

THE SCHOOL DISTRICT OF PHILADELPHIA
Office of Capital Programs
440 North Broad Street, 3rd Floor – Suite 371
Philadelphia, PA 19130

TELEPHONE: (215) 400-4730

Addendum No. 007

Subject: Anne Frank Elementary School Major Addition and Renovation
SDP Contracts No. B-045C, B-046C, B-047 & B-048 of 2019/20

Location: Anne Frank Elementary School, 2001 Lott Ave., Philadelphia, PA, 19115

This Addendum, dated May 1, 2020, shall modify and become part of the Contract Documents for the work of this project. Any items not mentioned herein, or affected by, shall be performed strictly in accordance with the original documents.

1. ATTACHED ARE COVID-19 PRECAUTION PLAN REQUIREMENTS FOR THIS PROJECT WHICH ALL CONTRACTORS MUST COMPLY WITH.

2. THE FOLLOWING PHASING PLAN FOR ABATEMENT WORK HAS BEEN DEVELOPED TO EXPEDITE CONSTRUCTION AND MUST BE FOLLOWED TO THE MAXIMUM EXTENT POSSIBLE:

The following abatement work scope items are intended to be performed during the Summer of 2020:

The removal of all stored items and comprehensive asbestos abatement throughout the 19,000 square foot crawlspace below the first floor.

The removal of fiberglass and pipe/pipe fitting insulation in 12 Classrooms throughout the first, second and third floors. The Asbestos Abatement Contractor shall construct vertical tent containments on all floors directly above and below the removal locations to enclose and isolate the vertical pipe risers (i.e. Rooms 101, 201, 301). All “stacked” containments shall remain in place until acceptable final visual inspections and acceptable air sample clearance results have been achieved for all vertically connected work areas. Any material present inside floor/ceiling pipe penetrations shall be removed as part of this project.

THE SCOPE OF THE ABATEMENT WORK IS NOT OTHERWISE CHANGED AND MUST BE COORDINATED WITH THE CONSTRUCTION PHASING PLAN.

3. BIDDER QUESTIONS AND RESPONSES:

A. Revise as indicated by answers following the questions below or by attachment:

1. Drawing A604; Note #4 calls for the removal of existing glazing which is 3/16” thick. It further states to replace existing with 1” glazing. This new glazing will not fit into existing glazing channel. Please advise.

- a. The increased thickness of the glass unit is to be accommodated by replacing the existing glazing bead with a newly designed bead that allows for the 1” overall new glass thickness. See aluminum window replacement & renovation note #5 on A602.**
2. Tiered classroom B200: Finish schedule indicates RS1, RS2, and CPT-1. Finish drawing A901.3 indicates that there is carpet (CPT-1) where students sit. However, drawing A703 detail 1 indicates that the area gets rubber tile treads and risers (RS2 indicates risers only). Can you clarify? At the steps we assume RS1 tread and risers, what does the landing between the 2 sets of stairs get in B200? Auditorium 130: Floor material for the stage steps?
 - a. Seating portion of the learning stair (B200) shall be CPT-1 on treads only (including landing at seating portion. Risers shall be RS2 per Finish Specification sheet A900.2. Treads, risers, and landings of walking portion of learning stair B200 shall be RS1 rubber. Stairs at auditorium 130 stage shall be RS1 treads and risers.**
3. Reference is made to attachment A002 – Anne Frank ES drawing. The single cross hatched symbol shows that the majority of rooms in building C (Little School House) refers to a note under the Symbol Key that states “Existing Area Outside Scope of Work.” Confirm that the rooms noted with the single cross hatch are also outside the scope of work outlined in the “Part B Technical Specifications and Scope of Work for Paint and Plaster Repairs.” Alternatively, provide floor plan for the Part B work.
 - a. The Little School House (building C) is not included in the Scope of Work for Paint and Plaster Repairs.**
4. As a follow up to the Addendum 005 “Bidder Questions and Responses,” item #2: Are there any existing roof warranties that must be maintained? If so, please provide us with the specifics of those warranties.
 - a. Attached is the 20-year warranty for Building A, which began in 2005. There is no data available for the warranty on Building C. Contractor should provide a 1 year leak free warranty including labor and material for all repair and tie-in work to existing roofing assemblies.**
5. Are the recommendations in the Geotech report of removing and replacing the stratum IF, covered by the alternate unit prices for excavation, removal and replacement of unsuitable material or is this above and beyond the alternate unit prices?
 - a. Unit Price No 2 applies only to the excavation and disposal of unsuitable soil beyond the design limits of the excavation required to build the new addition and site utilities. In other words, the Contractor’s lump sum bid includes the cost of all excavation within that envelope, whether the soil is satisfactory for backfill, or is disposed of as unsuitable or excess. Disposal of contaminated soil is covered by Unit Price No 1 whether inside or outside those limits.**

6. Addendum 4 states 'condensate lines should discharge directly through the masonry walls". Does that mean that the unit vents on the second and third floor condensate will drip on the outside walls or should they be extended down the outside walls to the ground level?
 - a. **The condensate lines shall project 1" out from the exterior wall at all unit ventilator locations. There shall be no vertical pipes extending down to grade from the second or third floor units.**

END OF ADDENDUM #007

ATTACHMENTS:

COVID-19 PRECAUTIONS PLAN, 5/1/20, 32 pages

ROOF WARRANTY, 1 page



THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
440 N. BROAD STREET, 3RD FLOOR
PHILADELPHIA, PENNSYLVANIA 19130-4015

Memo

To:
From: Jessica Binda
CC:
Date: May 1, 2020
RE: COVID-19 Precautions Plan

The School District of Philadelphia will begin to allow contractors at the above project(s) to resume work under the following guidelines. All guidelines must be adhered to by all contractors.

1. General Jobsite

- a. Each contractor must designate a "Pandemic Safety Officer" for each project or work site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the requirements of this guidance for the protection of all personnel at the site.
- b. The Pandemic Safety Officer must obtain a COVID-19 training certificate from one of the training sources designated by the Department of Licenses and Inspections on its website. The certificate must be posted at the jobsite.
- c. Each contractor must submit a written COVID-19 Safety Plan for their work location containing site specific details for the implementation of this guidance to be shared with all employees and the School District and implemented and enforced by the Pandemic Safety Officer. A copy of the COVID-19 Safety Plan must be kept at the jobsite and shall be produced upon request.
- d. The Pandemic Safety Officer on site must monitor for signs of illness. It is critical that individuals NOT report to work while they are experiencing any illness. If someone is showing signs of any illness, they must leave immediately.
- e. All deliveries and delivery personnel are subject to the same criteria and guidelines.
- f. School District personnel are subject to the same criteria and guidelines.
- g. Anyone that enters a district building or site is required to wear a mask or scarf to cover their nose and mouth to ensure the protection of themselves and others.
- h. Enclosed projects may not permit more than four persons on job sites of 2,000 square feet or less.
- i. One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet.

2. Pre-entry Screening

- a. Prior to entering the project, the designated person from each contractor will be required to screen employees and delivery personnel with the following:
 - i. “As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-entry screening.” If they answer yes to any of the following questions, they should be asked to leave the jobsite immediately.
 1. Have you been in close contact with a person that has shown signs/symptoms, or been diagnosed with COVID-19?
 2. Has anyone in your household been in close contact with a person that is in the process of being tested, has shown signs/symptoms, or been diagnosed with COVID-19?
 3. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 4. Are you having trouble breathing or having you had flu-like symptoms within the past 72 hours, including: fever, dry cough, shortness of breath, sore throat, body aches, chills, loss of taste or smell, or fatigue?

3. Toolbox Safety Meeting

- a. The designated employee must have a toolbox talk on the first day of work. These guidelines should be reviewed with all employees.
- b. Example:
<https://gbca.com/wp-content/uploads/2020/03/GBCA-Safety-Toolbox-Talk-Corona-virus-1.pdf>
- c. Remember to follow social distancing guidelines. More than one meeting might be required to cover all employees.

4. Social Distancing

- a. Require social distancing unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- b. Limit contact with others. Direct employees to increase personal space (to at least 6 feet, where possible).
- c. Take breaks and lunches in shifts to reduce the size of the group to less than 10 people.
- d. Avoid trade stacking. Communicate with each prime to evaluate schedule and sequencing of work.
- e. Do not share tools. When sharing is necessary, wipe down with proper disinfectant first.

5. Increased Cleaning Procedures (Lead Contractor)

- a. The School District of Philadelphia will provide, at a minimum, hand washing locations with hot water, soap, and paper towels on each floor that work is being completed. The designated employee is to encourage the use of these locations frequently.
- b. The prime contractor will sanitize all hand washing locations, restroom locations, break/lunch locations, and high touch/traffic areas at least twice per day. The

School District will provide proper EPA approved cleaning products and gloves.
The Building Engineer will provide spray bottles of premixed product and wipes.

6. Reporting a Suspected or Confirmed Case

- a. If an employee or delivery personnel report a suspected or confirmed case to the Pandemic Safety Officer, the following steps must be taken.
 - i. The Pandemic Safety Officer must immediately send the person home and notify the Construction Project Manager and Construction Inspector.
 - ii. This notification will trigger the District's COVID-19 emergency response (see attached).
 - iii. The building will be closed to all construction activities for at least 48 hours. Contractors are to safe off all construction activities and notify the Construction Project Manager and Construction Inspector when everyone has safely exited the building.
 - iv. The building will be aired out for the first 24 hours.
 - v. District facilities staff will perform all disinfecting activities.
- b. The Pandemic Safety Officer must follow the guidelines outlined in the "Order of the Secretary of the Pennsylvania Department of Health Directing Public Safety Measures for Businesses Permitted to Maintain In-person Operations" and enforceable as of 8:00 pm on April 19, 2020. (see attached)
- c. The contractors must implement temperature screening before an employee enters the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home that have an elevated temperature or fever of 100.4 degrees Fahrenheit or higher. Ensure employees practice social distancing while waiting to have temperatures screened.
- d. This screening must continue for a minimum of 14 days or until the case is determined to be tested as negative.

7. Asbestos, Lead Based Paint, and Mold Abatement

- a. An Asbestos Abatement Contractor can have more than 4 persons on an enclosed jobsite less than 2,000 sf only if proper PPE utilized in pre-cleaning, abatement activities, and final cleaning activities are worn." Contractors will immediately limit their staff when these activities do not require more than four persons.
- b. Containments under negative pressure (-0.02" wc) must remain under negative pressure. If this is not feasible, steps outlined in the City of Philadelphia Asbestos Control Regulations shall apply.
- c. Abatement contractors are the only ones permitted to enter an active containment, therefore, the District will provide the instructions and materials to disinfect the active containment.
- d. Lead based paint abatement and mold remediation activities will follow the same procedures (as applicable to each trade) as outlined above.

8. Compliance

- a. District Construction Project Managers and Inspectors will monitor for compliance, along with state and local inspectors as necessary.

- b. For example, the requirement for daily health screening is monitored each day by comparing the completed screening question sheet with the daily log of workers on site.
- c. Daily review with each Pandemic Safety Officer will be completed by the Construction Inspectors and noted in daily construction reports.
- d. The Construction Inspector will complete the COVID-19 checklist daily.
- e. Failure to comply will result in a request for corrective action, referral to federal, state, and local regulators, and increased monitoring. If non-compliance continues, it could be a basis for contract termination.

Attachments:

[Guidance for Businesses in the Construction Industry Permitted to Operate During the COVID-19 Disaster Emergency, Issued 04-23-20](#)

[Order of the Secretary of the Pennsylvania Department of Health Directing Public Safety Measures for Businesses Permitted to Maintain In-person Operations, Enforceable as of 8:00 pm on April 19, 2020](#)

[Frequently Asked Questions: Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operation](#)

[Authorization for the Conduct of Certain Construction Activity Currently Prohibited by the March 22, 2020 Emergency Order Temporarily Prohibiting Operation of Non-Essential Business and Individual Activity to Prevent the Spread of 2019 Novel Coronavirus \(Covid-19\), Issued by the City of Philadelphia, April 29, 2020](#)

COVID-19 Office of Facilities Management & Services and Office of Capital Programs Coordinated Emergency Response Plan, Issued 05-01-2020

Office of Capital Programs Construction Unit COVID-19 Checklist, Issued 05-01-2020

COVID-19 Precautions Plan Compliance Agreement, Issued 05-01-2020

GUIDANCE FOR BUSINESSES IN THE CONSTRUCTION INDUSTRY PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY

INTENT

The virus that causes Coronavirus 2019 Disease (“COVID-19”) is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety. Previously, the Governor and Secretary of Health ordered most construction projects to cease unless they were supporting life-sustaining businesses or activities. Recognizing that the construction industry is vital to Pennsylvania’s economy, construction activities may resume in accordance with this guidance.

Businesses in the Commonwealth that have been permitted to maintain in-person operations during the disaster emergency, other than health care providers, must take several precautions to protect their employees, their employees’ families, and members of their communities. Businesses that are permitted to maintain in-person operations are those authorized under the [Governor’s and Secretary’s Non-Life Sustaining Business Closure Orders](#), an exemption from those orders, or subsequent applicable order from the Governor and Secretary. All businesses (especially those that were originally closed and later permitted to re-open a portion of their operations) must review these guidelines and commit to ensuring the health and safety of their employees and the public, including construction businesses currently conducting in-person operations and those now able to resume activities.

BUSINESSES SUBJECT TO THIS GUIDANCE

Beginning May 1, 2020, all businesses in the construction industry in the Commonwealth, including those in new construction, renovation, and repair, as well as land subdivision and design-related field activities, are [permitted to maintain in-person operations](#) pursuant to the Governor’s and Secretary of Health’s April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance. Construction projects previously granted an exemption to continue in-person operations may continue operations but must adhere to this guidance.

Prior to May 1, all businesses in the construction industry should continue to follow existing Administration orders and guidance, and may continue to maintain in-person operations to the extent authorized by any existing exemptions.

POLICY

It is the policy of the Administration to ensure that all businesses in the construction industry subject to this guidance conduct operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of the employers, employees and the public as a whole.

All construction businesses authorized to conduct in-person operations in the Commonwealth must adhere to requirements of this guidance, as well as all applicable business and building safety orders issued by the Secretary of Health.

Local political units may elect to impose more stringent requirements than those contained in this guidance. In such instances, businesses must adhere to the more stringent requirements.

ALL CONSTRUCTION ACTIVITIES

All businesses and employees in the construction industry must do the following:

- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for business safety measures, issued April 15, 2020, including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.
- Follow other applicable [Department of Health](#) (DOH) and Centers for Disease Control and Prevention (CDC) [guidance](#).
- Require social distancing (6-foot minimum distance between workers) unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- Provide hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Implement cleaning or sanitizing protocols at all construction sites and projects. Identify and regularly clean and disinfect areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
- Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- Use virtual meetings, and disseminate information electronically to the extent feasible.
- Stagger shifts, breaks, work areas and/or stacking of trades where feasible to minimize workers on site.
- Limit tool sharing and sanitize tools if they must be shared.
- Employ jobsite screening based on CDC guidance to determine if employees should work. Prohibit from working any employees with any symptoms of COVID-19. Encourage sick employees to stay home.
- Prohibit unnecessary visitors to any project or work site, and limit supplier deliveries.
- Limit access to enclosed spaces to the extent feasible.
- Ensure workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.
- Identify a “Pandemic Safety Officer” for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.

RESIDENTIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines residential buildings as “detached one-family and two-family dwellings and townhouses which are not more than three stories above grade plane in height with a separate means of egress and their accessory structures.”

- All residential construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, such projects may not permit more than four persons on the job site at any time inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

NON-RESIDENTIAL OR COMMERCIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines “Commercial construction” as “a building, structure or facility that is not a residential building.” This definition includes multi-unit housing and student housing.

- All commercial construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less, and
- One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.
- Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.

PUBLIC CONSTRUCTION

Elected political subdivisions (or “local political units” as described in the Governor’s guidance), and other public entities should continue to use best judgment in exercising their authority to conduct critical construction projects. All construction decisions should appropriately balance public health and safety while ensuring the continued safety of critical infrastructure. When possible, local political units and public entities should postpone non-essential projects and only proceed with essential projects when they can implement appropriate social distancing and cleaning/disinfecting protocols, and should adhere to this guidance on all construction projects.

Local political units and public entities should officially communicate to contractors whether their specific project will be resumed. Notwithstanding any general authorization to resume construction activities, contractors should not resume work on public construction projects until directed to do so by the applicable governmental unit.

Certain commonwealth agencies and independent commissions have already issued guidance for critical or essential projects that are continuing. Those specific agency or commission directives should be followed unless there is a direct conflict with these guidelines, in which case these guidelines control. Contractors working on public construction projects must follow construction restart or resumption plans established by that agency or commission.

INSPECTIONS AND APPRAISALS

Beginning May 1, 2020, in-person inspection and appraisals related to construction financing loans, and UCC building code plan review and inspection services may be conducted as necessary for all construction projects authorized under this guidance.

QUESTIONS AND FURTHER GUIDANCE

Businesses that have questions about whether this guidance applies to them may email the Department of Labor and Industry at RA-LIBOIS-BUILDINGS@pa.gov.

Answers to frequently asked questions involving application of the Employee Safety Order is available [here](#).

Businesses in the construction industry may wish to refer to PennDOT's COVID-19 Guidance for Restarting Construction Projects which provided a process for restarting construction projects that were suspended in response to COVID-19 mitigation. The guidance is available [here](#).

Help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed contact the Crisis Text Line by texting PA to 741-741.

ENFORCEMENT

Enforcement actions against violators of the Governor's and Secretary of Health's Orders Closing Businesses That Are Not Life Sustaining commenced on March 23, 2020, and is ongoing.

Law enforcement officers should refer to Enforcement Guidance available online [here](#).

ADDITIONAL INFORMATION

For the most up-to-date, reliable information, please continue to refer to the Commonwealth of Pennsylvania's website for Responding to COVID-19 in Pennsylvania: <https://www.pa.gov/guides/responding-to-covid-19/>.



Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations

The 2019 novel coronavirus (COVID-19) is a contagious disease that is rapidly spreading from person to person in the Commonwealth of Pennsylvania. COVID-19 can be transmitted from people who are infected with the virus even if they are asymptomatic or their symptoms are mild, such as a cough. Additionally, exposure is possible by touching a surface or object that has the virus on it and then touching one's mouth, nose, or eyes.

COVID-19 is a threat to the public's health, for which the Secretary of Health may order general control measures, including, but not limited to, closure, isolation, and quarantine. This authority is granted to the Secretary of Health pursuant to Pennsylvania law. *See* Section 5 of the Disease Prevention and Control Law, 35 P.S. §§ 521.1, 521.5; sections 2102 and 2106 of the Administrative Code of 1929, 71 P.S. §§ 532, 536; and the Department of Health's (Department's) regulations at 28 Pa. Code §§ 27.60-27.68 (relating to disease control measures; isolation; quarantine; movement of persons subject to isolation or quarantine; and release from isolation and quarantine). Particularly, the Secretary has the authority to take any disease control measure appropriate to protect the public from the spread of infectious disease. *See* 35 P.S. § 521.5; 71 P.S. §§ 532(a), 1402(a); 28 Pa. Code § 28.60.

Recognizing that certain life-sustaining businesses in the Commonwealth must remain open despite the need for strong mitigation to slow the spread of the virus, I am ordering certain actions to be taken by employers and their employees to protect their health and lives, the health and lives of their families, and the health and lives of the residents of the Commonwealth who depend upon their services. Special consideration is required to protect not only customers, but the workers needed to run and operate these establishments.

As cleaning, disinfecting, and other maintenance and security services performed by building service employees are critical to protecting the public health by reducing COVID-19 infection in the Commonwealth, I previously directed building safety measures in an Order that went into effect at 12:01 a.m. on April 6, 2020. Similarly, based upon the manner of COVID-19's continued and extensive spread in the Commonwealth and in the world, and its danger to Pennsylvanians, I have determined that an additional appropriate disease control measure is the further direction of safety measures for all employees and visitors at life-sustaining businesses that have remained open during the COVID-19 disaster emergency.

Accordingly, on this date, April 15, 2020, to protect the public from the spread of COVID-19, I hereby order:

- A. A business that is authorized to maintain in-person operations, other than health care providers, pursuant to the Orders that the Governor and I issued on March 19, 2020, as subsequently amended, shall implement, as applicable, the following social distancing, mitigation, and cleaning protocols:
- (1) in addition to maintaining pre-existing cleaning protocols established in the business, as specified in paragraph (2) below, clean and disinfect high-touch areas routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC), in spaces that are accessible to customers, tenants, or other individuals;
 - (2) maintain pre-existing cleaning protocols established by the business for all other areas of the building;
 - (3) establish protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19, including:
 - a. close off areas visited by the person who is a probable or confirmed case of COVID-19. Open outside doors and windows and use ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines used by the ill person, focusing especially on frequently touched areas;
 - b. identify employees that were in close contact (within about 6 feet for about 10 minutes) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated;
 - i. If the employee remains asymptomatic, the person should adhere to the practices set out by the CDC in its April 8, 2020 Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19;
 - ii. If the employee becomes sick during the work day, the person should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms

and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time would be considered exposed;

- iii. Promptly notify employees who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws;
 - iv. ensure that the business has a sufficient number of employees to perform the above protocols effectively and timely;
- c. implement temperature screening before an employee enters the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home that have an elevated temperature or fever of 100.4 degrees Fahrenheit or higher. Ensure employees practice social distancing while waiting to have temperatures screened;
 - d. employees who have symptoms (*i.e.*, fever, cough, or shortness of breath) should notify their supervisor and stay home;
 - e. sick employees should follow CDC-recommended steps. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Employers are encouraged to implement liberal paid time off for employees who do not return to work as set forth above.
- (4) stagger work start and stop times for employees when practicable to prevent gatherings of large groups entering or leaving the premises at the same time;
 - (5) provide sufficient amount of space for employees to have breaks and meals while maintaining a social distance of 6 feet, while arranging seating to have employees facing forward and not across from each other in eating and break settings;
 - (6) stagger employee break times to reduce the number of employees on break at any given time so that appropriate social distancing of at least 6 feet may be followed;
 - (7) limit persons in employee common areas (such as locker or break rooms, dining facilities, training or conference rooms) at any one time to the number of employees that can maintain a social distance of 6 feet;

- (8) conduct meetings and trainings virtually (*i.e.*, by phone or through the internet). If a meeting must be held in person, limit the meeting to the fewest number of employees possible, not to exceed 10 employees at one time, and maintain a social distance of 6 feet;
- (9) provide employees access to regular handwashing with soap, hand sanitizer, and disinfectant wipes and ensure that common areas (including but not limited to break rooms, locker rooms, dining facilities, rest rooms, conference or training rooms) are cleaned on a regular basis, including between any shifts;
- (10) provide masks for employees to wear during their time at the business, and make it a mandatory requirement to wear masks while on the work site, except to the extent an employee is using break time to eat or drink, in accordance with the guidance from the Department of Health and the CDC. Employers may approve masks obtained or made by employees in accordance with Department of Health guidance;
- (11) ensure that the facility has a sufficient number of employees to perform all measures listed effectively and in a manner that ensures the safety of the public and employees;
- (12) ensure that the facility has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet;
- (13) prohibit non-essential visitors from entering the premises of the business; and
- (14) ensure that all employees are made aware of these required procedures by communicating them, either orally or in writing, in their native or preferred language, as well as in English or by a methodology that allows them to understand.

B. In addition to the above, the following measures apply to businesses, other than health care providers, that serve the public within a building or a defined area:

- (1) where feasible, businesses should conduct business with the public by appointment only and to the extent that this is not feasible, businesses must limit occupancy to no greater than 50% of the number stated on the applicable certificate of occupancy at any given time, as necessary to reduce crowding in the business, and must maintain a social distance of 6 feet at check-out and counter lines, and must place signage throughout each site to mandate social distancing for both customers and employees;

- (2) based on the building size and number of employees, alter hours of business so that the business has sufficient time to clean or to restock or both;
- (3) install shields or other barriers at registers and check-out areas to physically separate cashiers and customers or take other measures to ensure social distancing of customers from check-out personnel, or close lines to maintain a social distance between of 6 feet between lines;
- (4) encourage use of online ordering by providing delivery or pick-up options;
- (5) designate a specific time for high-risk and elderly persons to use the business at least once every week if there is a continuing in-person customer-facing component;
- (6) require all customers to wear masks while on premises, and deny entry to individuals not wearing masks, unless the business is providing medication, medical supplies, or food, in which case the business must provide alternative methods of pick-up or delivery of such goods; however, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition;
- (7) in businesses with multiple check-out lines, only use every other register, or fewer. After every hour, rotate customers and employees to the previously closed registers. Clean the previously open registers and the surrounding area, including credit card machines, following each rotation;
- (8) schedule handwashing breaks for employees at least every hour; and
- (9) where carts and handbaskets are available for customers' use, assign an employee to wipe down carts and handbaskets before they become available to each customer entering the premises.

This Order shall take effect immediately and be enforceable as of 8:00 p.m. on April 19, 2020.



Rachel Levine, MD
Secretary of Health

Frequently Asked Questions:

Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operation

Recognizing that certain life-sustaining businesses in the Commonwealth must remain open despite the need for strong mitigation to slow the spread of the 2019 Corona virus (COVID-19), the Secretary of Health has ordered certain actions to be taken by employers and the employees of life-sustaining businesses (employees) to protect their health and lives, the health and lives of their families, and the health and lives of the residents of the Commonwealth who depend upon their services.

Q. What sort of situations would mandate a 24-hour wait time, and what sort of situations would allow for a lesser wait time to disinfect surfaces?

A. All businesses are ordered to wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.

Q. What type of cleaning is required?

A. Facilities must clean and disinfect all spaces, especially commonly used rooms and shared electronic equipment. The Centers for Disease Control and Prevention (CDC) has [established guidance](#) on appropriate cleaning. Businesses should also refer to the Secretary's April 6, 2020 order Directing Building Safety Measures.

Q. Can a life-sustaining business use a third-party vendor or third-party service for cleaning?

A. Yes, businesses can use an established or new vendor to comply with cleaning requirements.

Q. Is the Commonwealth dictating a particular mask?

A. No. Employers may approve masks obtained or made by employees in accordance with Department of Health [guidance](#). Customers may utilize masks obtained or made in accordance with Department of Health [guidance](#). Scarves, bandanas, or other face covering will suffice in place of a mask.

Q. Are there recommendations on where employers can purchase masks for employees?

A. Employers do not need to purchase masks from any specific vendor, but are required to provide masks to employees to wear during business hours. Homemade masks and masks owned by employees are allowable. The Department of Health (Department) has published

[guidance](#) on how to make cloth masks. Additionally, the Department of Community and Economic Development has created a 'Business-2-Business' Directory, which identifies potential vendors of masks and other Personal Protective Equipment (PPE).

Q. Would a disposable face shield suffice in lieu of a mask?

A. A disposable face shield would suffice in lieu of a mask. Employers may approve masks obtained or made by employees in accordance with guidance on homemade masks found on the Department's and the CDC's websites.

Q. Does this order apply to essential workers who are outdoors, and heavy physical activity is part of their job description, such as employee of solid waste companies and landscaping?

A. Yes. However, an employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.

Q. Do banks and financial institutions need to comply with the masking requirement if there are associated security concerns with face coverings?

A. Yes. Bank employees should wear masks at all times. Customers can be asked to remove their masks to reveal their face and then recover their face after the bank employee has identified the customer. This should take place within a minimum distance of six feet.

Q. Is it acceptable for workers to remove facial coverings for operations where it would be unsafe to keep in place or to be in compliance with safety requirements?

A. Yes. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.

Q. If the customer refuses to wear a mask will they be turned away or will the customer be refused service?

A. Yes, with the exception for businesses that provide medication, medical supplies, or food, which must offer another means for the customer to purchase goods if they the customer is unable to wear a mask. Those means could include home delivery or contactless curbside pick-up. However, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition. If that occurs, and if the business

is not able to provide a mask, the business should consider providing information on mask making , distributing "how to" flyers, or sharing locations to purchase masks.

Q. What if someone does not come in with a mask and the business cannot offer an alternative means of serving the customer?

A. Businesses should consider providing masks to their customers or offering resources to customers information on how to make masks. Consider sharing mask making on social media, distributing" how to" flyers, or sharing locations to purchase masks. Customers can also be reminded to wear a scarf or bandana as a mask. However, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition.

Q. How do businesses avoid confrontation with customers who do not wear a mask?

A. Businesses should consider how they would deal with a customer who came into their business without a shirt or shoes. Businesses should consider giving customers resources on how to make their own mask, provide a mask, or ask the customer to wear a scarf or bandana in addition to reminding them of the Secretary's Order.

Q. As a manager, how do I handle an employee that refuses to wear a mask? Does this order mean I can refuse them entry?

A. All employees of life-sustaining businesses, with the exception of those with a medical condition or in the case of safety issues or while sequestered alone in a room, must wear a mask in the workplace. The Department does not dictate to employers how they should manage their workforce if employees refuse to comply with the Order.

Q. Are masks required while driving for work?

A. If the person is driving alone throughout the trip, no mask is needed in the vehicle, however, should they need to travel through a toll-booth or other drive thru they should be wearing a mask.

Q. Does someone working in a personal office need a mask at all times?

A. Employees isolated in their personal office space, when unshared with any other colleagues, do not need to wear a mask. However, when the employee leaves their individual office or has invited a colleague into their office, they must wear a mask. Additionally, one cannot wear a mask while eating or drinking. At those times, social distancing techniques should be applied.

Q. What about orders that were placed by an employer for masks but will not arrive for some time. How should businesses comply until then?

A. Employers may approve masks obtained or made by employees in accordance with guidance on homemade masks found on the Department's website.

Q. Are masks required by freight train crews, transit operators, bus drivers or others who operate a vehicle?

A. Yes. However, an employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.

Q. The Order references CDC guidance on masking, which requires masking only when employees cannot maintain social distancing?

A. The Governor and Secretary of Health have chosen to employ safety measures beyond the CDC. Employees must wear masks at all times except when isolated from others in a private space or when it adversely effects their health.

Q. If an employer discovers an employee with a confirmed case of COVID-19 has come into the business, does the order require the employer to institute a temperature check for that person to return to work following their leave period OR does it require temperature screenings of all employees following the first confirmed case?

A. Business should implement temperature screening for all employees upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19, which would include a temperature screening for the employee with a confirmed case when that employee returns to work after the quarantine period.

Q. The order provides guidelines for a person with a probable or confirmed case of COVID19. What is considered "probable"?

A. A person is considered to have a probable case of COVID-19 if a person has appropriate symptoms (i.e., fever, cough, shortness of breath) and exposure to a high-risk situation, or if the person has a positive antibody test and either symptoms or high-risk exposure.

Q. Can temperature checks be done through self-screening? (i.e., employees told to take temp at home?)

A. No.

Q. Is it required that a medical professional administer the temperature screenings?

A. No.

Q. In the event there is a positive test, is there an end date for temperature screening? How long must temperature checks be conducted?

A. Temperature checks should be conducted for at least 14 days after an exposure. However, the Department recommends employers, particularly those in areas in the Commonwealth with high positive case numbers, conduct temperature checks as a matter of routine.

Q. Following an exposure the Order says that “employees” must be screened. Does this mean that essential non-employees, such as truck drivers, contractors, delivery persons do not need to be screened?

A. Non-employees are not subject to temperature checks.

Q. Is the order retroactive? If there was a positive case in the building 2 weeks ago, do we now need to do temperature screening?

A. The Secretary’s Order does not require an employer to conduct retroactive temperature screenings; however, the Department recommends such temperature screening particularly in those areas of the Commonwealth with high positive case numbers.

Q. If someone arrives at work in one location and is temperature screened, then drives to another work facility, does the person have to temperature screen again?

A. The Secretary’s Order does not require an employer to conduct temperature screenings in more than one location under the circumstances described; however, the Department recommends such temperature screenings be conducted, particularly in those areas of the Commonwealth with high positive case numbers.

Q. If someone begins their workday in another state and drives into Pennsylvania, do they have to temperature check once they get to their work destination in Pennsylvania?

A. If the person was temperature checked at their starting workplace they do not need to be rescreened; however, it is recommended, particularly in areas with high numbers of confirmed positive cases.

Q. Does the temperature-taking provision only apply after an employer is aware of a potential or actual exposure?

A. Yes; however, the Department recommends such temperature screening be conducted, particularly in those areas with high positive case numbers.

Q. Are there acceptable alternative procedures for monitoring temperatures other than on-site at the beginning of each workday?

A. No.

Q. Is the temperature provision applicable to an entire facility/campus or can it be limited to specific at-risk buildings or sections of a buildings?

A. Temperature screenings should be conducted in an entire facility/campus, and not just at specific buildings. Community spread is occurring throughout the Commonwealth, and determining whether a particular place is “at-risk,” is difficult, and may lead to additional spread of infection.

Q. Is there any specific guidance regarding the sourcing/procurement of thermometers?

A. No. Employers should use regular supply opportunities or visit DCED [Business-2-Business](#) portal.

Q. Which employees need to have their temperatures checked? Is it just employees who were exposed to the probable and/or confirmed employee or do all employees who work in that building need to have their temperatures checked moving forward, even if they weren’t exposed to the individual?

A. All employees of a life-sustaining business should have their temperature checked.

Q. The order provides for an employee being sent home immediately if they get sick during the work day if exposed to the person who was a probable or confirmed case, and also provides for the cleaning and disinfecting of the surfaces in that employee’s workspace, but why does it not mandate a 24 hour waiting period in that case?

A. All life-sustaining businesses are ordered to wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.

Q. If social distancing can be maintained, can there be an exemption to the mandatory mask requirement?

A. No. Employees of life-sustaining businesses that work in group settings are at risk. Masks should be worn at all times. An employee does not need to wear a mask if it impedes their

vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.

Q. The order notes that essential businesses must limit occupancy to no greater than 50% of their certified occupancy. Can you please clarify whether this applies to Funeral Homes? Previous guidance issued in SRN-2020-09 says Funeral Homes are strongly encouraged to limit any services to 10 or fewer people. Does the new order supersede the State Registrar Notice (SRN) and permit Funeral Homes to allow 50% of their occupancy for viewings?

A. Funeral Homes should follow the guidance from the SRN.

Q. If a company is staggering breaks, but not staggering shift start/stop times, would they then be required to implement those as well?

A. Employers should take all possible steps to encourage social distancing, including staggering shift start/stop times, as well as staggering breaks.

Q. What restrictions are applied to health care workers?

A. The Order does not apply to health care workers. The Department has issued guidance for health care workers and health care settings through its Health Alert Network.

Q. Where can employees report violations?

A. The Department will create a webform for employees to report violations that will be available at www.health.pa.gov.

Q. Will there be a waiver process or exceptions?

A. This order applies to life-sustaining businesses that remain open and already includes limited exceptions related to medical conditions and to occupational safety.

Q. Is there a code enforcement hotline for employees to call?

A. No. Complaints will only be taken online.

Q. Are there any considerations being given to allow compliance as long as businesses are showing they are working aggressively toward achieving compliance?

A. The Governor and the Secretary believe strongly that these provisions will protect employees and save lives. Life-sustaining businesses should take all necessary steps to comply by 8 p.m. Sunday April 19, 2020.

Q. Which body is responsible for ensuring these actions have been taken at a specific workplace?

A. The Department does not dictate the employer's business structure. The employer is responsible for taking the necessary steps to implement the Order.

Q. Is there any plan to get this information into the hands of workers so they can ask their employer to take the necessary steps to protect them?

A. The Secretary's Order and the Department's FAQs will be available to the public on the Department's website. Employers are encouraged to share this information with their employees.

Q. Do these restrictions apply to local governments and courthouses?

Local political units were not required to suspend in-person operations under the business closure orders issued by the Governor and the Secretary on March 19, 2020. However, they were advised to curtail in-person operations to the extent practicable and to follow COVID-19 mitigation guidance provided by the Department and the CDC. Similarly, local political units are not required to follow the Secretary's Employee Safety Order; however, they are advised to implement the protocols that it outlines to the extent practicable. All decisions should appropriately balance public safety while ensuring the continued delivery of critical infrastructure services and functions.

Q. Do the provisions of the Order apply to state employees?

A. No, the Commonwealth is not a business that is directly covered by the Order; however, Governor Wolf has chosen to implement the practices outlined in the Order where possible as an example for the other employers and employees in the Commonwealth.

Q. Does the new Order apply to a manufacturing operation that is closed to the public, and in compliance with all CDC Guidelines?

A. Yes. The wearing of masks is intended to benefit employees as well as the public.

Q. Certain areas of our facility should never be unmanned even for cleaning. In that situation, if the client is in compliance with CDC Guidelines, would they be allowed to continue to man this critical equipment?

A. Yes. An employer should consider the safety of its facility and employees when making the best decision possible.

Q. If a facility is regulated by the FDA and can't comply because it cannot open up doors and windows in a clean room environment, what should it do?

A. The business should follow FDA regulations and should consider the safety of its facility and employees while complying while making the best decision possible.

Q. With veterinarian workers not being characterized as health care workers how can they continue to function with social distancing?

A. Veterinary offices should comply with all aspects of the Order while attempting to utilize social distancing. It is understood that some veterinary procedures require close contact. Veterinarians should take proper precautions when interacting with customers and colleagues. Veterinarians should also consider limiting their in-person practice to urgent or emergency visits, and forgo elective procedures, as have their colleagues treating human patients.

Q. Out of which funds available to the Governor will he be reimbursing employees or employers for the costs associated with complying this the Secretary's new Order?

A. Employees and employers will not be reimbursed. The Governor expects everyone to comply with the Secretary's Order to the best of their ability.

Q. Does the order require transit riders to wear masks? What about riders participating in the Medical Assistance Transportation Program?

A. Transit riders should wear masks unless there is a medical reason that prevents them from wearing a mask, or unless they are unable to provide themselves with a mask or a suitable option (bandanna, scarf, etc.) because of economic reasons. A transit company that is able to provide masks for its customers should make every attempt to do so.

Q: Does the order apply to airports?

A. Airports are regulated by the FAA and should follow guidance from that federal regulator

Q: What should employers do when an employee says they have anxiety and any mouth, nose covering can lead to panic attacks or other medical conditions?

A An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.



CITY OF PHILADELPHIA
OFFICE OF THE MAYOR
DEPARTMENT OF PUBLIC HEALTH

**AUTHORIZATION FOR THE CONDUCT OF CERTAIN CONSTRUCTION
ACTIVITY CURRENTLY PROHIBITED BY THE MARCH 22, 2020
EMERGENCY ORDER TEMPORARILY PROHIBITING OPERATION OF
NON-ESSENTIAL BUSINESSES AND INDIVIDUAL ACTIVITY TO PREVENT
THE SPREAD OF 2019 NOVEL CORONAVIRUS (COVID -19)**

WHEREAS, on March 6, 2020, in response to the 2019 novel coronavirus disease, COVID-19, the Governor of Pennsylvania issued a Proclamation of Disaster Emergency; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic, or global epidemic; and

WHEREAS, on March 12, 2020, the City's Board of Health by emergency regulation added COVID-19 to the City's list of reportable and quarantinable diseases; and

WHEREAS, on March 16, 2020, the Governor of Pennsylvania announced that the Commonwealth of Pennsylvania is imposing mitigation efforts to curtail the spread of COVID-19 uniformly across the Commonwealth, calling upon nonessential businesses (excluding business such as grocery stores and medical facilities) to close beginning at midnight Tuesday March 17, 2020; and

WHEREAS, on March 17, 2020, the Mayor and the Commissioner of the Department of Public Health ("Health Commissioner") jointly issued an Emergency Order prohibiting operation of non-essential businesses to prevent the spread of COVID-19; and

WHEREAS, on March 19, 2020, the Governor and the Secretary of the Pennsylvania Department of Public Health issued orders requiring all non-life-sustaining businesses to close across the Commonwealth, to help stop the spread of the virus and the Governor and Secretary updated the aforementioned orders and list of life-sustaining and non-life sustaining businesses on March 20, 2020 and, again, on March 21, 2020; and

WHEREAS, on March 22, 2020, the Mayor and the Health Commissioner jointly issued an Emergency Order Temporarily Prohibiting Operation of Non-Essential Businesses and Congregation of Persons to Prevent the Spread of COVID-19, which superseded the

Emergency Order issued by the Mayor and Health Commissioner dated March 17, 2020, which prohibited, *inter alia*, most construction work in Philadelphia (the “March 22, 2020 Prohibition on Non-Essential Business”); and

WHEREAS, on March 23, 2020, the Governor of Pennsylvania issued a Stay at Home Order that applies to Philadelphia and numerous surrounding counties; and

WHEREAS, on March 26, 2020, the Board of Health approved an Emergency Regulation Governing the Control and Prevention of COVID-19, which adopted the Mayor and the Health Commissioner’s March 22, 2020 Emergency Order and expressly authorized the Health Commissioner to issue such additional orders as the Health Commissioner determines are necessary or appropriate control or prevention measures to limit the spread of COVID-19; and

WHEREAS, on April 15, 2020, the Secretary of Health of the Commonwealth of Pennsylvania issued an Order requiring comprehensive safety measures to be employed in all businesses maintaining physical operations, including standards for cleaning and disinfecting high-touch areas, establishing protocols for businesses exposed to probable or confirmed cases of COVID-19, limiting the numbers of employees on the premises and ensuring access to protective and sanitary equipment and supplies; and

WHEREAS, on April 20, 2020, the Governor and the Secretary of Health of the Commonwealth issued amendments to their March 19, 2020 orders concerning the closure of business that are not life sustaining to authorize, *inter alia*, “limited construction activity” that would be authorized to commence in-person operations beginning on May 8, 2020, provided such activity followed strict guidance related to mitigation measures described by the federal Centers for Disease Control and Prevention and the requirements of the Pennsylvania Secretary of Health’s April 15, 2020, Order “Directing Public Health Safety Measures for Business Permitted to Maintain In-person Operations;” and

WHEREAS, on April 23, 2020, the Governor issued a document entitled “Guidance for Businesses in the Construction Industry Permitted to Operate During the COVID-19 Disaster Emergency,” which stated that, absent the establishment or maintenance of more stringent requirement by local governments, such limited construction activity could begin on May 1, 2020, which provided additional detail regarding safety and mitigation measures required to be followed in connection with such construction activity; and

WHEREAS, COVID-19 can cause severe disease and death, particularly in older adult and other vulnerable populations; and

WHEREAS, pursuant to authority set forth in The Philadelphia Code and inherent authority set forth in The Philadelphia Home Rule Charter, the Mayor has broad authority to set forth limitations on public activities during a state of national health emergency; and

WHEREAS, Sections 6-205 and 6-206 of The Philadelphia Code provide that the Department of Public Health may by order forbid the congregation of persons when necessary to prevent the further spread of a communicable and quarantinable disease and may take such other measures as are necessary to prevent the spread of such disease; and

WHEREAS, scientific evidence shows that preventing close contact of individuals is an effective way to mitigate the spread of communicable diseases like COVID-19; and

WHEREAS, the Mayor and the Health Commissioner have determined that, in order to allow limited economic activity to protect existing construction sites, and protect jobs and investment in the City, construction activity may resume in the City with strict limitations appropriate to the situation and the need to limit the spread of COVID-19 on the bases outlined in this Order;

NOW, THEREFORE, James F. Kenney, Mayor of the City of Philadelphia, and Dr. Thomas A. Farley, Health Commissioner of the City of Philadelphia, pursuant to all authority granted under the Philadelphia Home Rule Charter, The Philadelphia Code, the Regulations of the Board of Health of the City of Philadelphia and applicable state law, hereby **ORDER** as follows:

Section 1. Scope.

A. This Order pertains to projects for which a building or demolition permit was issued by the City of Philadelphia on or before March 20, 2020.

B. The lifting of restrictions pertaining to projects for which building or demolition permits were or will be issued after March 20, 2020, shall be addressed in subsequent Orders and construction activity in connection with such projects shall not take place until such restrictions are lifted, except that projects for which the City issued permits after March 20, 2020 to abate emergencies are not restricted and may continue in accordance with applicable orders and guidance.

C. No work shall be performed under this Order on the interior of residential structures, except for emergency repairs as defined in Section 1.G.1(iii) of the City's March 22, 2020 Prohibition on Non-Essential Business. In multi-family buildings or portions thereof, no work is permitted within any occupied dwelling unit or within any shared

common area, except emergency repairs as defined in Section 1.G.1(iii) of the City's March 22, 2020 Prohibition on Non-Essential Business.

D. The following types of construction work remain prohibited, unless authorized in writing by the Commissioner of the Department of Licenses and Inspections:

- underpinning work;
- demolition of an attached structure; and
- projects that require the support of an existing party wall.

Section 2. Periods of Authorized Work.

Work authorized under this Order may begin on May 1, 2020 at 7 a.m. All work allowed under this Order must take place between 7 a.m. and 5 p.m. on Mondays through Fridays. No work may be performed on Saturdays or Sundays, or before 7 a.m. or after 5 p.m. on a weekday, except in an emergency situation.

Section 3. Safety and Mitigation Requirements.

All work performed under this Order must be performed in strict adherence to the following safety requirements.

A. All work must conform to requirements of the Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations issued on April 15, 2020, including but not limited to requirements to:

- provide masks for employees to wear during their time at the work site, and make it a mandatory requirement to wear masks while on the work site;
- provide sufficient amount of space for employees to have breaks and meals while maintaining a social distance of six (6) feet;
- establish protocols to execute upon discovery that workers have been exposed to a person who is a probable or confirmed case of COVID-19; and
- provide employees access to regular hand washing with soap, hand sanitizer, and disinfectant wipes, and ensure that common areas are cleaned on a regular basis.

B. All work must conform to any applicable provisions of the April 5, 2020, Order of the Pennsylvania Secretary of Health providing for building safety measures.

C. All work must follow all applicable guidance of the Centers for Disease Control, particularly the April 8, 2020 Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

D. All work must follow all aspects of the Governor’s April 23, 2020 “Guidance for Businesses in the Construction Industry Permitted to Operate During the COVID-19 Disaster Emergency,” including but not limited to the following requirements that shall be strictly followed:

- **Implementing cleaning and sanitizing protocols at all construction sites and projects, including regular and periodic cleaning and disinfecting of areas that are at high risk for transmission, such as common areas and regularly trafficked spaces (sites are encouraged to engage cleaning companies trained in disinfection protocols to address communicable diseases);**
- **Requiring social distancing (six-foot minimum distance between workers) while working, unless the safety of the public or workers require deviation;**
- **No more than four (4) persons per dwelling unit may work at a site for the construction or renovation of a one or two-family dwelling;**
- **No more than four (4) persons may work at a commercial site or portion thereof that is enclosed and less than 2,000 square feet; one additional worker is allowed for each additional 500 square feet of enclosed area over 2,000 square feet;**
- **All other construction must adhere to the limitations on numbers of workers at a particular location set forth in the Governor’s Guidance;**
- **Employ jobsite screening based on CDC guidance to determine if workers should work;**
- **Prohibit employees with COVID-19 symptoms from working and requiring all sick workers to stay home;**
- **Limit tool sharing and sanitize tools if they must be shared; and**
- **Ensuring, when feasible, that workers travel to and from the site separately.**

E. The Site Safety Manager at each job site, who may also be the “Pandemic Safety Officer” as required under the Governor’s Guidance, must obtain a COVID-19 training certificate from one of the training sources designated by the Department of Licenses and Inspections on its website. Such officers shall convey, implement and enforce

the masking, social distancing, sanitization, and other requirements of this Order and its incorporated orders and guidance.

F. A COVID-19 Safety Plan must be maintained at each job site that outlines the site’s plans for complying with all applicable orders and guidance, educating workers on safety precautions, and measures to mitigate the risk of spreading COVID-19. Said Plan shall be produced upon request by the Department of Licenses and Inspections.

G. Failure to allow the use of sick or other applicable leave time by any worker under The Philadelphia Code or any other provision of state or federal law that allows for the use of such time in connection with the activities allowed under this Order shall constitute a violation of the requirements of this Order.

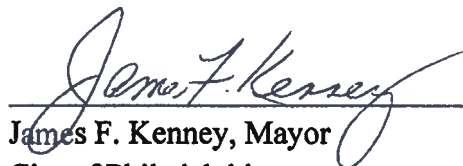
Section 4. Adherence to Limitations of this Order.

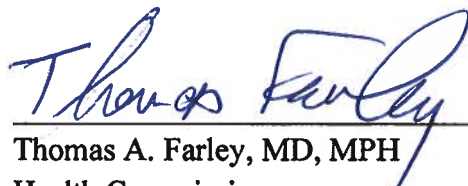
Violations of the requirements of this Order, including any of the safety or mitigation requirements set forth in Section 3, shall be strictly enforced and may lead to the issuance of violation notices, stop work orders, the imposition of fines, the revocation or suspension of licenses, and any other remedies available under law.

Section 5. No Vested Rights.

Work based on permits for which a right of appeal has not expired because of the extension of appeal rights due to the emergency shall proceed at the builder’s own risk and not be subject to a claim of vested rights or any other similar claim.

Date: April 29, 2020


James F. Kenney, Mayor
City of Philadelphia


Thomas A. Farley, MD, MPH
Health Commissioner
City of Philadelphia



COVID-19 Office of Facilities Management & Services and Office of Capital Programs
Coordinated Emergency Response Plan

If anyone within the **facilities unit** is notified of a suspected or confirmed COVID-19 case, the following steps are taken:

1. FAC (or facilities staff) is notified that someone has a suspected or confirmed COVID-19 case, they immediately notify Tim Holman.
2. Construction Site:
 - a. Tim Holman will notify Ralph Carp, Jim Creedon, and Jessica Binda.
 - b. Tim Holman will close the building and initiates the emergency response (listed below).
 - c. Tim Holman will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
 - d. Jessica Binda will notify Ahmed Sultan and the Construction Project Manager.
 - e. The Construction Project Manager will notify the Construction Inspector and contractors on site that the building is closed for at least 48 hours. Follow up instructions will be provided within 36 hours.
 - f. The Construction Inspector will go to the school the following morning to ensure no contractors attempt to enter the building.
3. Feeding Site:
 - a. Tim Holman will notify Ralph Carp, Jim Creedon, and Wayne Grasela.
 - b. Tim Holman will close the building and initiate the emergency response (listed below).
 - c. Tim Holman will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
4. Tim Holman initiates the emergency response:
 - a. For the first 24 hours, the building will be aired out if feasible. Windows will be opened.
 - b. After the first 24 hours, an evaluation will be made on next steps, regarding disinfection.
 - c. Tim Holman will notify Ralph Carp, Jim Creedon, and Wayne Grasela and/or Jessica Binda that the building is ready to reoccupy.
 - d. Jessica Binda will notify the Construction Project Manager to inform the Construction Inspector and contractors on site that the building is open the next business day.
 - e. After the emergency response procedure is complete, the contractors will be required to take the temperatures of all their employees prior to entering the building.



If anyone within the **construction unit** (employee or contractor) is notified of a suspected or confirmed COVID-19 case, the following steps are taken:

1. Project Manager (or construction staff) is notified that someone has a suspected or confirmed COVID-19 case, they immediately notify Jessica Binda.
2. Construction Site:
 - a. Jessica Binda will notify Ahmed Sultan, Jim Creedon, and Tim Holman.
 - b. Tim Holman will close the building and initiate the emergency response (listed below).
 - c. Jessica Binda will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
 - d. Tim Holman will notify Ralph Carp.
 - e. The Construction Project Manager will notify the Construction Inspector and contractors on site that the building is closed for at least 48 hours. Follow up instructions will be provided within 36 hours.
 - f. The Construction Inspector will go to the school the following morning to ensure no contractors attempt to enter the building.
3. Feeding Site:
 - a. Jessica Binda will notify Ahmed Sultan, Ralph Carp, Tim Holman, and Wayne Grasela.
 - b. Tim Holman will close the building and initiate the emergency response (listed below).
 - c. Jessica Binda will send a notification to the district's COVID-19 hotline, covid19info@philasd.org.
4. Tim Holman initiates the emergency response:
 - a. For the first 24 hours, the building will be aired out, if feasible. Windows will be opened.
 - b. After the first 24 hours, the entire building will be sanitized.
 - c. Tim Holman will notify Ralph Carp, Jim Creedon, and Wayne Grasela and/or Jessica Binda that the building is ready to reoccupy.
 - d. Jessica Binda will notify the Construction Project Manager to inform the Construction Inspector and contractors on site that the building is open the next business day.
 - e. After the emergency response procedure is complete, the contractors will be required to take the temperatures of all their employees prior to entering the building.



THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
440 N. BROAD STREET, 3RD FLOOR
PHILADELPHIA, PENNSYLVANIA 19130-4015

COVID-19 Construction Inspector Checklist

General Job Site

- Pandemic Safety Officer is on site.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor
- COVID-19 training certificate is available on site.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor
- The written COVID-19 Safety Plan is available on site.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor

Pre-entry Screening

- Pre-entry screening is being performed.
 - General Contractor
 - Mechanical Contractor
 - Electrical Contractor
 - Plumbing Contractor
- Have any contractors reported of any pre-entry screening failures (yes or no)?
 - General Contractor _____
 - Mechanical Contractor _____
 - Electrical Contractor _____
 - Plumbing Contractor _____

Personal Protective Equipment

- All contractors are wearing a mask or scarf to cover their nose and mouth.
- To the extent possible, contractors are implementing social distancing (6 feet).
- Contractors are avoiding trade stacking.
- Increased cleaning procedures are being completed by the lead contractor twice a day.
 - Restrooms are disinfected.
 - Break areas are disinfected.
 - High touch/traffic areas are disinfected.

Suspected or Confirmed Case

- Have you been notified of a suspected or confirmed case on site? (yes or no)
 - General Contractor _____
 - Mechanical Contractor _____
 - Electrical Contractor _____
 - Plumbing Contractor _____
- If yes, has the case been reported to your supervisors? (yes or no) _____
- If a suspected or confirmed case has been reported in the last 14 days, are temperature screening procedures taking place? (yes or no)
 - General Contractor _____
 - Mechanical Contractor _____
 - Electrical Contractor _____
 - Plumbing Contractor _____

Please provide any additional comments below:

Name: _____

Date: _____

Issued 05-01-2020

Project: _____



THE SCHOOL DISTRICT OF
PHILADELPHIA

As of the date noted below, I am an authorized representative of the Prime Contractor and acknowledge that I have read and understand the School District of Philadelphia's COVID-19 Precautions Plan, dated May 1, 2020. My company will utilize best efforts to comply with the plan.

Prime Contractor Company Name:

Prime Contractor's Authorized Representative:

Representative's Signature:

Date:



W.P. HICKMAN
SYSTEMS, INC.™

30700 Solon Industrial Parkway
Solon, OH 44139 • 440-248-7760
Fax: 440-248-6524

PERFORMANCE WARRANTY

Building Name	ANNE FRANK ELEMENTARY
Building Address	2000 BOWLER ST. PHILADELPHIA, PA 10115
Building Owner	PHILADELPHIA BOARD OF EDUCATION
Roof Identification	ENTIRE BUILDING
Contractor	JOTTAN INCORPORATED
System Type	MODIFIED BITUMEN
Total Sq./Ft. Coverage	46000 SQ. FT.
Flashing Type	HOT COMPOSITION
Completion Date	07/30/2005

W.P. Hickman Systems, Inc. ("Hickman"), an Ohio Corporation, guarantees to the Building Owner, subject to the terms, conditions and limitations stated herein, it will repair or cause to be repaired any leaks into the building interior through the above described Hickman Roof Assembly System as supplied by W.P. Hickman and installed by the above named Contractor, for a period of TWENTY (20) years from the date of completion stated above.

Full Coverage

During the term of this Warranty, Hickman will, upon prompt written notice by the Building Owner as hereinafter provided, take appropriate action to repair leaks which may occur. Hickman will inspect the roof and, if a leak is within the coverage of this Warranty, will at its own expense make or cause to be made all necessary repairs to the Hickman Roof Assembly to put it into watertight condition. Should investigation reveal that a leak is caused by something other than causes covered by this warranty, investigation and repair cost, as well as, the removal or replacement of any traffic surfaces or other appurtenances built over the roof are required in order to put the Hickman Roof Assembly in watertight condition, shall be assumed and paid by the Building Owner, who shall effect prompt and adequate repairs in a manner compatible with the Hickman System.

Limitations

This Warranty is not an insurance policy, nor does it obligate Hickman to repair leaks if determined to be a result of the following:

- A. Building design or construction.
- B. Damage to the roofing system by any natural disasters, including but not limited to floods, lightning, hail, earthquakes, hurricane rated winds, etc.
- C. Structural movement below the roof membrane and flashings.
- D. Misuse of roof surface, abuse, vandalism, civil disobedience, acts of war, exposure to damaging chemicals, including but not limited to solvents, oils and acids.
- E. Condensation within the assembly or moisture vapor/liquid infiltration throughout but not limited to walls, windows, etc.
- F. Failure of the Owner to promptly notify Hickman in writing and receive written approval for:
 1. Changes in building usage.
 2. Modifications or additions of items to the existing roof.
- G. Lack of positive drainage.
- H. Metal Coping excluded unless Hickman Metal Flash.
- I. Loss or erosion of surfacing materials including, but not limited to, reflective coatings, granules, or aggregate are not covered by this warranty.

Hickman hereby assumes no responsibility for incidental or consequential damage to the structure, its contents, loss of time, profits, energy or any inconvenience from any type of roof leak or damage. Hickman's sole responsibility hereunder is the cost of repairs to put the membrane assembly into a watertight condition.

Hickman's exclusive responsibility and liability under this Warranty is to make repairs that may be required to return the roof to a watertight condition in accord with the obligations which are Hickman's responsibility under this Warranty.

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, HICKMAN HEREBY DISCLAIMS ANY IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY AND ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, OR, LIMITS SUCH WARRANTY TO THE DURATION AND TO THE EXTENT OF THE EXPRESS WARRANTY REPRESENTED BY THIS WARRANTY. There are no warranties which extend beyond the description of the face hereof. This warranty will be governed by and construed under the laws of the state of Ohio without regard to conflict-of-laws principles that would require the application of any other law.

Owners Responsibility

In the event of a leak in the roofing system or flashing assembly, the Building Owner must notify Hickman in writing within ten (10) after the discovery of the leak and provide access to the roof. THE HICKMAN SERVICE WARRANTY DOES NOT ABSOLVE THE BUILDING OWNER/CUSTOMER OF MAINTENANCE RESPONSIBILITY THAT IS REQUIRED TO KEEP THIS WARRANTY IN FULL FORCE AND EFFECTIVE. Refer to the W.P. Hickman Roof Membrane System Care & Maintenance Information Packet for maintenance guidelines.

As Hickman does not practice engineering or architecture, neither the issuance of this Warranty or any review of the building's construction by our representatives shall constitute any additional warranty.

W.P. Hickman shall have no obligation under this Warranty unless W.P. Hickman and the installing applicator have been paid in full for all materials, supplies, services, warranty costs and other costs which are included in, or incidental to, the Roofing System.

Ninety days prior to the expiration of this warranty, you may contact W.P. Hickman for service options available at that time.

Transfer of Warranty

This Warranty may be transferred by the Building Owner to a subsequent purchaser of the property by giving not less than ten days written notice to Hickman of such proposed transfer, during which time Hickman will inspect the roofing system to make a written report to the Building Owner and the proposed purchaser of its findings and any adjustments required. Refer to Care & Maintenance Guide for more information.

W.P. Hickman Systems, Inc.

Authorized Signature *Ron Unger*
Title WARRANTY MANAGER
Date 10/25/2005