



# Strategic Sourcing and Contracts

## COVID-19 Site Walk Safety Guidelines

Based on guidelines of the Centers for Disease Control and Prevention, local agencies, and public health authorities, the Strategic Sourcing & Contracting Department of San Diego Unified School District ("District") issues the following Guidelines and Procedures to all attendees at a mandatory site walk for bidding a public works project on District property.

These Guidelines and Procedures **MUST** be implemented at all times on District property for a site walk.

### I. Health Protection – ZERO Tolerance

Any person who has exhibited any of the following symptoms within the past week is not permitted to attend.

- cough
- fever (temperature >100.0)
- shortness of breath

### II. Self-Certification Prior to a Site Walk

Prior to the commencement of a site walk, each attendee (inclusive of SDUSD employees and contracted staff) must preregister with the District and self-certify utilizing a Smartsheet form link that the District will provide in the Project bid advertisement. Self-certification shall include confirmation that the attendee:

- Has had no signs of a fever or a measured temperature of 100.0 degrees or greater, a cough or shortness of breath within the past 7 days.
- Has not travelled on an airplane within past 14 days. Has not travelled from another country within the past 14 days.
- Has had no "close contact" with an individual diagnosed with COVID-19.  
"Close contact" means: living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6-feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19 while that person was symptomatic.
- Has not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Site walk attendees who exhibit symptoms or are unable to clear self-certification** will be asked to put on a face covering, if not already wearing one, and directed to leave the job site. Contractors asked to leave the site walk will not satisfy the mandatory attendance requirement, and will not be able to bid on the project as a prime contractor.



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### III. District Responsibilities to Prevent Exposure and Limit the Transmission of the Virus

- Prior to each site walk, the Project Manager or Planner/Estimator/Inspector shall unlock one or more staff restrooms. Only one person at a time is permitted into any staff restroom in order to maintain social distancing. The Contract Specialist or District Representative will explain to all attendees how the 6-feet apart distancing will proceed at the onset of the site walk.
- All attendees will be required to wash their hands prior to the start and at the end of the site walk at a designated bathroom or portable handwashing station.
- Gloves will be handed out to all attendees immediately after they have washed their hands.
- The Contract Specialist (CS) shall confirm with all registered attendees that they are healthy based on the results of the electronic Smartsheet registration form [Site Walk Check-In COVID-19 Safety Guidelines](#) and will check the registered attendee into the site walk.
- Face Coverings: These will not be provided by the district, but are required to be worn by all attending the site.
- Face coverings may be: bandanas or “masks” made from home materials, such as T-shirts, pillowcases, cloth napkins. They must cover both nose and mouth. Wearing a face covering protects others that you may encounter, in case you do not realize you are infectious because you have no symptoms. Do not touch your face covering until you remove it, and then wash your hands immediately after removing face covering.
- Practice and enforce social distancing: Stay 6-feet apart, even with a face covering.
- In areas where required social distancing is impossible, the District Representative will allow one (1) person at a time to view a specific work area.
- Avoid touching face covering, eyes, nose, and mouth throughout the visit.

### IV. Contractor Responsibilities to Prevent Exposure and Limit the Transmission of the Virus

- Only one (1) representative from a company is allowed to attend a site-walk.
- Face Coverings are required to be worn by all persons at the site walk.
- Face coverings may be: bandanas or “masks” made from home materials, such as T-shirts, pillowcases, cloth napkins. Wearing a face covering protects others that you may encounter, in case you do not realize you are infectious because you have no symptoms. These face coverings must cover one’s nose and mouth. Do not touch your face covering until you remove it, and then wash your hands immediately after removing face covering.
- Practice social distancing: Stay 6-feet apart, even with a face covering.
- No handshaking or High-Fives. Elbow bumping is too close (within 6 feet).
- All attendees will be required to wash their hands prior to the start and at the end of the site walk at a designated bathroom or portable handwashing station.
- If someone sneezes and uses a tissue, that tissue must be discarded, and hands must be washed before the site walk can continue.
- Avoid touching face covering, eyes, nose, and mouth throughout the visit.