State of the Union – How Are We Operating?

- The Medical Campus remains open and operational with essential employees supporting all campus operations, including construction. Danforth and Quadrangle and BOBB, LLC Projects operations continue in support of daily operational needs, emergency response, planning, and construction activities.

- Operations and Facilities staff are essential employees and are reporting to work with modified directions for a portion of employees with on-call status in all locations.

- Our staff are required to self-screen daily and are advised not to report to work with any fever or symptoms. Best practice screening tools are in place, and templates are available for the project manager and contractor’s daily use.

- All vendors who complete deliveries, installations, and or repair services receive a COVID-19 safety guideline. Vendors may be subject to campus screening at the School of Medicine and asked for self-screen in all other university areas.

- Planning of projects continues remotely by all entities, for active projects not yet in construction, studies, and space needs.

- Business Operations employees are working remotely and will support a minimum of one day a week on campus to ensure documentation support and business document.

- All construction projects require the Project Manager to have an updated COVID-19 and active safety plan from their contractor on file, and they are responsible for its active management. All Project Managers must walk their project site to
ensure compliance. Small project vendors and continuing services providers will provide a global plan that will incorporate their COVID-19 response into their company’s safety plan. Still, they are held responsible for training all employees about the expectations, procedures, and response plans, which are to comply with the Center for Disease Control (CDC) and OSHA.

- School of Medicine: Employees are all subject to redeployment to other campus needs should that need arise and are on a 24-hour call-in status. Travel outside of the sixty (60) mile radius/one hour has been prohibited by the School of Medicine (see campus communication). Employees who live outside of this area should report their location and response time required to their supervisor, and Michelle Lewis (lewismichelle@wustl.edu or 314-202-1172).

**Standardized Management Process**

- Each entity shall maintain a list of their active construction projects in the shared [COVID-19 Resource Box](#). The list of active projects will be updated by the first of each month and available to Campus and University Leadership.

- All contractors have been notified and are required to submit safety plans, including a specific plan for COVID-19. Safety plans should be located on all job sites and in the project file. Receipt of the safety plan will be tracked in the active project log by the entity for which the assigned Project Manager reports.

- All resources and requirements are available, including the resource template, in the [COVID-19 Resource Box](#). Project Managers are responsible for sharing the university's plan for a COVID-19, including the mitigation and response process. All resources utilized contain contractor, CDC, and Construction industry best practices.

- Essential construction or job-site meetings should not have more than ten (10) participants (required participants above this number should attend via a conference call as necessary).

- For all services and functions - Social distancing requirements should be practiced at all times. If a task requires two or more people for safety and a close distance is needed, employees, vendors, and contractors are responsible for implementing the use of recommended personal protective equipment (PPE) to ensure workplace safety.
For information related to any of the Operations and Facilities COVID-19, please contact:

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