

CPS has established the following criteria for work within the CPS owned and leased facilities through March 31, 2020;

1. No interior construction work is to be performed unless it is an emergency/critical and approved by CPS.

2. Requests for any emergency/critical work to be performed during this period must be directed to the respective CPS/PMO Project Manager (PM) and/or Design Manager (DM). The request must include scope and duration of work, area/location of work to be performed and all worker individual names, contact information, etc. CPS will review the requests and if approved, PMO will notify the respective PMO team members (PMs or DMs) in writing (which may be by email). PMs or DMs will inform their respective vendors accordingly.

3. Requests to perform exterior work will be reviewed by CPS and approved in writing (which may be by email) on a case-by-case basis.

4. **All Contractor** requests for walk-throughs (pre-bid, PMO) are to be submitted for review and written approval by CPS on a case-by-case basis.

For approved walk-throughs:

- a. PMO member must coordinate the walks with the Building Engineer.
- b. PMO member must lead the walks.
- c. PMO member must ensure all attendees sign in on a separate sign-in sheet and then upload the sign-in sheet to the correct folder.

5. Encourage all workers and attendees to follow the CDC guidelines (please refer to CDC website for detailed guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) including the excerpts below:

- Stay home if you are sick, except to get medical care.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Put distance between yourself and other people

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