

**WPI Capital Project Covid-19 Procedures  
3/31/2020 (Updated 7/17/20)**

**Capital Project procedures for all active projects:**

Contractors working on the WPI campus must comply with The Commonwealth of Massachusetts guidance: <https://www.mass.gov/info-details/safety-standards-and-checklist-construction>

In addition to the Commonwealth of Massachusetts guidance, Contractors working on the WPI campus must comply with the following procedures:

- Jobsite Perimeter shall be established that prevents WPI personnel from entering, with the exception of emergency responders
- Contractor personnel will not circulate elsewhere on campus unless necessitated by the project, and must be accompanied by WPI project manager.
- WPI requirements for wearing face coverings at all times must be followed by contractor personnel when on campus, however when working inside the above described Jobsite Perimeter, requirements for social distancing and wearing face coverings shall adhere to the contractor's COVID-19 Safety Plan.
- CM/GC shall submit weekly look-ahead work plans to WPI project manager outlining work to be performed, subcontractors to be on campus, and estimated number of workers to be on campus
- Deliveries shall be instructed to deliver directly to jobsites
- Contractor requests for electrical, fire alarm, HVAC or other shutdowns must go through WPI project manager
- Contractor Parking – Area to be designated by WPI project manager
- WPI Hot work permits must be arranged at least 3 days in advance through the WPI project manager. City Hot work permits are contractor's responsibility
- Emergencies – Injuries, fire, hazardous material spills or releases, water or gas line breaks must be reported to Campus Police, and then to WPI project manager. Engagement with EH&S, if necessary, will be done by Campus Police
- Any contractor personnel who test positive and have worked on campus at any time in the previous two weeks must notify the contractor's project manager immediately, who, in turn, must notify the WPI project manager immediately. WPI project manager will notify WPI Health Services, and the contractor shall assist WPI with contact tracing.