

## CONSTRUCTION CONTRACTOR PERSONNEL GUIDELINES AND WORK RULES

### Mayo Clinic in Minnesota (Rochester, MN)

#### **Emergencies**

Report any emergency (medical / fire / security / chemical spill) via Owner's phone system and key 911.

Mayo Clinic Rochester will broadcast certain announcements over the disaster paging system if the listed situations were to occur. Contractors should be aware of the code announcements and react according to the situation and contractor's policy.

- Code One: Bomb Threat
- Code Red: Fire or Smoke
- Weather Emergency Announcements
- Active Shooter

**All job direction, questions and interaction with Owner will be through the designated Owner Representative(s).**

#### **General Information**

- Ensuring patient safety, security, confidentiality, and comfort is basic to all Owner activities. Contractor personnel are asked to perform work always considering the needs of the patients first.
- Normal working hours are 7:30 a.m. – 4:00 p.m. Contractor lunch period is 11:30 a.m. – 12:00 noon in Owner designated areas. Any deviation from these hours requires prior approval. Breaks will be taken at the job site or other break areas as designated by the Owner.
- Restrooms for use by Contractor personnel will be identified by the Owner.
- All construction related personnel and material access and egress to grounds and buildings will be coordinated with the Owner. In general, deliveries and egress should be contained to non-public routes.
- Smoking (including e-cigs), chewing tobacco, firearms/weapons, violence, harassment, alcoholic beverages, illicit drugs, horseplay, and swearing are strictly prohibited on the Owner's property.
- All Contractor personnel must dress in clean and presentable clothing. Uniforms with name of company are required to be worn while working on campus.
- Contractor employees shall not smell of cigarette smoke or other strong perfumes or odors while performing work on campus.
- Contractor personnel are to wear an Owner's access/identification card for projects with duration greater than 1 week. Access cards must be returned upon Contractor employee's completion of the work relationship.

Owner shall have the absolute right in its sole discretion to prohibit Contractor personnel from continuing to perform work if Contractor personnel have (1) acted inappropriately; (2) interfered with any of Owner's employees/contractors/ agents; or (3) violated any of Owner's policies and procedures.

#### **Job Site Housekeeping and Material Staging**

Contractor personnel from each company are expected to remove debris and clean the work site thoroughly each day after job completion. After project final cleaning; construction personnel will not be allowed to return to the area without specific authorization from the Owner.

Contractor deliveries may be received on Owner's loading dock (if exists.) Owner support (including equipment) is not provided. Dock activity demands that use must be closely coordinated with the Owner. All material staging areas must be approved by the Owner.

### **Noise**

Construction noise transmits easily throughout patient and staff areas. Use caution when making loud noises. If noisy work is necessary, communicate and coordinate with the Owner to avoid disturbances of adjacent areas. Hammer drilling (or similar type noise) is not allowed without prior approval from the Owner's representative. Music generating devices, two-way radios, and cellular phones are not to be used in patient care or staff work areas. Music generating devices are not allowed to be heard outside of construction site.

### **Safety**

- Contractor accepts complete responsibility for the health and safety of its employees (and its subcontractors' employees); the protection of the Work; compliance with its own safety procedures and policies; and compliance with all applicable health and safety laws, including the regulations and standards of the Occupational Safety and Health Act of 1970 ("OSHA") as amended.
- Contractor shall submit to the Owner the following (all that apply) within five (5) working days of the occurrence of an event which causes death, personal injury or property damage:
  - Completed Contractor's Incident Report
  - A copy of Employer's First Report of Injury
  - A copy of other Property/Casualty insurance claim reports
  - A copy of OSHA Inspection/Citation Reports
- Contractor shall submit to the Owner a "near-miss" or similar report regarding a potential hazard, incident, or occurrence that has not resulted in any personal injury or property damage.
- Construction areas are to remain fire-safe. All welding must be supervised, and a fire extinguisher must be present. Owner's "Hot Work" permits with follow-up are required and are available through the Owner's Facilities office.
- Material Safety Data Sheets (MSDS) or SDS (Safety Data Sheets) on any product used in construction must be obtained by Contractor from the manufacturer and readily available at the project site.
- MSDS or SDS about chemicals used within the Owner's environment are available from Owner's Representative upon request.
- Materials which are extremely hazardous or produce strong odors must be reviewed and approved by the Owner prior to use.
- Interim Life Safety Measures (ILSM) will be reviewed and implemented as necessary by Owner and Contractor for all construction projects. Any work on fire suppression and fire alarm systems must be coordinated with the Owner prior to commencing. Life Safety Plans are available from the Owner. Exits must remain unobstructed and usable.
- Penetrations of all smoke and fire barriers, partitions, or floor openings will be patched within the same work shift to maintain their fire related integrity.
- The Owner has contracted asbestos evaluation and abatement services which address any identified asbestos exposure. Contact the Owner's Representative if asbestos is suspected.
- The Owner has contracted lead evaluation and abatement services. Contact the Owner's representative if lead is suspected or encountered if the Contractor is not trained in removal or disposal.

### **Dust/Infection Control**

- Infection Control Risk Assessments (ICRA) will be reviewed in collaboration with the Owner prior to all construction and implemented as necessary. Required control measures will be applied as identified. Contractor employees shall implement infection control assessment processes and appropriate measures for all work activities.
- Infection Control Guidelines are available from the Owner. Contractor personnel will comply with these guidelines. The clean environment of hospital and clinical locations must be maintained. Any

construction activity must be contained within tightly sealed temporary barriers with HEPA filter exhaust fans. Trash carts must be covered when moved throughout the facilities.

- Ceiling tiles will be reinstalled as soon as possible after removal.

### **Medical Gases / Utility / Equipment / Traffic Pattern Outages and Modifications**

Any shutdown or modifications of medical gases, utility services, equipment, or car/pedestrian traffic patterns must be coordinated with, communicated to, and approved by the Owner to allow appropriate notification and scheduling with affected areas. Prior planning and communication of at least 10 working days is appropriate when possible. Due diligence is mandatory regarding locating utility services prior to any soil, concrete, or other concealed disturbance.

### **External Requirements**

The Federal Occupational Safety and Health Administration requires that Contractor personnel receive basic training from their employer about hazardous substances, harmful physical agents and infectious agents associated with their professions before performing any work. Examples of hazards include noise, heat, asbestos, chemicals (such as solvents), and infectious agents (their general description and transportation). The Owner's facilities are functioning healthcare facilities and typical hazards for working in those environments should be anticipated.

The Owner will provide additional information necessary to work in the areas specific to Mayo Clinic in Rochester. Some of those specific areas include:

- Radiology rooms
- Nuclear medicine rooms
- Magnetic resonance imaging (MRI) rooms
- Fume hoods and associated roof top exhausts
- Patient isolation rooms
- Laser rooms
- Heliport
- Sterile processing spaces / clean rooms
- Power Plants
- Data center
- Surgical services area
- Radiation oncology/Gamma knife
- Laboratories/laboratory buildings
- Waste handling
- Autopsy
- Animal care facilities
- Psychiatry or restricted patient units
- Signed "warning", "restricted", or "hazardous" space

Contractor personnel working in these areas should contact their Owner Representative(s) who will arrange for site-specific training prior to commencing work on a project.

### **Coordination with Facilities Operations and Maintenance**

The Owner has specific policies and procedures for facilities activities. The contractor shall coordinate with the Owner's staff and follow established procedures in addition to any applicable regulatory requirements. An incomplete list of these policies and procedures is as follows:

- Confined Space
- Contractor Construction Keys - Policy
- Data Center Construction/Maintenance Guidelines
- Domestic Water Systems Management - Policy
- Fire Protection Systems Out of Service Policy
- Fire Suppression System Impairment Permit – Procedure
- Hot Work/Dust Impairment Permit – Procedure
- Lockout Tagout - Procedure
- Medical Gas / Vacuum System Planned Interruption - Procedure

Contractor personnel working on these scopes areas should contact their Owner Representative(s) who will arrange for activity-specific information.

## **Security**

Contractor personnel shall abide by all Owner provided security related direction. Specifically:

- Identification/access badges shall be issued by the Owner as required and worn/used as directed.
- Contractor access badges shall only be use by the individual the card is issued to.
- Owner's patient and visitor identities, along with any acquired associated information, will not be shared or discussed.
- Owner's non-public business information will remain confidential.
- Owner and Contractor shall share an integrity position that prohibits personal/company wrongful gain from a Mayo transaction.
- Closed door integrity shall be adhered to, and the use of secured doors by Contractor will be coordinated with the Owner.
- Limited access to keys will be through the Owner's key management system which contains penalties for abuse or lost keys.
- Work sites will be secured when work activity ceases.
- The use of cameras and digital recording devices is prohibited in all patient care areas.
- Construction photographs for the aid in the construction process are acceptable. These are to be used for construction and not shared publicly.
- Photographs or video recordings are prohibited without expressed consent by the Owner. Any shared photos or videos must be coordinated with and approved by the Owner's representative and Mayo Clinic public affairs.

## **Parking**

### **Park and Ride Options:**

- Parking is available for construction Contractor personnel (working downtown or at the Saint Marys Campus) at any public Park and Ride lot. These lots are currently located at Cub Foods (SE), Olmsted County Fairgrounds, IBM, Shopko North and Target South. Rochester Public Transit (RPT) will provide transportation services to these lots at no charge to contractor personnel. Contractor employees can use this benefit by displaying their Mayo Clinic photo access card to the bus driver. Contractor employees are not eligible to obtain Mayo-subsidized commuter or in town bus passes.
- The RPT bus schedule is available via the RochesterMN.gov website

### **Restricted Parking:**

- Contractor employees are prohibited from parking in Mayo Clinic Patient ramps and lots when they are working on campus. Contractor employees are requested not to use metered street parking when they work on campus. Contractor personnel who violate the parking regulations are responsible for all ticket, towing charge, and possible boot charge that apply to the violation. Mayo Clinic reserves the right to suspend or modify parking privileges at any time without notice.

### **Second Shift Parking after 1:30 p.m.:**

- Contractor employees working on second shift are allowed to use any employee surface lot or Mayo Employee ramp except Ozmun. Contractor employees parking on Mayo property after 1:30 p.m. must obtain a contractor parking sticker and have their access badge programed at the Card Access Office (see location information below).

### **Motorcycle Parking After 1:30 p.m.:**

- Dedicated Motorcycle parking is available after 1:30 p.m. at both Mayo downtown and Saint Marys Campus locations. Contractor personnel must register their motorcycle license plate for the season at either Card Access Office locations (see location information below).