



## University of Arizona Required COVID-19 Contractor Communication

All University of Arizona construction project sites are required to maintain a Daily Sign-In Sheet, utilizing the Contractor's own format, with the following information for all Employees and Visitors:

- Printed Name
- Company (and Department if UA Employee)
- Date & Time Entered Site
- Date & Time Exited Site

**Immediately upon notification of a COVID-19 case on the construction site, the Contractor must submit via E-Mail to the PDC Construction Project Manager the following Checklist, including all required attachments. Send a copy of the Notification E-Mail to all the individuals listed at the bottom of this Checklist.**

### Minimum Required COVID-19 Information Checklist

Submit one Checklist for each individual who has tested positive or has flu-like symptoms, without identifying the individual's name.

Date: \_\_\_\_\_ UA Project Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Employee or Visitor Tested Positive on (date) \_\_\_\_\_ and is self-isolated to monitor for symptoms

Employee or Visitor Tested Positive on (date) \_\_\_\_\_ AND has flu-like symptoms and is self-isolated

Employee or Visitor with Flu-like symptoms on (date) \_\_\_\_\_, has been tested on (date) \_\_\_\_\_, and is waiting for test results

Identify the affected individual's employer (Company or Sub-Contractor) \_\_\_\_\_

Identify recent date(s) of the individual's visits on site \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(Include 2 days prior to symptoms or positive test result, whichever occurred first)

Trace movement and all locations of individual throughout the site \_\_\_\_\_

(Include 2 days prior to symptoms or positive test result, whichever occurred first)

Based on information from affected individual, identify any known UA employee(s) who had "potential close contact"

\_\_\_\_\_  
(Less than 6 feet for more than 15 minutes, within 2 days prior to the onset of symptoms or positive test result, whichever occurred first)

Notify these "potential close contact" UA employees by phone / text immediately

Site has been disinfected on (date) \_\_\_\_\_

Site will be disinfected on (date) \_\_\_\_\_

Site has been shut down on (date) \_\_\_\_\_

#### Copy These UA Employees on Notification E-Mail Only

Peter Dourlein ([dourlein@arizona.edu](mailto:dourlein@arizona.edu))

PDC Design Project Manager

PDC Inspectors

Glenn Celenza ([acelenza@arizona.edu](mailto:acelenza@arizona.edu))

Mike Seal ([mseal@arizona.edu](mailto:mseal@arizona.edu))

Brian Utthe ([butthe@arizona.edu](mailto:butthe@arizona.edu))

Christopher Kopach ([ckopach@arizona.edu](mailto:ckopach@arizona.edu))

FM Work Desk ([FM-Workdesk@arizona.edu](mailto:FM-Workdesk@arizona.edu))

#### Copy These PDC Employees on Notification E-Mail and attach:

Completed Checklist

Copy of Daily Sign-In Sheets for the day of and 2 days prior to positive test result or onset of symptoms, whichever occurred first

Ralph Banks ([rabanks@arizona.edu](mailto:rabanks@arizona.edu))

Lorna Gray ([lornagray@arizona.edu](mailto:lornagray@arizona.edu))

Melissa Dryden ([mdryden@arizona.edu](mailto:mdryden@arizona.edu))

In the event a UA Employee who has interfaced with Contractor personnel or has visited a UA construction site receives a positive test result or has flu-like symptoms, the UA Employee's Supervisor shall notify the UA Construction Project Manager, who will immediately notify the Contractor by email. Without identifying the UA Employee, the notification shall include known facts about movement and locations visited by the UA Employee, dates on site, date of onset of symptoms or positive test result, and any known Contractor personnel contacts two days prior to the date of onset of symptoms or positive test result, whichever occurred first.