

ERP Notification to all Suppliers (NOV2021)

EFFECTIVE IMMEDIATELY: In response to the evolving conditions related to COVID-19, HRSD continues to implement new procedures focused on keeping everyone safe while continuing to operate as a critical infrastructure industry protecting public health and the environment. As of January 1, 2022, all consultants, contractors, and suppliers' employees who will be on HRSD property, working around HRSD employees or at locations where HRSD employees could be expected to work will be required to be fully vaccinated or perform weekly testing in accordance with the proposed OSHA Emergency Temporary Standard (ETS) This requirement applies to all consultants, contractors, and suppliers regardless of company size.

Pre-Bid & Pre-Proposal Conferences, Site Visits, and other related meetings:

HRSD has taken extra efforts to ensure all Solicitations have as much information as possible for potential Bidders/Offerors, including drawings and pictures where applicable. Depending on the complexity and technical nature of each Solicitation, we will determine the best course for viewing the site and gathering needed clarifications through Q&A via ERP or other electronic means.

Should onsite meetings be necessary, all Consultants, Suppliers and Contractors are being asked to do their part and must do the following:

1. Review **ALL** bid documents and attachments **PRIOR** to attending a meeting to be prepared as much as possible.
2. Ask any questions via email or through the HRSD ERP system before the meeting – after reviewing all bid documents and attachments.
3. Limit representation to members of your organization who are fully vaccinated for onsite meetings. The number of representatives attending a meeting may be limited to ensure physical distancing can be maintained.
4. Follow all CDC recommendations for physical distancing, hygiene, and PPE.
5. **Not attend** if not feeling well, have any COVID-19 symptoms, or have been in close contact with someone who has COVID-19 or any COVID-19 symptoms.
6. Only fully vaccinated or employees that are tested weekly in accordance with the OSHA ETS company representatives who are, COVID-19 symptom free may enter HRSD property and must continue to wear a face covering or mask and are required to maintain physical distancing. All company representatives must either be fully vaccinated or tested weekly and complete a self-assessment for COVID-19 symptoms. If the representative answers “Yes” to any of the self-assessment questions, the representative may not participate in the meeting. If the representative is fully vaccinated or being tested weekly and answers “No” to all questions, the representative meets the requirements to safely participate in the meeting. By participating in the meeting, the representative is confirming they are either fully vaccinated or being tested weekly and acknowledges completion of a self-assessment and certifies they followed all protocols to safely participate. The company must follow Virginia OSHA requirements regarding self-assessments for COVID-19 symptoms and documentation requirements. Required documentation must always be available and provided when requested by HRSD staff.
7. Inform all subcontractors or others working for your organization of these requirements.

Requirements While on HRSD Property:

Any consultant, contractor or supplier who has a current contract with HRSD or will be awarded a contract that requires on-site work during the COVID-19 pandemic must only assign personnel who are fully vaccinated or are being tested weekly and meet Virginia Occupational Safety and Health Administration's requirements of 16 VAC 25-220, Emergency Regulation Infectious Disease Prevention: SARS-CoV-2 Virus that Causes COVID-19 and follow all CDC recommendations for physical distancing and all other safety procedures including wearing a face covering or mask while performing work around HRSD employees or at locations where HRSD employees could be expected to work . All consultants, contractors and suppliers must disclose any employee that has COVID-19 or has COVID-19 symptoms and is seeking a medical diagnosis.

Before your contract begins: If any of your employees have COVID-19 or COVID-19 symptoms and are seeking a medical diagnosis before the start of the contract, you must notify HRSD immediately to discuss alternative plans and request HRSD approval to begin work.

During your contract work: All personnel that will be performing work on HRSD's site (treatment plants, administrative facilities, and pump stations) are required to be fully vaccinated or perform weekly testing in accordance with the OSHA ETS. This requirement applies to all consultants, contractors, and suppliers regardless of company size. Prior to entering the work site, all employees must complete a COVID-19 daily self-assessment questionnaire. If an employee answers "Yes" to any of the self-assessment questions, the employee may not enter the work site. If an employee answers "No" to all questions, the employee meets the requirements to safely enter the work site. Prior to or upon entering the worksite, the employee must be fully vaccinated or being tested weekly and acknowledge completion of the self-assessment and certify that the employee followed the protocol to safely enter the work site. The company must follow Virginia OSHA requirements regarding self-assessments for COVID-19 symptoms and documentation requirements. An example of a self-assessment can be provided upon request. It is the responsibility of the company to administer and enforce these requirements and required information must always be available and provided when requested by HRSD staff. While performing work around HRSD employees, contractor employees must wear a face covering or mask and maintain physical distancing.

After your contract has been completed: If, after your contract has been completed you become aware an employee had COVID-19 or had COVID-19 symptoms and was or is still seeking a medical diagnosis during the execution of your contract, you must notify the HRSD work center supervisor or HRSD's Project Manager immediately. The employee who had COVID-19 or had COVID-19 symptoms and was or still is seeking a medical diagnosis must cooperate with HRSD in identifying any HRSD employees or other personnel he/she was in close contact with while performing work for HRSD in the last 14 days.

HRSD reserves the right to refuse admittance to anyone displaying COVID-19 symptoms. We appreciate your patience and understanding as we navigate through these situations on a case-by-case basis. If you have any questions, please contact Amy Murphy at amurphy@hrsd.com.

HRSD POLICY
Infectious Disease Preparedness and Response Plan



Adopted: August 25, 2020	Revised: July 1, 2021 August 23, 2021 December 7, 2021	Page 36 of 49
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Appendix J
Example Contractor Self-Assessment Log
Work Center: _____

By signing this log, I am certifying that I read the information below and completed a COVID-19 Daily Contractor Questionnaire as stated below and I meet the requirements to safely enter this HRSD work site.

Date:	Name of Contractor/Vendor/Visitor Employee	Contractor/Vendor/Visitor Employee Signature	Name of Employer

No new fever (100.4 F or higher) or a sense of having a fever; no new cough that you cannot attribute to another health condition; no new shortness of breath or difficulty breathing that you cannot attribute to another health condition; no new sore throat that you cannot attribute to another health condition; no new muscle aches (myalgia) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise); and no new loss of taste or smell. I have not tested positive for COVID-19 within the past 10 days. I have not been in close contact (within 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19 within the past 14 days. I have followed CDC guidelines with regard to domestic and international travel.