

SECTION 01 35 13.24
TENNESSEE STATE VETERANS' HOMES BOARD PROJECT PROCEDURES

PART 1- GENERAL

1.01 SECTION INCLUDES

General restrictions on access to and use of site and surroundings, security procedures for tools, materials, and individuals within the work force are as indicated within this Section.

1.02 SUPERVISION

- A.** The Tennessee State Veterans' Homes Board (TSVHB) shall name a point of contact for each facility, to serve as the Facility Designee, at the Project Pre-Construction Meeting.
- B.** The Contractor shall provide supervision of construction personnel at all times
- C.** Facility Manager, or Designee, may provide Contractor's Superintendent a radio for communication. Superintendent shall turn in radio to Facility Designee when leaving premises.
- D.** Concerns or complaints shall be addressed to the Facility Designee by the Contractor's Superintendent.

1.03 ACCESS TO SITE

- A.** Access is normally restricted to the period 7:00am to 7:00pm, local time, Monday through Friday. Contractor shall provide Facility Designee 48 hours notice before working on Saturdays, Sundays, holidays, or outside the previously described hours of operation.
- B.** Contractor's access to site may be limited through a single point designated by the Facility Designee. Access to non-designated areas of work will not be permitted. A set schedule for arrival and departure, of most construction forces as a group, shall be established by mutual agreement between Contractor and Facility Designee. Changes and additions to normal working schedules shall be communicated to the Facility Manager's Office 48 hours in advance through the Facility Designee.
- C.** Facility Designee will endeavor to notify Contractor as soon as possible if a situation exists which may preclude timely access to site.

1.04 USE OF SITE

- A.** Use of site shall be confined to the area of work. There shall be no access to other areas of the facility except as specifically approved by Facility Designee.
- B.** Vehicles:
Work trucks will be permitted on-site as needed if they are capable of being fully locked, including tool compartments.

1.05 TOOLS AND MATERIALS

- A.** TSVHB shall not be responsible for any tools or equipment brought onto facility premises by Contractor that are lost, stolen, or damaged.
- B.** Contractor shall endeavor to introduce only necessary tools, and in the least possible number. At no time shall the Contractor leave tools or materials unattended. Hand tools shall be kept in Contractor's possession at all times when not properly stored. Tools shall be removed or placed in a locked tool box, shed, trailer or similar tool storage area.
- C.** Storage of hand tools at site will not be permitted unless such tools are securely stored in a manner acceptable to the Facility Designee. Facility Designee will designate an area for tool storage. Contractor shall provide a tool storage container and lock.

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- D. Do not give or loan tools or supplies to facility residents. Do not accept anything from a facility resident. Do not permit a facility resident access to construction documents and related papers. Report thefts immediately. Do not offer advice or give money, candy, cigarettes, etc., to facility residents.
- E. Immediately report lost tools to Facility Designee.
- F. The contractor shall be responsible for the transportation, care, protection and storage, on the site, of his materials at the end that all materials. All materials shall be in perfect condition at the time of incorporation into the work. All storage and operations on the site shall be confined to areas that are coordinated with, and authorized, by the Facility Designee.

1.06 SEARCH AND SEIZURE

Facility Designee may seize items that may pose a danger to the safety and security of facility, personnel, patients, or residents.

1.07 PERSONNEL RULES

- A. The Contractor or Contractor's employees shall immediately contact staff concerning any problems with patients or residents.
- B. Identification of Personnel
An identification card (or pass) will be provided to each construction worker who enters the facility. Workers will be required to show a valid driver's license, social security card, birth certificate, or verification from supervisor in order for card to be issued. Identification cards must be worn in plain sight at all times. If lost or stolen, report to the Facility Designee for issuance of a new card. Identification cards shall be returned to the Facility Designee upon completion of work or termination of employment.
- C. Association with Facility Resident
Trafficking or trading in goods with facility residents is not permitted.
- D. Do not bring items which are not required for performance of work, neither in personal vehicles nor on one's person. Remove unnecessary items from vehicles.
- E. Alcoholic Beverages, Weapons, and Drugs
 - 1. Alcoholic beverages, weapons, and non-prescription drugs are not allowed on site. Persons caught introducing illegal or banned items onto the grounds of a facility may be barred from premises and/or prosecuted.
 - 2. Individuals using prescription medications shall fill out a form, suitable to Facility Designee, identifying themselves and their medications, and receive approval of Facility Designee before bringing prescription medications on site. Facility Designee may require verification of prescription. Facility Designee may refuse to permit the prescription on site. Only enough medication for one day may be brought on site. Contractor's superintendent shall keep a copy of the form on file.
- F. Meals
Workers may purchase meals at the facility for a nominal fee, however orders must be placed in advance of meal times. Times may vary by facility.
- G. Visitors: On site visitors of construction workers are prohibited. Persons not working on the Project are required to first seek approval of Facility Designee before visiting site.
- H. HIPAA Compliance. The State and Contractor shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying regulations.
 - 1. Contractor warrants to facility that it is familiar with the requirements of HIPAA and its accompanying regulations, and will comply with all applicable HIPAA requirements in the course of this Contract.

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2. Contractor warrants that it will cooperate with the facility, including cooperation and coordination with TSVHB privacy officials and other compliance officers required by HIPAA and its regulations, in the course of performance of the contract so that both parties shall be in compliance with HIPAA.
3. The TSVHB and the Contractor shall sign documents, including but not limited to business associate agreements, as required by HIPAA and that are reasonably necessary to keep the TSVHB and Contractor in compliance with HIPAA. This provision shall not apply if information received by the TSVHB under this contract is NOT "protected health information" as defined by HIPAA, or if HIPAA permits the TSVHB to receive such information without entering into a business associate agreement or signing another such document.

1.08 EMERGENCIES

If Facility Designee declares a state of emergency, Contractor may be:

- A. Required to leave premises, or
- B. Confined to a specific area for duration of emergency.

END OF SECTION