

Initial Covid-19 Protocols for Resuming Alteration Work – [as of June 4th, 2020](#)

The following are our recommended initial protocols to implement when apartment alterations are allowed to resume under applicable New York State and City regulations.

**\*These protocols are in addition to all standard alteration rules and guidelines contained in any alteration agreement and are subject to amendment and additional restrictions/requirements that may be implemented as required by law or as required by evolving circumstances.\***

**PRIOR TO THE ALTERATION COMMENCING:**

- Contracting Company must provide a daily written daily Attestation (Template included) that no employee or worker that is to access the building has knowingly been exposed to, tested positive for, or has shown symptoms of the COVID-19 illness.
- Contractor to provide COVID-19 and project management plan for the specific project.

**UPON DAILY ARRIVAL AT BUILDING:**

- The on-site foreman of the construction company, wearing full Personal Protective Equipment (PPE), including masks and gloves should enter the building and check in with the Resident Manager (RM) daily.
- At that time, RM will go outside and ask all construction personnel:
  - “Are you or has anyone in your home been experiencing a fever, cough and/or shortness of breath?”
  - “Have you been directed by a medical professional to self-quarantine for possible exposure to Coronavirus?”
- ALL construction personnel will be required to wear full PPE gear (masks and gloves) at all times. Building staff **will not** provide such PPE. (please refer to Attestation)
- The RM will confirm that all construction personnel are wearing the required PPE.
- If any of these requirements are not met, or if any of the personnel are exhibiting symptoms of COVID-19, the contractors will be denied access to the building

**DURING THE DAILY ALTERATION:**

- Contractors shall supply Masonite for the protection of all common corridors. It is the contractor's responsibility to install, maintain, and remove the Masonite each day. Masonite should be sanitized before and after each use.

- Elevator Usage
  - No more than 2 construction personnel will be allowed on an elevator at the same time and all should practice social distancing as best as possible.
  - For manual elevator cars, construction personnel may not ride in the car with building staff other than the first trip to get to the floor where the alteration is taking place and at the end of the day to come back down. For movement of materials: Building staff should remain outside the car, at an appropriate distance, until the car is loaded. Once the car is loaded and ready to move, the construction personnel must exit the car and remain in the apartment or on the floor on which they are working for the duration of that day. Loitering in the common hallways while waiting for the elevator will not be permitted.
- RM will coordinate building staff to clean common areas including the elevator after each usage.
- Construction personnel must stay in the apartment that they are working on for the entirety of each working day.
  - Lunch & Other Breaks: All breaks must be taken within the apartment. All personnel should bring their meals with them. Food deliveries to the apartment will not be permitted.
  - Restroom: A working sink and toilet should be available within the apartment, as the building restrooms will not be available for contractor's use.
- Loading and unloading debris and material to and from the apartment must be coordinated in advance with the RM and will only be permitted with his/her consent.
- Apartment doors must remain closed at all times other than when physically moving an item in or out of the apartment.
- Items cannot be loaded or left in in the hallway while waiting for the elevator or at any other time.

### **COMPLETION OF DAILY WORK**

- Construction personnel must notify the RM that they have completed their work for the day.
- RM will coordinate staff to clean common areas including the elevator after usage for that day.
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- 200 East 16th Street Housing Corp. reserves the right to charge back the shareholder for any and all fees or costs arising from excessive cleaning or staff overtime.

It is understood that an alteration is being scheduled at the premises:

\_\_\_\_\_, for apartment \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020;  
the alteration is to be conducted by \_\_\_\_\_ (the “contracting  
company”) and a qualified representative who is authorized to sign on behalf of the construction  
company hereby attests as follows:

Number of employees assigned to the project: \_\_\_\_\_

Name of Foreman \_\_\_\_\_

Telephone No: \_\_\_\_\_

The undersigned, and all members of the assigned team have been provided with a copy of the Orsid New York “Alteration Protocols -Coronavirus” requirements, has read the document, understands and agrees that the project will be subject to the procedures outlined therein without exception. Furthermore, the undersigned acknowledges the property Owner’s right to terminate the project should there be, at the sole discretion of the Owner, any deviation from the published requirements which have been established to protect the Owner’s employees and residents. By signing below, the undersigned is representing that each staff member assigned to this project meets the following criteria:

1. He/she has not, to their knowledge, been exposed to another individual who tested positive for COVID-19 or had symptoms of COVID-19 in the past 14 days;
2. He/she has not tested positive for COVID-19 illness in the past 14 days,  
**OR**
3. He/she has not experienced any symptoms of COVID-19 in the past 14 days.

Please note, any staff member who appears to be exhibiting symptoms of the COVID-19 illness will not be permitted access to the building. Any staff member who refuses to wear the required PPE, is observed without the required PPE or refuses to adhere to the protocols outlined in the Orsid New York “Alteration Protocols -Coronavirus” while on the premises will be expelled from the premises.

Signed and Acknowledged \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_