating or drinking, and after blowing their noses, coughing, or sneezing.
- PSU's custodial services disinfect frequently touched surfaces within the workplace multiple times each day. Employees are encouraged to disinfect shared office equipment multiple times a day.
- Contractors and service technicians should sanitize the work areas themselves when they arrive, throughout the workday, and immediately before they leave.
- Employees performing cleaning must be issued proper PPE, such as nitrile gloves and eye or face protection as needed and depending on the tasks.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, alcohol-based wipes should be used to clean tools before and after use.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider. When at all possible, employees shall not ride in a vehicle together.
- Maintenance of Safety Data Sheets (SDS) for all disinfectants on site is required.