



## State of New Jersey

DEPARTMENT OF TREASURY  
DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION  
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*Governor*

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*State Treasurer*

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*Director*

June 28, 2021

### **To All Contractors and Project Personnel on DPMC Construction Projects:**

All businesses engaged in construction projects in the State must adopt policies that include, at minimum, the following requirements **as per all active Executive Orders, NJDOH and CDC recommendations regarding COVID.**

#### **These policies and procedures are as follows:**

- a. Prohibit non-essential visitors from entering the worksite;
- b. Engage in appropriate social distancing measures when picking up or delivering equipment or materials;
- c. For indoor gatherings require individuals to maintain six feet or more distance between them to the maximum extent possible with all individuals wearing cloth face coverings;
- d. Stagger work start and stop times where practicable to limit the number of individuals entering and leaving the worksite concurrently;
- e. Identify congested and "high-traffic areas," including but not limited to lunchrooms, breakrooms, portable rest rooms, and elevators, and limit the number of individuals at those areas concurrently where practicable and require individuals to wear cloth face coverings;
- f. Stagger lunch breaks and work times where practicable to enable operations to safely continue while utilizing the least number of individuals possible at the site;
- g. Require workers and visitors to the worksite to wear cloth face coverings while on the premises, in accordance with CDC recommendations, except where it is impracticable for an individual to wear a face mask, such as when the individual is eating or drinking or where a service being provided by the employer cannot be performed by an individual wearing a mask, and require workers to wear gloves while on the premises. Businesses must provide, at their expense, such face coverings. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the business at the point of entry, then the business must decline entry to the individual. Nothing in the stated policy should prevent workers or visitors from wearing a surgical-grade mask or other more protective face covering if the individual is already in possession of such equipment, or if the businesses is otherwise required to provide such worker with more protective equipment due to the nature of the work involved. Where an individual declines to wear a face covering on the premises due to

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a medical condition that inhibits such usage, neither the business nor its staff shall require the individual to produce medical documentation verifying the stated condition;

h. Require infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;

i. Limit sharing of tools, equipment, and machinery and any shared equipment should be cleaned between uses;

j. Where running water is not available, provide portable washing stations with soap and/or alcohol-based hand sanitizers that contain at least 60% alcohol and sanitizing wipes that are approved by the United States EPA for SARS0CoV-2 virus to employees and visitors at no cost to the individuals. Employers may also adopt policies that require employees to wear gloves while at the worksite;

k. Routinely clean and disinfect all high-touch areas particularly in spaces that are accessible to employees or other individuals, including but not limited to restrooms, hand rails, door knobs, breakrooms, machinery, safety equipment and other frequently touched surfaces including employee used equipment, and ensure cleaning procedures following a known or potential exposure are in compliance with CDC recommendations;

l. When the worksite is an occupied residence, require workers to sanitize work areas and keep a distance of at least six feet from the occupants; and

m. Place conspicuous signage at entrances and throughout the worksite detailing the above mandates.

### **Additionally, Contractors and Project Personnel on DPMC construction projects must continue to:**

a. Prior to each shift, conduct daily health checks of employees, such as temperature screenings, visual symptom checking, self-assessment checklists, and/or health questionnaires, consistent with CDC guidance including latest CDC guidance regarding COVID-19 symptoms, consistent with the confidentiality requirements of the ADA, NJLAD and any other applicable laws, and consistent with any guidance from the Equal Employment Opportunity Commission (“EEOC”) and the New Jersey Division on Civil Rights;

b. Immediately separate and send home workers who appear to have symptoms, as defined by the CDC, consistent with COVID-19 illness upon arrival at work or who become sick during the day;

c. Promptly notify workers of any known exposure to COVID-19 at the worksite, consistent with the confidentiality requirements of the Americans with Disabilities Act and any other applicable laws and consistent with the guidance from the EEOC;

d. Clean and disinfect the worksite in accordance with current CDC guidelines when a worker at the site has been diagnosed with COVID-19 illness; and

e. Continue to follow guidelines and directives issued by the New Jersey Department of Health, the CDC and the Occupational Health and Safety Administration, as applicable, for maintaining a clean, safe and healthy work environment.

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These protections, policies and directives issued in accordance with the referenced and all current Executive Orders and CDC recommendations shall remain in effect until revoked or modified by the Governor or as amended or clarified by the State Director of Emergency Management.

Respectfully,

A handwritten signature in black ink, reading "Richard S. Flodmand". The signature is written in a cursive style with a large, stylized "R" at the beginning.

Richard Flodmand  
Deputy Director, Contract Administration  
Division of Property Management  
and Construction