



DCNR COVID-19 Safety Fact Sheet #13 5/8/2020

Administrating Contracts in the Field

The COVID-19 outbreak presents unusual circumstances that require us to do whatever is necessary to further our mission. This fact sheet discusses simple things that you can do to keep yourself and others healthy and stop the spread of this virus. Treat everyone as though they are a COVID-19 carrier and every common surface as if it harbors the virus. Remember, one careless person can spread the virus to the whole work unit. It is our responsibility to keep our community and colleagues safe.

This fact sheet is intended to help DCNR staff minimize the risk of exposure to infectious diseases while administrating a timber sale, regeneration, gas, dirt and gravel road, or bridge contract in the field.

On April 23, Governor Wolf provided COVID-19 safety guidance for the construction industry. All contractors working on DCNR lands should follow this guidance, and DCNR staff should have copies of this guidance on hand. If contractors do not comply with this guidance, staff should work closely with their supervisors to determine next steps.

Recommended Protection Measures

- When interacting with contractors, staff should follow the social distancing guidelines recommended in DCNR COVID-19 SFS#6 Public Encounters, these include:
 - Stay at least 6 feet away from contractors.
 - Avoid shaking hands.
 - Discourage people from getting too close to your vehicle by rolling your window only half way down to speak with them.
- When in a location where contractors work, be sure to:
 - Wear a face mask, covering, or shield even if you are working alone.
 - Wash or disinfect hands upon arrival, then prior to leaving.
 - Wear protective gloves to handle objects that may have been touched by others (e.g., gates, equipment, truck tailgate handles). If gloves aren't used, then wash or disinfect your hands.
- Avoid in-person contact with contractors:
 - Conduct planning, design, and follow-up meetings through email and phone/conference calls.
 - Inspect projects and timber sales without the contractor(s) on the site. Inform contractors you may need to call them during the inspection if questions arise.
 - Email scanned/photographed paperwork such as inspections reports, and delivery tickets.
- If a project/sale must be inspected with contractors present, practice social distancing and remind contractors that DCNR requires you to do this.

Follow all the information provided to help prevent the spread of COVID-19. We will continue to do everything we can to keep our employees informed and safe. For additional information and to stay informed reference the Centers for Disease Control and Prevention or the Pennsylvania Department of Health websites.

DISCLAIMER: The Pennsylvania Department of Conservation and Natural Resources (DCNR) Safety Sheets or other related documents may not be posted on social media or websites. Do not duplicate or distribute this document without first obtaining the written permission from DCNR. The information provided on the DCNR Safety Sheet does not, and is not intended to, constitute medical advice; instead, all information, content, and materials available are intended as a resource for general informational purposes only. Information on this DCNR Safety Sheet may not constitute the most up-to-date medical or other information. Due to the evolving nature of the COVID-19 pandemic, the information and recommendations in this document could change or be updated at any time. This document does not replace or supersede the guidance from official sources such as the Pennsylvania Governor's Office, the Pennsylvania Department of Health, and/or the Center for Disease Control