

11 May 2020

MEMORANDUM

From: Ann K. Dilcher, AIA, LEED AP

To: Quinn Evans Employees

RE: COVID-19 RESPONSE SERVICES POLICY

Subject: Construction Administration Services & Site Visitation Policy

As we monitor and learn more about the potential impact of the coronavirus (COVID-19), Quinn Evans is working to help protect the health and safety of our employees, while continuing to serve our clients and meet our contractual commitments. We are closely monitoring the rapidly changing situation, and will continue to adapt our response to address issues as they arise. This policy memorandum supplements the *Quinn Evans Coronavirus Status and Policies* memorandum dated 31 March 2020 to provide specific instruction on our current policies to address *Construction Administration Services & Site Visitation Services*.

The following policy is based on the currently available information from the CDC, OSHA, and relevant local and industry guidelines; updates will be incorporated as further information is provided from these entities. Quinn Evans will amend the policy if needed to address operational requirements. Health and safety regulations will differ by region and locality, however there are basic measures that we need to implement regardless of location.

The following is the Quinn Evans' Policy regarding Construction Administration Services & Site Visitation Services:

Professional Standard of Care for Contractual Obligations

- Our responsibility is to fulfill our contractual commitments to our Clients in a safe manner that properly protects ourselves, our fellow employees, and our project teammates in the COVID-19 environment.
- Review Quinn Evans' project agreement to ensure we are meeting those obligations.
- Maintain a dialogue with the Client regarding your response to COVID-19 to help ensure a mutual understanding of protocol, and to assure that all parties understand how our obligations are being met.

Remote Meetings

Remote meetings and remote reviews are the preferred method for conducting business and should be scheduled to the greatest extent possible.

- Project Meetings
 - Project coordination meetings are to be conducted remotely via communication platforms provided by Quinn Evans, the Client, or Contractor as appropriate.
 - Create or request an agenda as needed in advance to evaluate whether or not the listed topics can be

sufficiently addressed via telephone or video conference.

- Remote Access Site Reviews
 - Coordinate remote access reviews to site installations where feasible. Ensure remote access is agreeable among the Client and Contractor for the particular item to be reviewed. This may not be practical for some assemblies that require viewing in person (e.g., items seen from a great distance or are color specific).
 - Allow for sufficient time to coordinate the technical requirements. A practice run is recommended prior to the initial attempt with a new format.

Site Visits

Site visits will be required in some scenarios where on site review is required on a construction site that has been formally opened in accordance with local jurisdiction requirements. Our responsibility is to conduct the site visit in a safe manner consistent with health guidelines and the standard measures outlined below.

- **Before going to a job site:**

- Obtain a copy of the Client's and Contractor's safety policy relative to COVID-19.
 - Review for compliance with regulations, and to establish comfort level that supports a site visit by QE employees and our consultants.
 - If there are faults in the site safety plan submitted, or one does not exist, notify the necessary parties and deny any site visit until actions are taken to provide the proper assurances and protocols.
- Request the Client and Contractor provide updates as they develop regarding any confirmed cases of COVID-19 on site.
 - Notifications to include clarification of when and where that person was on site.
 - Relay notifications to coworkers and consultants if they were on site at the same time as the person who tested positive for COVID-19.
- If you are concerned about your own health condition or are committed to providing care for others in poor health, please coordinate with the project manager to arrange for other team members to conduct the site visit.
- If any of the following apply to you, DO NOT GO TO THE JOBSITE, coordinate with the project manager to arrange for other team members to conduct the site visit:
 - You have been diagnosed with COVID-19 in the last 14 days.
 - You have been in close contact with anyone diagnosed with COVID-19 in the last 14 days.
 - You are currently experiencing one or more symptoms of COVID-19, this includes fever, cough, sore throat, respiratory illness, shortness of breath, diarrhea, or any other cold/flu symptoms.
 - *Do not go to the job site until at least 72 hours with no fever (that is three full days of fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 7 days have passed since your symptoms first appeared;*
 - (Michigan sites) You have travelled via airplane internationally or domestically in the last 14 days.

- **When on a job site:**

- All site visits must be noted on your timesheet with a listing of any in attendance if a site meeting was conducted.
- Where work trailers are used, only necessary employees should enter the trailers and all employees should

maintain social distancing while inside the trailers.

- The following safety protocols are required of Quinn Evans employees while on site, in addition to standard construction PPE of a hard hat, safety glasses, and hi-vis vest:
 - Wash Hands
 - Workers should wash or sanitize hands immediately before starting and after completing the work.
 - Face Masks are to be worn while on site
 - Masks are to be properly cleaned before being reused.
 - N95 masks are not required if a fabric mask is available.
 - Gloves are to be worn while on site.
 - The type of glove worn should be appropriate to the task.
 - If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves.
 - Employees should not share gloves.
 - Social Distancing
 - Maintain at least 6' distance away from other people while on site.
 - In areas of limited available space, wait for the area to clear before entering.
 - If someone on-site is not observing appropriate social distancing, step back and kindly ask them to comply, noting that our office policy requires us to observe this practice,
 - Note some sites allow social distancing of less than 6' if they are wearing a N95 mask, or a clear plastic face shield over a face mask.
 - If you experience behaviors or conditions on-site that are inconsistent with the observance of these policies, you should immediately conclude the site visit, leave the site and communicate with QE project leadership about the circumstances.
 - Establish and communicate resolution of the field issues to all parties before returning to the site.
 - Limit the number of participants
 - Only one representative each from Quinn Evans, the Client, the Contractor, and Consultant when possible.
- If you show symptoms or you encounter any employee/contractor/visitor showing symptoms of COVID-19 leave the jobsite.

Punch Lists and Project Completion

- A complete list of spaces available for final review should be sent well in advance of the visit.
- Areas to be reviewed should be consolidated to help limit the number of required site visits.
- Spaces must be at 100% installed, with all appliances, casework, equipment, fixtures and amenities installed and in working order.
- Spaces should be empty of other tradespeople during the punch walk to minimize interaction.
- Do not share the use of office equipment while on site.

Consultant Coordination

- Provide consultants with Quinn Evans' Construction Administration Services & Site Visitation Policy for review.
- Provide consultants with the Client's and Contractor's safety policy relative to COVID-19.

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- Consultants must follow the policies outlined in these documents.
- Consultant site visits should be staggered to help limit the total number of people interacting on site.
- Consultants should report back to Quinn Evans once their site visit is completed, with a list of attendees of the meetings they joined while on site.

Additional references for guidelines related to construction site visits.

- [AIA: Architect standard of care relative to site visits during the COVID-19 pandemic](#)
- [OSHA: COVID-19 Guidance for the Construction Workforce](#)
- [CDC: COVID-19 Guidelines for Construction Sites \(within the District of Columbia\)](#)
- [AGC: COVID-19 Recommended Practices for Construction Jobsites](#)

END OF MEMORANDUM