

RULES OF THE FACILITY FOR CONSTRUCTION CONTRACTORS

VA Sierra Nevada Health Care System is a multi-faceted healthcare facility tasked with providing healthcare to the men and women who have served in the armed forces of the United States of America in order to provide for the defense of this country. At all times while working within the facility grounds, all contractor's employees must follow the below listed rules of the facility and treat all patients with respect and dignity. Any contractor employee who mistreats a Veteran or violates any of the rules listed below will be removed from the facility.

1. **All patient information is private and cannot be disclosed to others.**
 - o If a contractor employee sees a friend, neighbor, or other acquaintance receiving healthcare at the facility, they are not to discuss who they saw at the facility with anyone regardless of the circumstances.
 - o Any information overheard or seen regarding a patient's medical condition is likewise not to be shared with anyone regardless of the circumstances.
2. **Safety is a top priority for the facility.**
 - o Contractor must present evidence that each on-site employee completed the 10 hour OSHA safety training course and that each supervisor completed the 30 hour OSHA safety training course for supervisors.
 - o Contractor employees shall wear proper safety attire for the work being accomplished at all times, or as required in the construction area. Minimum proper safety attire or Personal Protective Equipment is defined as Hard Hats, Eye Protection, Safety Vest, and Safety Shoes/Boots unless approved otherwise.
 - o Unattended ladders, **doors to electrical closets or mechanical rooms being left open**, access panels or manhole covers being moved and not protected are serious safety violations and could result in the dismissal of the responsible employee and a stand-down for the prime and all subs.
3. **Electrical: De-energized Panels and Lockout/Tagout**
 - o All contracting firms have sole responsibility for the systems they install and maintain. If contractors work on energy producing systems that are normally serviced by Facilities Management Service (FMS) personnel, or need to control the energy to the systems for which they have responsibility, then the **lockout/tagout** will be performed by the contractor but overseen and validated by the primary COR.
 - o Work on **electrical panels can only occur if the panel is de-energized**. All utility systems are to be shut-down and certified as being off line prior to the contractor tapping into the system.
4. **Infection control is a top priority for the facility.** No work will be allowed to occur anywhere within the facility until an Infection Control Risk Assessment (ICRA) form has been completed and all work activities required by the completed ICRA have been implemented including, but not limited to construction of dust barriers and installation of HEPA filters. The hospital side of job access points must be kept pristine; use of sticky mats, continual sweeping/mopping, and other appropriate measures to keep facility areas clean are to be provided by the contractor as needed. Exterior doors shall not be propped open, even if they are within a locked construction yard. Open exterior doors provide ingress to the hospital for insects, pigeons, and unauthorized personnel.
5. **Contractor employee parking.** No contractor is permitted to park on hospital property with either their personal or business vehicle – use the streets. Contractor's employees vehicles found parking on campus are subject to being ticketed (with fine) by VA Police with notification to the CEO of the prime.
6. **Contractor discussions of project details or related impact** are **NOT** to occur with anyone at the VA without the permission or presence of the Contracting Officer's Representative (COR) or other authorized FMS rep.
7. **Contractor employee use of facility toilets and restrooms.** Unless otherwise specified in the contract drawings and/or specifications, no contractor employees are to use facility toilets or restrooms.
8. **Facility work hours.** The facility is an operating healthcare center, and as such, activities occur on a 24-7 basis; however, the majority of services provided by the facility occur between the hours of 7 a.m. and 5 p.m., Monday through Friday. The contractor is to schedule all work activities as necessary to minimize the impact of the construction activities on the day-to-day operations of the facility. Unless otherwise arranged, contractor work hours are limited to 7:30 a.m. to 4 p.m.
9. **Utility shutdown.** No utility shutdowns will be allowed without proper prior coordination with the medical center. Minor utility shutdowns (those which in no way impact patient care activities) are to be scheduled no less than 72 hours in advance of the planned shutdown. Major utility shutdowns (those which do impact patient care activities) are to be formally requested no less than 21 days in advance of the requested shutdown.
10. **Contractor's staging area.** There is limited space available for the contractor to use as a staging location. Unless otherwise noted in the contract drawings or specifications, all staging of equipment and materials is to occur within the boundaries of the limits of construction shown on the contract documents. Coordination for street use for dumpsters, storage containers, or office trailers is between the contractor and the City of Reno.

12. **Fire alarm or fire sprinkler work and/or tie-ins.** No removal, relocation, disconnection, disabling, or connection to the existing facility fire alarm or fire sprinkler systems are to occur until the contractor has obtained the approval of the Facility Safety Manager, or designee. It is recommended that wire guards be installed over sprinkler heads within construction boundaries. The contractor is responsible for paying the cost of any fire department response when said response is due to negligence by the contractor.
13. **Hot work.** No hot work is to occur until the contractor has received an approved hot work permit from the Facility Safety Manager, or designee, via the COR. Hot work permits expire after 24 hours and must be renewed daily if hot work continues.
14. **Powder Actuated Tools.** Powder actuated tools and ammunition will be in a locked case, gang box, or truck box when not in active use. This is in addition to OSHA rules for powder actuated tools.
15. **Firearms, knives, etc.** This facility is located on federal property. In accordance with federal law, no person, unless authorized to do so (federal police and government agents only at this facility) are allowed to carry firearms or knives on property grounds. Violators are subject to a mandatory court appearance.
16. **Alcohol.** This facility is located on federal property. Possession, sale, or use of alcohol on the grounds is prohibited. Violators are subject to a mandatory court appearance and/or a fine of up to \$300.
17. **Smoking.** Smoking or use of E-cigarettes is allowed only in officially designated smoking areas.
18. **Fire Egress.** It is imperative evacuation routes are available to patients and staff in the event of a disaster requiring evacuation. Blocking of stairwells, corridors, exit doors, and other means of evacuation are strictly prohibited unless approved by the Facility Safety Manager, or designee, as evidenced by signature on a posted Interim Life Safety Measure (ISLM).
19. **Handicap Accessibility.** It is imperative that all handicap access areas, including ramps, sidewalks, handrails, etc. remain unobstructed at all times unless approved by the Facility Safety Manager, or designee, as evidenced by signature on a posted ISLM.
20. **Debris Removal.** All construction debris shall be properly covered whenever it exits a construction area and enters an area occupied by the facility. Tossing of debris materials out of windows or off roof areas without proper use of a trash chute is strictly prohibited.
21. **Use of electronic equipment.** There is a large amount of electronic equipment that is used by the hospital to track patient condition. Electronic equipment such as cell phones, radios, and iPods has the potential to impact the signals provided by the medical equipment thereby impacting patient care. No electronic equipment is to be used by any contractor employee in the vicinity of areas where healthcare is provided.
22. **Badges.** Once approved to be on site, the contractor must obtain a VA temporary badge daily for up to 15 days. Permanent identification badges will be issued by the VA following a successful background/fingerprint check which may take up to seven days to obtain results. Badges are to be worn by the employee at all times while on facility grounds. Any contractor employee who is either not wearing or cannot, upon questioning, produce their badge is subject to removal from the facility.
23. **Confined Space.** Several areas within hospital grounds are considered Confined Spaces, all of those require a permit. You must have submitted and received COR approval of a contractor implemented Confined Space program prior to any access of these areas.
24. **Keys.** Project scope dependent, the VA will issue job site keys. If the VA does not issue keys, then access must either be via VA employee or through a contractor locking system. (Reminder: **DO NOT** prop open a door or tape the strike to get around the proper key use – such action may result in employee removal and contractor safety stand down.) VA Police may fine violators up to \$500 for each occurrence.
25. **COR Notification.** No contractor is permitted to perform on-site contract work without COR knowledge.

I acknowledge receipt, and confirm a complete understanding of the Rules of the Facility for Construction Contractors as listed above.

Signed: _____ Date: _____

Printed Name: _____ Company: _____