

April 24, 2020

Dear Bidders,

In an effort to prevent spread of the COVID-19 pandemic and protect the safety of personnel, Northern Kentucky University (NKU) has adopted the following requirements, intended for all contractors conducting work on the NKU campus.

Based on recommendations from the Centers of Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and in accordance with state and local guidance, all contractors are to follow the requirements outlined below. Since new information from CDC and OSHA continues to be issued, all contractors must remain aware of and in compliance with the latest executive orders issued at the federal and state levels.

Requirements:

- All contractors, sub-contractors and their employees working on campus shall adhere to strict social distancing of at least 6-feet or more at all times (where possible due to practical restraint).
- Appropriate PPE must be worn by all individuals while working on campus.
- Where possible, contractors shall stagger shifts to reduce or eliminate two or more people to come into direct contact, and to ensure continuity of operation in case some worker(s) develop symptoms of COVID-19.
- Handwashing shall occur at arrival to the job site and practiced regularly throughout the day and at end of the worker's shift. During the pandemic, keeping hands clean is especially important to help prevent the virus from spreading. The CDC suggests washing hands frequently throughout the day. This includes before touching one's eyes, nose or mouth; before eating food or drinking; after touching a potentially contaminated surface or object; after blowing one's nose, coughing, or sneezing; before, during, and after preparing food; before eating food; before and after caring for someone sick; before and after treating a cut or wound; after using the restroom; after handling pet food; and, after touching a handrail, door knob, high-touch surface or handling garbage. Handwashing should last at least 20 seconds with soap and water. Alcohol-based hand sanitizer that contains alcohol (60% ethanol or 70% isopropanol) if soap and water are not available.

- Anyone with symptoms or having been near someone with known symptoms should self-isolate and not be permitted back onto a worksite until they are deemed healthy to return to the worksite.
- Workers are required to wear masks to reduce risk of spreading respiratory disease during this pandemic. The CDC recommends the use of cloth face coverings and not surgical masks or N-95 respirators. Both are critical supplies that must continue to be reserved for healthcare workers and medical first responders.
- While on-site, all workers must use designated restroom facilities.
- All workers should avoid more than one person in a single vehicle to maintain proper social distancing.

All contractors must maintain an approved COVID-19 safety plan and related procedures that include the requirements listed above and demonstrate a commitment to remain in compliance with health and safety standards that protect workers and the community from the spread of COVID-19.

Additionally, contractors are to document on a daily basis the names and contact information for workers that work on-site, and this list shall be provided daily to the NKU project manager.

Additional resources:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.osha.gov/Publications/OSHA3990.pdf>

If you have any questions, please contact the Facilities Management Project Manager at [insert email].

Sincerely,



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