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**Division of Facilities Development and Management**  
**Department of Health Services**  
**DHS – Contractor Site Access and Working**  
**Requirements** (R07/01/22)

The following information shall be considered a supplemental part of the bidding documents as pertains to work performed within the Department of Health Services.

This information is presented so that DFD, DHS and Contractor personnel are all uniformly aware of the requirements regarding standard activities and conduct while working within a DHS Facility. These requirements shall be considered an extension of the 'GENERAL REQUIREMENTS', 'SPECIAL SITE CONDITIONS', but does not supersede the project specification manual requirements of the 'GENERAL CONDITIONS OF THE CONTRACT'.

**General**

The Contractors working conditions may vary depending on individual DHS Facility normal operation conditions. These guidelines do not prohibit or limit the Facility from establishing immediate, additional security and/or emergency measures, due to unforeseen situations or developing conditions.

In the event a "Trouble Call" is announced or a patient/inmate/resident disruption occurs near the construction site, the Facility Staff Escort will provide direction.

The 'No Hostage Rule' applies at all times (In the event a person is taken hostage, He or She has no authority to order any action or inaction to be taken on their behalf).

Anyone entering a DHS Facility as part of a construction project is bound by Wisconsin State Statute 302.095, which prohibits intent to deliver or delivery of an article to an inmate of a State of Wisconsin Correction Facility and Wisconsin Statute 946.44, which prohibits assisting or permitting escape.

All buildings shall be treated as occupied and in use by Department of Health Services Staff and residents/patients/inmates.

Any questions or concerns about working within the confines of a DHS Facility should be brought to the attention of the DHS facility contact. If in doubt ask!

Work will only be allowed at one area within the facility at a time, unless approved by the facility and as staffing allows. Each work area and Contractor activity requires individualized security measures. Security will escort the contractor to a work area, and remain in the area with the contractor during times of work. Contractors will not leave designated work areas without an escort.

**Use of mobile/cell, pagers and portable radios/communication devises within the Facility are not allowed without prior approval from the Facility Contact.**

**CONTRACTOR-ENTRY REQUIREMENTS**

Only approved Contractor employees will be permitted to enter the Facility Secure Areas. No friends or relatives of inmates currently in the Facility will be allowed entry into the Facility. If any of the Contractor's employees have been convicted of a crime and/or have been confined within a DHS Facility at any time, the employee(s) may be denied access to the facility. The Contractor must submit the name and date of birth of all personnel that will be working on site, or entering the site periodically. The Facility will inform Contractors if additional information will be required.

The contractor must submit employee requested information at least 48 hours prior to any pre-bid tour.

The contractor must submit employee requested information at least 72 hours prior to initial worker approved access to the site.

The contractor must provide notice before the end of any workday, if the contractor will not be on site the next work day or is requesting a change in normal working hours. The contractor must provide 24 hour notice once the contractor intends to resume a normal work schedule.

Supply and delivery personnel are not considered Contractor employees. The Contractor does have the obligation to make supply and delivery personnel aware of the Facility regulations and such companies are under the same restrictions and requirements as the Contractor, as stated herein.

Prior to startup of construction activities, the Contractor may be required to attend a Facilities 'Orientation Meeting' to become familiar with the Facilities 'Procedures and Policies'. Each construction site requires individualized, specific security measures the Contractor must be aware of and become familiar with.

The Contractor is required to comply with DHS COVID-19 policy. Contractor employees are required to wear face masks at all times when working indoors in DHS buildings. This includes existing buildings, new buildings or additions that are under construction, and any other enclosed spaces where contact with DHS patients, residents, and/or staff may occur. Masks shall be surgical grade or N95 and worn to cover both nose and mouth. Cloth masks and neck gaiters will not be accepted. Additional personal protective equipment (PPE) may be necessary under certain circumstances depending on the place of work. Temperature screenings may be required. Contractor must verify requirements with DHS prior to beginning work.

Upon arrival, Contractor employees must present a driver license or other acceptable photo identification. Employees without acceptable information will be denied access to the Facility. Proper identification must be either worn as a badge or carried by the employee at all times while on Facility/Institution grounds. Contractor may make arrangements with the Facility Site Contact to have employee photos taken prior to the first day on site, if allowed by the Facility. All Contractor employees will be checked for their photo identification daily.

All Contractor employees may be required to sign in and out of the DHS visitor's logbook and screened for COVID-19, every day. When entering the Facility during a pre-bid tour, Contractor employees may be required to pass through a metal detector. Bring only what is necessary when visiting the Facility.

All equipment and tools (camera, knife, other sharp tools etc.) required or needed to conduct the bidding tour must be identified 24-hours in advance of arrival. Prior permission must be received from the DHS Facility Site contact person to allow these items to be brought into the Facility.

Prior to taking any photo, the photo must be approved by the Facility Contact. The picture shall not include Facility Personnel patients/inmate/residents. .

Contractor employees will be required to wear shirts at all times while performing work on all Institution/Facility grounds. Shirts and other articles of clothing that are worn on site must be in good condition. Clothing must not contain offensive graphics, writing, pertain to or be associated with gang, cult or otherwise inappropriate action or gestures.

Maintaining a consistent crew throughout the duration of the project would be beneficial to the Contractor and Facility in expediting the project. Additional or replacement employees shall comply with initial entry requirements.

The Facility will identify the designated gate/door to enter the site. A Facility Contact / Escort Officer(s) will be assigned to the construction site during Contractor activity.

Firearms, knives other than work related knives, weapons or potential weapons, controlled substances, tobacco, matches, lighters, and alcohol are not permitted in any DHS Facility. Any Contractor employee found with any of these items will be removed from the Facility and may not be permitted to return.

### **PATIENT/INMATE CONTACT**

1. Conversations, dealings and contact with the patient/inmate are prohibited.
  - A) Do not give anything to, buy, or take anything including messages from any patient/inmate. Do not bring anything into the Facility for patient/inmates, nor should you take anything out for them. Patient/inmates know this is not allowed, and is a violation of rules for both the patient/inmate and Contractor.
  - B) Contractors may respond to a patient/inmate by acknowledging a normal greeting. Workers are to refrain from any further conversation with the patient/inmate. Do not socialize.
  - C) Contractors are to report any acts of disrespect, inappropriate request or improper behavior on the part of patient/inmates to the DHS Staff. Do not respond to the patient/inmate in a like manner.
  - D) If a Contractors employee(s) manner is found to be disruptive, the employee(s) may be escorted from the site and not be allowed to return. That employee(s) removal may result in denial of entry to work sites at other State of Wisconsin, DHS Facilities.

### **VEHICLES**

1. Only necessary Contractor construction vehicles, equipment or rented/leased equipment will be permitted on the Facility grounds. A minimum of 24-hours notice must be given to the Facility concerning delivery vehicles and equipment intended to enter the Facilities.
  - A) The Contractor must identify the construction vehicles and equipment needed to accomplish the work on the Facility grounds.
  - B) DHS Site Contact will approve of all vehicles and equipment that will be entering or leaving the Facility.
  - C) All vehicles are subject to inspection at any time while on the Facility grounds. Institution/Facility grounds are considered all properties under the control of the DHS Institution/Facility where the work will be performed.

- D) Construction company vehicles and operable equipment shall be locked while unattended, inside and outside of the Facility, and on all Institution grounds. Keys must be removed from all vehicles and equipment when not in use or unattended.
- E) Vehicles shall not be left with the motor running unless a Contractor employee is inside the vehicle.
- F) At the end of each workday, all Contractor vehicles and operable equipment will be removed from the Facility secure areas to a designated construction parking lot or storage area outside of the Secured Perimeter, unless specifically approved by the Facilities Security Director. The Facility Site Contact will identify the vehicle and equipment parking lot or storage location. Each Facility construction site and activity requires individualized security measures.
- G) Contractor employee personal vehicles that are not allowed inside the Secured Perimeter shall be parked and locked at all times when unoccupied in a parking lot designated by the Facility. Do not leave keys in the ignition or in plain view while parked on the Institution grounds

### **TOOLS AND EQUIPMENT**

The Contractor will present a copy of an inventory listing of all tools and equipment to the Facility Site Contact of all such equipment required to accomplish the work, and that will be brought into the Facility Secure Area by the Contractor and/or transported within the secured area by a Contractor vehicle, and approved equipment or job boxes. The Contractor will keep another inventory copy at the work area. If additional tools are required or deleted during the construction operation, an updated list shall be provided to the Security Officer and an updated copy kept at the construction site.

Staff will closely inspect all Contractor vehicles, equipment and job boxes and verify that all tools and equipment listed on the inventory are present and accounted for, when entering or leaving the facility on a daily basis. The Contractor shall limit tools and equipment brought into the Facility to those actually required to perform the work. Tools that are allowed to remain within the Facility Secure Perimeter after work hours and overnight must be kept in a locked/secure toolbox and stored in an area designated by the Facility Site Contact.

Properly secure and lock down ladders, ropes, electrical cords, kettle or tanker piping etc., when not in use, as those items could aid an inmate in an escape attempt.

The site must be review and deemed secure to the satisfaction of the Facility Security Escort Officer prior to the contractor leaving the site for any reason. .

Disposable knife blades must be properly disposed of as soon as they are changed out. They shall not to be left lying around the construction area. Disposable knife blades or other disposable hardware shall be included in the daily tool inventory presented to the Security Officer/designee.

All sheet metal cut-off pieces must be picked up as soon as they are produced and disposed of properly. The employee working with metal components shall wear an apron to collect all cut-off debris within.

Liquid Propane gas tanks and welding cylinders required inside of the Facility Secure Perimeter during working hours must be locked and secured at all times as a safety measure to prevent removal or tampering, while they are in use and in storage. These items will be stored in an area designated by the Facility Site Contact.