

PART 1 - GENERAL

1.1 SUMMARY

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

The term “Contractor” in this document will include the Contractor employees, sub-Contractor employees, delivery personnel, and visitors.

1.2 COVID-19 SAFETY PLAN

The COVID-19 Safety Plan (CVSP) must include, but is not limited to, the following:

- A. COVID-19 Wellness Self-Check (See Appendix A), this is a sample Wellness Self-Check questionnaire. Contractor should refer to CDC and local guidance for latest symptoms self-check list.
 - 1. Contractor must conduct and complete the Wellness Self-Check form prior to reporting to the FAA facility and/or work site. The Contractor Superintendent/COVID-19 Safety Officer must review each form.
 - 2. The person responsible for administering the Wellness Self-Check must have authority to deny anyone entering the FAA work site who displays any symptoms prior to entering, as well as, authority to remove persons develop symptoms after beginning work at the FAA facility.
 - 3. Wellness Self-Check must be completed immediately prior to accessing the FAA work site. Contractor must note in their CVSP the physical location of where Wellness Self-check will be completed. Testing site must be outside the FAA property.
 - 4. Contractor must take same precautions for deliveries entering FAA property regardless of driver exiting truck.
 - 5. CVSP must include how Contractor plans to manage the delivery of product samples, batch tickets, and large project/shop drawings to the FAA.
- B. COVID-19 Exposure Reduction Plan:
 - 1. Face Covering: Contractor must wear a face covering while on the FAA work site when social distancing is not practicable and/or in common areas within a FAA facility. All face coverings, at a minimum, must adhere to the following:
 - a. Cover the nose and mouth;
 - b. Fit snugly, but comfortably, against the side of the face;
 - c. Be secured with ties or ear loops;
 - d. Allow breathing without restrictions; and
 - e. Include multiple layers of fabric.
 - 2. Physical Separation (6 foot spacing between workers)/Social Distancing Controls will be required at all times.
 - 3. Contractor must identify in their CVSP, when use of physical separation and/or face

covering is not practicable due to thermal stress, and/or confined space requirements, or other reasons; and how the Contractor plans to mitigate those circumstances.

4. Personal Hygiene: Contractor must employ good hygiene practices while within the FAA facilities. These practices must include, but not limited to:

- a. The use of hand washing and hand sanitizing stations. Hand sanitizer must be FDA approved.
- b. Disinfection of frequently used items and surfaces as much as possible. Use EPA N List approved wipes and/or disinfectant supplies.

- C. Job exposures as defined by OSHA work type.
- D. List of COVID-19 Safety Personnel
- E. COVID-19 Informational posters/displays (Appendix B)
- F. Contractor Communication Plan (if someone tests positive or becomes ill at the work site)
- G. Proper disposal of COVID-19 PPE
- H. Include state, county, and local guidelines specific to job location
- I. Engineering controls
- J. Use of shared tools

1.3 ADDITIONAL COVID-19 REQUIREMENTS

- A. Prior to departing the FAA work site, the Contractor must wipe and disinfect all high touch point areas with approved wipes and/or disinfectant. High touch point areas include, but not limited to:
 - a. Doors and door hardware
 - b. Handrails
 - c. Thermostats
 - d. Gates
 - e. Light controls
 - f. Desks
 - g. Telephones
 - h. Chairs
- B. Contractor must provide separate temporary sanitary facilities dedicated to FAA and separate from Contractor use. Contractor is not permitted to use FAA restrooms within a facility. High touch points on/within the temporary sanitary facilities (door handles, toilet seat, etc.) must be wiped and disinfected after each use by the individual using the facility. Contractor must supply the required wipe and/or disinfecting supplies.

1.4 SITE ACCESS/EGRESS

- A. The Contractor must meet with the FAA's Contracting Officer Representative (COR) and local FAA management prior to the start of the project to establish the Contractors' access, badging, and security requirements.

- B. If a Contractor is not feeling well for any reason and COVID-19 symptoms exist, the individual will be denied access to the FAA facility. If a Contractor develops COVID-19 symptoms while at the FAA facility, the Contractor is required to immediately remove the symptomatic individual from the FAA facility, notify the FAA Contracting Officer (CO) and/or COR and immediately inform the FAA of any concerns regarding the work that was expected to be performed by that Contractor. The Contractor must also provide details on all locations where the symptomatic individual visited within the FAA facility.

1.5 FAA NOTIFICATIONS

- A. Contractor is required to notify the FAA immediately when a suspected or confirmed case of COVID-19 has visited the FAA facility and/or work site within past 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 include the information outlined below to allow the FAA to make a timely and appropriate response. Report any suspect or confirmed cases to 9-AFN-ACQ-EM@faa.gov, with a courtesy copy to the CO and COR. The report must include, for each affected individual:
 - a. Date of self-quarantine
 - b. Whether the case is suspected or confirmed.
 - c. Where the individual visited (building address) or with whom they met and the date of latest contact.
 - d. To ensure privacy information is protected, do not include specific information about the individual via e-mail.
 - e. Once information is received, a FAA official will contact the Contractor directly to obtain additional information regarding the case(s) to coordinate a proper response.
- B. Provide medical documentation by an authorized medical professional stating the individual no longer poses a transmission risk and is safe to re-enter the FAA work site. Return to work documentation must be provided to the CO and COR.

1.6 SUBMITTALS

- A. The Contractor must provide the following:
 - a. COVID-19 Safety Plan
 - b. Washing/Sanitizing Station(s)
 - c. Temporary/Portable Sanitary Facility
 - d. Cleaning/Disinfection supply Safety Data Sheets (SDSs)
 - e. Hand Sanitizer SDSs
 - f. SDSs for all chemicals brought into the FAA facility

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

- A. Shared use of trailer between FAA and Contractor personnel is not permitted.
- B. All meetings must take place virtually where practicable.
- C. In an occupied facility, Contractor must make use of floor plans or other methods to track all the personnel on job site including documenting time entered and exited.
- D. Use of trailer restrooms are highly encouraged. Trailer restroom must have a hand washing station and must be equipped with an exhaust fan.

- E. FAA is using data from Harvard Dashboard <https://globalepidemics.org/key-metrics-for-covid-suppression/> to stay current with the local COVID-19 situation. If the number of COVID-19 cases increases in the area of work being performed, the CO may issue a *Stop Work Notice*. FAA highly encourages Contractor to monitor the local COVID-19 statistics via either Harvard dashboard or other official data that is available.
- F. Identify all the personnel coming from outside of the State/local commuting area at least one week prior to coming onto the FAA facility.

NOTE: Any breach to CVSP or other requirement listed in this document will result in removal of the Contractor and/or issuing *Stop Work Notice* by the CO.

CDC link - What Construction Workers Need to Know about COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/construction-workers.html>

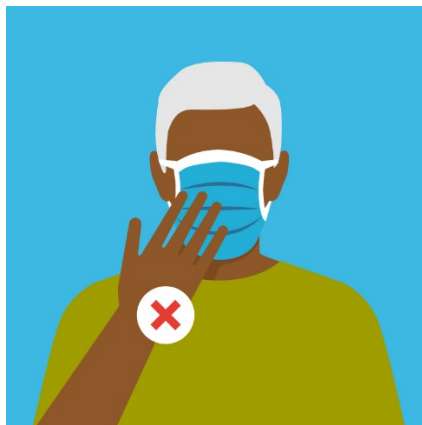
This supplement for the COVID-19 pandemic does not supersede or contradict any memo or directive that the Contracting Officer has already provided your company. While the overall responses can vary by location and may change as more information about the virus becomes available, the intent of this supplement 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

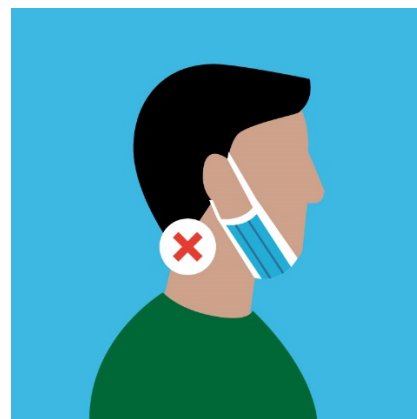
Appendix –A: Sample of Daily Questionnaire

Symptoms	Yes	No
Fever (above 100.4 °F (38°C) or higher)		
Shortness of Breath		
Difficulty in Breathing		
Chest Pain		
Chills		
Body aches or muscle aches		
Sore Throat		
Cough		
Headache		
Diarrhea		
Nausea/Vomiting		
Runny Nose		
New or worsening Loss of Taste/Smell		

Appendix B – Example of COVID-19 Safety Posters



Don't touch your mask while it is being worn



Don't wear the mask under your chin with your nose and mouth exposed



Don't leave your nose or mouth uncovered



Don't share your mask with family members or friends



Wear your Mask Correctly