
SPECIAL PROVISIONS

Special Provision: G1A - a00001 Supplemental COVID-19 Safety Plan Implementation

Addendum:

6

Action:

Added

Item(s) Associated:

Header:

SUPPLEMENTAL COVID-19 SAFETY PLAN IMPLEMENTATION

Provision Body:

Supplemental COVID-19 Safety Plan Implementation

I. Contractors will be required to submit a Supplemental COVID-19 Safety Plan containing the following minimum items before starting construction projects:

1. Identify Designated Representative (Title and/or Name)

- a. Responsible for compliance.
- b. Identify procedure which the designated representative will implement to screen employees for potential COVID-19 exposure.

2. Personal (Employee) Responsibilities

- a. Company policy addressing employee hygiene, illness or COVID-19 exposure.

3. Social Distancing

4. Jobsite/Office Best Practices

- a. Project site cleaning protocol.
- b. Operation specific protocols as needed where social distancing is not feasible (i.e., Engineered solution or other methodology to comply with CDC Guidelines).

5. Managing Sick Employees

- a. Process addressing employees that develop potential COVID-19 symptoms while at work (fever, cough, shortness of breath).
- b. Process for managing employees before returning to work.
- c. Process for response to employee notifying employer of positive test result for COVID-19.

6. Material Deliveries and Anyone Entering the Jobsite

- a. Process to assure all outside vendors, suppliers and subcontractors comply with Supplemental COVID-19 Safety Plan.
- b. Follow guidelines for delivery tickets as specified in the Fabrication, Materials, Testing and Labor Compliance Guidance Document (attached as an additional special provision)

7. Training, Education, and Communication

- a. Process to inform and educate all employees of information contained in the Supplemental COVID-19 Safety Plan prior to restart. Include proposed training.

8. Resources

- a. CDC, OSHA, PA Department of Health.
- II. Construction Project COVID-19 Safety Guidelines are available for use in whole or in part for Contractors. (located in the ECMS File Cabinet in references tab)
- III. The following entities will submit their supplemental COVID-19 Safety Plan as such:

- Contractor - PPCC (PennDOT)
 - Consultant - Via email (PennDOT)
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- Asphalt, Concrete, Aggregate Producers – submit to DME/DMM as addendum to existing QC plan.
- Fabricators and Pre-casters- submit to respective agency representative.

IV. Contractor to install "COVID-19 Safety Plan in effect" sign at project entrance and reasonable locations as agreed upon at the project site. Contractors are permitted to fabricate their own signs at project start-up until they are able to obtain fabricated signs from an approved supplier (authorization will be provided to allow payment).

V. Subcontractors are to submit their own Supplemental COVID-19 Safety Plan or follow the prime contractors COVID-19 Safety Plan.

VI. The following process will be utilized on each project to address potential noncompliance with the Supplemental COVID-19 Safety Plan:

- 1.) All employees are responsible to identify and report noncompliance to their respective designated representative.
- 2.) Designated representative for either Contractor or Department will communicate potential noncompliance to the respective designated representative(s).
- 3.) Appropriate and prompt corrective action is expected by the appropriate designated representative.
- 4.) If appropriate and prompt corrective action is not taken, follow the partnering issue resolution escalation matrix process.
- 5.) If repetitive or blatant noncompliance occurs, either designated representative has the authority to invoke a project safety stand-down. The safety stand-down would be maintained until corrective action is taken to the satisfaction of both designated representatives.

VII. Contractors and Consultants are expected to stay informed of CDC and PA Department of Health updates regarding COVID-19.

Project Specific Details:

Special Provision: G2A - a00002 Guidelines for Occupying Facilities

Addendum: 6

Action: Added

Item(s) Associated:

Header:
GUIDELINES FOR OCCUPYING FACILITIES

Provision Body:
Guidelines for Occupying Facilities

Overview:
All references to “Representative” include the Department and Consultant inspectors. The guidelines provided below are effective immediately on projects and will remain in effect until your company is notified otherwise by the Department.

- District Offices: Refer to Department document *Entering PennDOT Facilities During COVID-19 Mitigation* for entering building protocol.
- PennDOT Maintenance Facilities: Refer to Department document *Entering PennDOT Facilities During COVID-19 Mitigation* for entering building protocol.
- Keystone Building: Refer to Department document *Entering PennDOT Facilities During COVID-19 Mitigation* for entering building protocol.

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- Materials Testing Lab (PennDOT): Refer to Department document *Entering PennDOT Facilities During COVID-19 Mitigation* for entering building protocol.
 - Construction Project Field Offices

Goal is to maintain social distancing per the requirements of the CDC and to reduce the spread of COVID-19 in construction project field offices. The following guidelines are offered relative to construction field offices:

 - The Representative will establish a digital log to document ingress and egress of staff accessing the field office.
 - The number of inspection staff co-locating in field offices should be minimized and conform to social distancing requirements (6 ft min. spacing). To accomplish this, the following should be considered:
 - A maximum of one individual located in each available partitioned office space. Refer to PennDOT Pub. 408 for minimum number of partitioned rooms for Field Offices Types A-C.
 - Inspection staff should avoid working in field offices. See additional information below.
 - Contractor staff and visitors are not be permitted in field offices.
 - Inspection staff should minimize time in the field office by maximizing time outdoors or utilizing vehicles (within or near to active work zones) as personal workspaces when not observing construction activities.
 - Most work can be completed in this manner with current technology that is already in use per Department policies and procedures.
 - Inspectors should follow existing Department protocols relative to maintaining safety and security when working within personal vehicles.
 - Daily field inspection assignments and construction operations should be communicated electronically or via telephone rather than reporting to the field office.
 - If Wi-Fi is needed the inspector should be able to park/sit near the field office to get signal and/or upload files from remote offsite locations at the end of the workday.
 - The use of field offices for face-to-face project meetings should be avoided.
 - Progress and other project meetings and discussions should be held outdoors and/or via phone/video conferencing with meeting minutes documented and shared per existing requirements.
 - The number of participants in face-to-face meetings should be limited to comply with CDC/Department recommended guidelines for maximum group sizes and social distancing.
 - Printing of documents should be minimized.
 - Documents that need to be printed or copied can be sent electronically to a designated individual already working in the field office. That individual is to handle printed materials wearing gloves and place the folder in a designated safe place near the field office entrance to transfer the materials. Printed materials can be retrieved once per day.
 - Cleaning of Field Offices
 - Contractors shall provide a daily cleaning plan/protocol for approval that complies with CDC guidelines and the following (in addition to existing requirements):
 - All work surfaces, doorknobs, light switches and commonly accessed surfaces should be disinfected
 - A record of cleaning dates/times is to be maintained.
 - Staff are to secure their work materials (including paper products or equipment) away from work surfaces and lock them up at the end of the shift so cleaning can be done without contacting paper and materials. This includes field books and project documents.
 - Additional Hygienic Materials
 - Disinfectant hand wipes/sanitizer and/or gel, along with a lined trash receptacle, should be located adjacent to field office entrance(s) and used by each individual upon each entry. Materials are to be replenished daily.
 - Staff should sanitize their equipment (computers, PPE and desks) when each shift is finished.
 - Extra (new) disposable PPE equipment including earplugs and safety glasses is to be available for staff use.
 - Asphalt Facilities:
 - Maintain Healthy Business Operations
 - Facility to institute a COVID-19 Safety Plan for review and acceptance.
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- Refer to Supplemental COVID-19 Safety Plan special provision
 - **Identify a workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace.
 - Institute best practices for worker safety as outline by the CDC
- Concrete Facilities:
 - Maintain Healthy Business Operations
 - Facility to institute a COVID-19 Safety Plan for review and acceptance.
 - Refer to Supplemental COVID-19 Safety Plan special provision.
 - **Identify a workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace.
 - Institute best practices for workers safety as outlined by the CDC
- Aggregate Quarries:
 - Maintain Healthy Business Operations
 - Facility to institute a COVID-19 Safety Plan for review and acceptance.
 - Refer to Supplemental COVID-19 Safety Plan special provision
 - **Identify a workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace.
 - Institute best practices for worker safety as outlined by the CDC
- Sanitation Facilities
 - Reference *Publication 408 Section 609.2(a) General*. Wash stations and portable sanitation facilities should be cleaned and disinfected as directed by CDC and OSHA guidelines with regards to COVID-19 practices.
 - <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
 - <https://www.osha.gov/Publications/OSHA3990.pdf>

Refer to Department document *COVID-19 Hygiene and Cleaning Best Practices* for personal hygiene, cleaning (project office and job site), for COVID-19 best practices.

Note: PennDOT documents referenced and not included with this guidance are available for viewing in the PennDOT Project Collaboration Center (PPCC). <https://ppcc.penndot.gov> under References tab

Project Specific Details:

Special Provision: G3A - a00003 Implementation of Fabrication, Materials, Testing and Labor Compliance Guidance

Addendum:

6

Action:

Added

Item(s) Associated:

Header:

IMPLEMENTATION OF FABRICATION, MATERIALS, TESTING AND LABOR COMPLIANCE GUIDANCE

Provision Body:

Implementation of Fabrication, Materials, Testing and Labor Compliance Guidance

Overview:

All guidance provided below that deviates from contractual Publication 408, Specifications or procedures and policies contained within Publication 2, Project Office Manual (POM) have been reviewed and approved by the Federal Highway Administration for use on projects.

The guidance provided below is effective immediately on projects and will remain in effect until your company is notified otherwise by the Department.

Guidance:

All references to “Representative” include the Department and Consultant inspectors.

• **Shop Fabrication for Construction Products**

- Shop Fabrication
 - Recommend Fabricator uses electronic delivery to transmit required documentation to the Representative. If electronic delivery can't be done, the required documentation shall be placed in a sealed container and quarantined for 24 hours before being provided to the Representative.
 - Fabricator needs to verify that the project has been authorized to start construction and coordinate shipments of shop fabricated components to the project.
 - Recommend having pre-fabrication meetings virtually.
 - Practice social distancing best practices when stamping paperwork or structural components.
- Precast Concrete Products, Publication 145
 - Practice social distancing best practices while performing mock-up and pre/post-pour dimensional inspections.
 - When multiple Representatives are at a producer, recommend one (1) designated Representative be assigned to complete and process all TR-447s, Sample Identification Forms.
 - Recommend only the Representative handling, molding, and collecting the sample be responsible for delivery of the sample to the Laboratory Testing Section (LTS).
 - If the producer strips the forms of a sample, the sample will remain quarantined for 24 hours before being provided to the Representative.
- Fabricated Structural Steel, Publication 135
 - Practice social distancing best practices while witnessing non-destruction testing.
 - Recommend only one (1) designated Representative for each shift perform all paint testing.

• **Material Deliveries to Project Site**

- Contractor designates one (1) individual to collect all delivery tickets.
 - Individual will be required to communicate information from the delivery tickets to the Representative.
 - Contractor to scan delivery tickets and submit to Representative through a Project Collaboration System (PCS) or Designated individual will have truck driver drop the ticket into a sealable container.
 - Tickets will remain quarantined for 24 hours before being provided to the Representative.
 - All certifications will be submitted to the Representative through a PCS.
 - No signatures or documentation on delivery tickets.
 - eTicketing
 - If eTicketing was included in the project's contract, proceed with the requirements contained within the contract.
 - Producers capable of eTicketing may elect to provide delivery tickets in this manner at no additional cost. GPS locations for delivery trucks will not be required.
 - Asphalt Delivery Tickets
 - The Representative and Contractor will discuss the process to follow for collecting and distributing delivery tickets.
 - Producer will provide at a minimum the first and last delivery ticket to the Representative electronically, so job mix formula and daily tons can be verified.
 - Representative to maintain a paving book, either hard copy or electronic, to document temperatures, yield checks, sample locations, etc. throughout the day.
 - Concrete Delivery Tickets
 - The Representative and Contractor will discuss the process to follow for collecting and distributing delivery tickets.
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- Producer will provide all batcher mixer slips and delivery tickets to the Representative electronically, so water/cement ratio can be calculated for every load before placement.
 - **Calibrations at Producers**
 - Scales
 - Producer to use a certified independent 3rd party to witness and document scale calibrations.
 - Bins, Pumps, Admixtures, etc.
 - Performed by producer with signed calibration documentation.
 - Producer to email all calibration documentation to the Representative.
 - Representative could require verification of calibrations when restrictions are lifted.

 - **Mix Designs**
 - Required to use 2020 designs if they are approved. If not, 2019 designs are permitted until which time the 2020 designs are approved for use.

 - **Asphalt Acceptance Testing**
 - For Department projects, all acceptance testing is deferred to the LTS unless otherwise approved by the District. This can also be applicable for projects delivered using alternate methods utilizing Publication 408, Specifications.
 - Loose Box and Core Samples
 - Representative will determine sample locations and direct the Contractor to obtain the sample.
 - Once the Contractor has obtained the sample, the security and delivery of the samples to the Representative will be according to the procedures agreed upon at the pre-placement meeting. At a minimum, the following must be included in these procedures:
 - Identification and security of the samples
 - Acceptable container
 - Method of delivery to the Representative

 - **Concrete Acceptance Testing**
 - If the Contractor can develop a method to disinfect the air meter prior to the Representative performing a verification test that is approved by the District, concrete acceptance testing can continue as specified. Otherwise, use the process described below.
 - For Department projects, the Contractor will continue to perform quality control testing, and the Representative will perform acceptance testing using separate equipment at a separate testing location as detailed below. This can also be applicable for projects delivered using alternate methods utilizing Publication 408, Specifications.
 - Contractor will provide separate equipment for exclusive use by the Representative required to perform the acceptance testing and sufficient equipment for backup.
 - While the Contractor is witnessing the Representative perform the acceptance testing, the Contractor will immediately notify the Representative if the acceptance testing is not being performed properly and ensure corrective actions are implemented before continuing.
 - Representative will obtain a sample to perform slump and air content testing using separate equipment.
 - Representative will identify and mold the compressive strength cylinders according to PTM 611. Cylinder identification is essential in performing virtual compressive strength testing.
 - Representative will strip the cylinders and transfer the identification information onto the cylinders according to PTM 611.
 - Contractor will cure the cylinders as required and perform compressive strength testing. Representative will witness compressive strength testing either at a safe distance or virtually.
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- **PennDOT/NECEPT Aggregate, Asphalt, and Concrete Certified Technician Programs**
 - In accordance with Governor Wolf's March 11, 2020 directive on Planning for Large Meetings, Conferences, Trainings, and Community Events, all remaining PennDOT/NECEPT technician courses after March 16, 2020 were canceled. Guidance on each technician program for the 2020 construction season is provided below:
 - **Aggregate:** <https://www.superpave.psu.edu/assets/docs/Cancellation-MEMO-for-PennDOT-NECEPT-Aggregate-Technician-Courses.pdf>
 - **Asphalt:** <https://www.superpave.psu.edu/assets/docs/Cancellation-MEMO-for-PennDOT-NECEPT-Asphalt-Technician-Certification-Program.pdf>
 - **Concrete:** <https://www.superpave.psu.edu/assets/docs/Cancellation-MEMO-for-PennDOT-NECEPT-Concrete-Field-Testing-Technician-Courses.pdf>
 - **Labor Compliance**
 - Project Bulletin Board
 - Contractor will visibly display all required postings on the project's bulletin board and protect all postings from the weather. No postings can be double sided.
 - For Federally funded projects, the Contractor will clearly display on the project's bulletin board the one-page EEO Policies on company letterhead for all their approved subcontractor's with contract values over \$10,000.00.
 - Certified Payrolls
 - Contractor will submit certified payrolls to the Representative through a PCS.
 - Labor Compliance Wage Rate Interviews
 - Representative will continue to perform wage rate interviews at the frequency established in the POM practicing social distancing during the interview, however, the Contractor's employee signature will not be required. "COVID-19" will be documented in employee signature block by the Representative.
 - Representative will verify wage rate interview after receiving the certified payroll through a PCS
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