



## **Instructions for Contractors Return to Work Process for NYPA/Canal Projects**

**Updated on:** February 18, 2022

The New York Power Authority (NYPA) and New York State Canals Corporation is providing an update on the state's response to COVID-19 and guidance to all Contractors, including Suppliers, Vendors, Consultants, Independent Contractors, and Contingent Workers. Understanding that the situation is rapidly changing, NYPA will continue to provide updates based on any changes to law, rules and regulations, Executive Orders or the impact of COVID-19 on the State of New York. The following changes are effective immediately upon receipt of this notification:

**NEW COVID-19 NYPA COMPLIANCE PROCESS:** NYPA will have Contractors follow [Updated Guidance for State Agency and Authorities](#) during the COVID-19 public health emergency dated September 3, 2021.

Note: This guidance applies to Contractors performing work at NYPA/Canal Locations (maintenance facility, structure, right of way, office to include leased space) or other Locations statewide (such as Energy services projects) on behalf of NYPA/Canals.

### **Provisions for Professional Services, Construction, and Non-Construction Work COVID-19 Compliance:**

#### **1. General:**

- a. Compliance with all applicable federal, state, local, and Location-specific Environment, Health and Safety regulations and codes.
- b. Compliance with all Contract documents.
- c. Compliance with facility Owner/Operator Health and Safety requirements include site specific COVID-19 requirements.
- d. **MANDATORY CONTRACTOR COVID-19 AFFIRMATION:** All Contractors must complete the [New York Forward Business \(NYFB\) Affirmation Form](#), if not already completed, and email the Affirmation to [VendorNotices@nypa.gov](mailto:VendorNotices@nypa.gov).
- e. For any work performed on a Construction Project worksite, it is mandatory to comply with the applicable Health and Safety Procedure (HASP) and COVID-19 Health and Safety requirements.
- f. **Please note:** Contractors are free to provide their employees with as much additional COVID-19 Health and Safety information as they deem appropriate to promote COVID-19 Health and Safety compliance

#### **2. Vaccination and Testing:**

- a. All Contractors must comply with all Location specific COVID protocols regarding vaccinations and testing of its employees.
- b. Contractors performing work on the premises of a NYPA or Canals operating Location are to affirm vaccination status of its employees as well as subcontractor employees, as applicable, using the attached affirmation form below.



Note: Those employees performing work on the premises of a NYPA or Canals operating Location not vaccinated or with undisclosed vaccination status will be required to have weekly COVID-19 testing via one of the following approaches:

- o Provide a negative COVID-19 test result (any test type) to the employee’s account manager or supervisor (within 72 hours of being on site). This record will be auditable, and Contractors must maintain records of this information that protects PHI of their employees.
- o Coordinate with the NYPA and/or Canals point of contact for COVID-19 Testing available at most NYPA and Canals facilities for Contractors performing on premises work ONLY. The test type is a Clarifi Oral Swab Test, you can [read more about the test here](#).

<b>SITE</b>	<b>POC</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>BG</b>	Sean Wellman	<a href="mailto:Sean.Wellman@nypa.gov">Sean.Wellman@nypa.gov</a>	(607) 427-7837
<b>CEC</b>	Kasey Pelrah	<a href="mailto:Kasey.Pelrah@nypa.gov">Kasey.Pelrah@nypa.gov</a>	(315) 941-2476
<b>NIA</b>	Deb Overkamp	<a href="mailto:Debra.Overkamp@nypa.gov">Debra.Overkamp@nypa.gov</a>	(716) 425-1451
<b>WPO</b>	Igor Grahovac	<a href="mailto:Igor.Grahovac@nypa.gov">Igor.Grahovac@nypa.gov</a>	(914) 681-6480
<b>SENY</b>	John Doyle or Marya Shuksta	<a href="mailto:John.Doyle@nypa.gov">John.Doyle@nypa.gov</a> <a href="mailto:Marya.Shuksta@nypa.gov">Marya.Shuksta@nypa.gov</a>	(347) 924-5744 (914) 263-1025
<b>STL</b>	Calvin Smith or Torrey Russell	<a href="mailto:Calvin.Smith@nypa.gov">Calvin.Smith@nypa.gov</a> <a href="mailto:Torey.Russell@nypa.gov">Torey.Russell@nypa.gov</a>	(315) 764-6854 (315) 263-4990
<b>Canals</b>	John Zacher or Dan Paciello	<a href="mailto:John.Zacher@nypa.gov">John.Zacher@nypa.gov</a> <a href="mailto:Daniel.Paciello@nypa.gov">Daniel.Paciello@nypa.gov</a>	(518) 312-7126 (315) 743-1461

**3. Contact Information:**

- a. All Contractors must comply with all Location-specific COVID-19 protocols regarding contact information.

**4. Hand Hygiene:**

- a. Frequent hand washing is still highly recommended with soap and running water, disposable towels or with alcohol-based sanitizer with 60 percent or more alcohol where hand washing may not be available or practical.
- b. Do not shake hands, or otherwise unnecessarily make contact with others in the workplace.

The following resources are also available for your use and reference:

- CDC guidelines in order to mitigate the transmission of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- OSHA Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- NY Forward: <https://forward.ny.gov/>
- [COVID-19 Quarantine and Isolation | CDC](#)

Any questions can be sent to [VendorNotices@nypa.gov](mailto:VendorNotices@nypa.gov).



KATHY HOCHUL Governor

JOHN R. KOELMEL Chairman

JUSTIN E. DRISCOLL Interim President and Chief Executive Officer

BRIAN U. STRATTON Director, Canal Corporation

COVID-19 Vaccination/Testing Status Affirmation

Vendor Instructions:

Please provide this affirmation form, or equivalent information, to your NYPA/Canals Point of Contact for the Project and/or the Operating Site (if applicable). Please also cc this Affirmation to: VendorNotices@nypa.gov.

This communication will serve as your affirmation of the vaccination or COVID-19 testing status (including boosters) of the individuals working on NYPA or Canals sites. Please indicate the status for each of your employees on site.

DO NOT SEND PROOF OF VACCINATION or Negative Tests

All unvaccinated/undisclosed employees will be required to have weekly COVID-19 testing which is available weekly at NYPA and Canals facilities. In the event an employee is not onsite during testing they be required to test elsewhere on a weekly basis. Onsite testing is provided by NYPA as a courtesy to its employees and vendors.

Form with fields: From, Date, Project Name, Project Location, Value Contract Number, PO Number (if applicable), POR Number (if Applicable), Company Name, Vendor Contact, Vendor Address, Vendor Phone Number

Table with 6 columns: Name (Last, First, M.I.), Prime/Subcontractor Company Name, Vaccination/COVID Testing Status, Date of Test of Final Vaccination, Date of Vaccination Booster, Type of Vaccine