Special Contract Requirement: COVID-19 (Construction Only)

PART 1 - GENERAL

* 1. SUMMARY

This supplemental document provides requirements that the contractor must take to reduce the spread and/or exposure of COVID –19 on FAA contracts at Federal Aviation Administration (FAA) facilities.

* 1. COVID-19 SAFETY PLAN

The COVID Safety Plan (CVSP) must include, but is not limited to, the following:

* + 1. COVID-19 Wellness Self-Check (See Appendix A), this is just a sample Wellness Self-check questioner. Contractor should refer to CDC and local guidance for latest symptoms self-check list.
1. Contractor employees, sub-contractors and visitors must conduct and complete the wellness self-check form prior to reporting to the FAA facility and/or job-site. The contractor superintendent/COVID Safety Officer must review each form.
2. The person responsible for completing Wellness Self-Check shall have the authority to deny anyone entering the job site who displays any symptoms prior to entering the facility as well as authority to remove person showing symptoms after the beginning of the shift.
3. Wellness Self-Check shall be completed immediately prior to accessing site. Contractor shall note in their COVID-19 Safety Plan the location of where Wellness Self-Check will be completed.
4. Contractor shall take same precaution for any deliveries entering FAA premises regardless of driver exiting truck or not.
5. CVSP shall include how contractor plans to handle delivery of product samples, batch tickets and large project/shop drawings to the FAA.
	* 1. COVID Exposure Reduction Plan:
6. Face Covering Section: All contractor employees, sub-contractors and visitors must wear a face covering while on the job-site and/or within a FAA facility. All face coverings, at a minimum, must adhere to the following:
	1. Cover the nose and mouth
	2. Fit snugly, but comfortably, against the side of the face
	3. Be secured with ties or ear loops
	4. Allow for breathing without restrictions
	5. Include multiple layers of fabric
7. Contractor shall identify in their CVSP, when use of social distancing and/or face covering is not practicable due to heat and/or confined space or other reasons and how they plan to mitigate those circumstances.
8. Hygiene Section: Contractor employees must practice good hygiene while within the FAA facilities. These practices include, but are not limited to, the following:
9. Hand washing and hand sanitizing stations. Hand sanitizer must be FDA approved.
10. Disinfect frequently used items and surfaces as much as possible. Use EPA List N approved wipes.
11. Physical Separation (6’ spacing between workers, where practicable)/Social Distancing Controls
	* 1. Job exposures as defined by OSHA work type.
		2. List of COVID Safety Personnel
		3. COVID Informational posters/displays (Appendix B)
		4. Contractor Communication Plan (if someone test positive or becomes ill at the work site)
		5. Proper disposal of COVID PPE
		6. Include state, county, and local guidelines specific to job location
		7. Engineering controls
		8. Use of shared tools
	1. ADDITIONAL COVID REQUIREMENTS
		1. Prior to departing the worksite, the contractor must wipe and disinfect all high touch point areas with approved wipes and/or disinfectant. High touch point areas include, but are not limited to, the following:
	2. Doors and door hardware
	3. Handrails
	4. HVAC components
	5. Gates
	6. Light controls
	7. Desks
	8. Phones
	9. Chairs
		1. Contractor must provide temporary sanitary toilet dedicated for FAA and contractor use. Contractor is not permitted to use FAA facility restrooms. High touch points on/within the temporary toilet (door handles, toilet seat, etc.) must be wiped and disinfected after each use by the individual that used the toilet. Contractor shall supply the required disinfecting wipes.
	10. SITE ACCESS/EGRESS
		1. The contractor must meet with the FAA Contracting Officer Representative (COR) and local FAA management prior to the start of the project to establish the contractors’ access and egress for the facility and/or job site.
		2. If a contractor employee, sub-contractor or visitor is not feeling well for any reason and COVID-19 symptoms exist, the individual will be denied access to the FAA facility and/or work site. The contractor is expected to notify the FAA Contracting Officer (CO) and/or Contracting Officer’s Representative (COR) immediately of the situation and inform the FAA of any concerns regarding the work that was expected to be performed by that contractor employee.
	11. FAA NOTIFICATIONS
		1. Contractor is required to notify the agency immediately when a suspected or confirmed case of COVID-19 involves an employee, sub-contractor or visitor who has visited the FAA facility and/or job site in last 14 days, been in contact with someone that may have visited a FAA facility, and/or had contact with a FAA employee and/or another agency contractor. Reporting must be submitted immediately and include the information outlined below to allow the Agency to make a timely and appropriate response. Report any cases to 9-AFN-ACQ-EM@faa.gov, with a courtesy copy to the CO and COR. The report must include, for each affected employee, the date of self-quarantine and whether the case is suspected or confirmed. Also, please indicate where the individual visited (building address) or with whom they met and the date of latest contact. To ensure privacy information is protected, please do not include specific information about the employee through email. Once received, a FAA official will contact you directly to obtain additional information regarding the case(s) to coordinate a proper response.
		2. Medical documentation by an authorized medical professional that the contractor/sub-contractor no longer poses a transmission risk and is safe to re-enter the workplace.
	12. SUBMITTALS
		1. The contractor must provide the following for FAA approval:
12. COVID-19 Safety Plan
13. Washing/Sanitizing Station(s)
14. Temporary/Portable Toilet
15. Cleaning supply SDS’s
16. Hand Sanitizer SDS’s

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

* + - 1. Shared use of trailer between FAA and contractor personnel is not allowed.
			2. All meetings shall take place virtually where practicable.
			3. Contractor shall make use of floor plan or other methods to track all the personnel on job site including time entered and exited.
			4. Use of trailer bathroom is highly encouraged. Trailer bathroom shall have hand washing station inside it and shall be equipped with exhaust fan.
			5. FAA is using data from Harvard Dashboard <https://globalepidemics.org/key-metrics-for-covid-suppression/> to stay current with local COVID situation. If the situation takes a turn for worst, Contracting Officer may issue Stop Work Notice. FAA highly encourages contractors to monitor the local COVID-19 via either Harvard dashboard or other official data that is available.
			6. Identify all the personnel coming outside of the State/local commuting area at least one week prior coming onto FAA facility.

NOTE: Any breach to COVID-19 safety plan or other requirement listed in this document will result in removal of the person and/or issuing Stop Work Notice by Contracting Officer.

This supplement for the COVID-19 pandemic does not supersede or contradict any memo or directive that the Contracting Officer has already provided your company. While the overall responses can vary by location and may change as more information about the virus becomes available, the intent of this supplement is not to be contradictory. If your company feels that you have already received or receive future directions that contradicts this supplement or other memos sent by the Contracting Officer, please immediately seek clarification. As a reminder, only the Contracting Officer is authorized to implement changes to the contract and/or approve anything that would result in a schedule or cost change.

END OF SECTION

Appendix –A: Sample of daily questioner

|  |  |  |
| --- | --- | --- |
| Symptoms  | Yes | No |
| Fever |  |  |
| Shortness of Breath |  |  |
| Difficult in Breathing |  |  |
| Chest Pain |  |  |
| Chills |  |  |
| Body aches |  |  |
| Sore Throat |  |  |
| Headache |  |  |
| Diarrhea |  |  |
| Nausea/Vomiting |  |  |
| Runny Nose |  |  |
| New Loss of Taste/Smell |  |  |

Appendix B – Example of COVID-19 Safety Poster

