

Construction and Facilities Contracted Staff Essential Training

Updated November 2023



Mission

BayCare Health System will improve the health of all we serve through community-owned health care services that set the standard for high-quality, compassionate care.

General Conduct

All contractors are to behave in a professional manner at all times. Sexual harassment, horseplay, loud talking, profanity and radios will not be tolerated. The first violation of these rules, depending on the severity, will result in a warning. A second violation will result in permanent removal from the site.

Harassment/Workplace Violence

BayCare is committed to a workplace that is free from discrimination and harassment. Any contracted staff identifying such behavior should contact the department supervisor, nursing supervisor, administrator on duty and/or Corporate Responsibility Alert Line (1-877-OUR-DUTY). The health system is committed to creating a safe environment for patients and staff that is free from violence. Deadly weapons, disruptive behaviors, destruction of property, threats or acts of violence on company property are strictly prohibited (excluding the provision under Florida Statute, Section 790-251).

Hours of Operation

Normal working hours are Monday through Friday, from 7am to 3:30pm. Work may be performed outside these hours provided that it is authorized by your BayCare representative/supervisor.

Break Areas

Contractors will have designated break areas on each job site per owner representative's approval. If a contractor is permitted to use the facilities' cafeteria, it is expected that all PPE will be removed and appropriate hand washing will be performed prior to entering the area. Contractors found in the facility with dusty clothes will be removed from the site.

Smoking Policy

As of January 1, 2011, all BayCare campus buildings are designated as tobacco-free facilities. Smoking or tobacco use of any kind is not allowed anywhere on a BayCare campus.

Parking and Use of Buildings

All contractors are expected to park in designated areas. Failure to comply with the parking policy can result in a possible fine.

Identification Badges

All contractors are required to wear ID badges/stickers while working in any BayCare facility. These badges/stickers are to be worn below the neck and above the waist and be easily visible.

Right of Privacy and Confidentiality

Patients have the right to personal privacy and confidentiality. Patient and employee information from any source and in any form is confidential. Failure to comply with this agreement may result in serious consequences.

Accident Reporting

All accidents and injuries must be reported to the construction/facilities department immediately. If an accident or event occurs at a BayCare facility involving any contractor, the contractor's representative must not handle any media communications. Communications must be handled by the organization's public relations office.

Life Safety/Fire Safety/Hazmat/OSHA Requirements

All contractors will be responsible for adhering to the Interim Life Safety Measures (ILSM) policy. SDS sheets for all products are to be kept on file at project site. Ask your supervisor for the location of SDS sheets. No equipment requiring flammable liquids is permitted. ICRA standards will be maintained at all times. This includes:

- Dust control
- Mold control
- Negative air pressure
- Vibration control

All contractors are required to provide services within the regulations and requirements set forth by the Occupational Safety and Health Administration, ANSI and/or any other Federal or State Codes, Requirements or Regulations.

A Permit is required through facilities for any above ceiling work. Any penetration of fire barriers require sealing per Baycare Fire Rated Assemblies and Firestop Guidelines.

Personal Protective Equipment (PPE)

PPE is to be used, as appropriate, in conjunction with applicable regulations and requirements. If you have not been properly trained by your employer, please notify them. This includes but is not limited to:

- Hard hats
- Noise protection
- Eye and face protection
- Respirators
- Fall protection when working at an elevation above 6 feet

It is expected that PPE will be removed prior to leaving your work area.

Infection Control

BayCare Health System uses standard precautions to prevent the spread of communicable disease. Standard precautions mean that any patient has the potential to transmit an infection to you. Hand hygiene is the single most important method to prevent the spread of infection. You are expected to consistently practice good hand hygiene. Hands should be washed frequently and before and after eating or drinking. Efforts will be made to minimize dust in corridors. Infection Control Risk assessments have been conducted for each project. Please contact your project supervisor for specific requirements.

Influenza Policy

All contractors are required to either receive the flu vaccination or complete a Vaccination Declination Form by March 30 each year.

COVID Precautions

- Do not come to the facility if you feel ill (fever, chills, fatigue, sweating, muscle or body aches, congestion or runny nose, headache, new loss of taste or smell, sore throat, cough, nausea or vomiting, diarrhea, shortness of breath or difficulty breathing).
- Check with BayCare contact for work being done if there are any special precautions or requirements in place.

Emergency Codes

Designated codes are used to alert hospital personnel to different emergency situations. If you should hear an overhead page with one of these codes, please follow the instructions of the facility personnel to ensure your safety. If you evacuate an area, you will need to assemble in a predetermined area. Your supervisor will notify you of this location. For outpatient facilities, call 911 or follow the facilities' protocol.

- **Red:** Fire
- **Pink:** Infant/child abduction
- **Blue:** Cardiac Arrest (A-Adult, B-Pediatric, N-Neonatal)
- **Yellow:** Facility Lockdown
- **White:** Hostage situation
- **Black:** Bomb threat
- **Code Elopement:** Baker Act, Marchman Act, and Diminished Capacity
- **Active Assailant:** Run, Hide, Fight
- **Grey:** Disruptive Aggressive Person
- **Grey Caution:** Disruptive Aggressive Person with weapon
- **Orange:** Hazardous Material Incident
- **Green:** Activate Disaster Plan

Channels of Communication

In case of an emergency situation, a safety and security issue, questions concerning policies and procedures or patient care issues contact:

- For Emergencies, dial 66 from any hospital phone to reach the Operator
- Department Supervisor/Manager/Nursing Supervisor
- Security Department
- Administrator on Duty

Questions and/or Concerns:

Facilities- Service Response Center

- West Region: (727) 298-6000
- East Region: (813) 357-0912

Security- Service Response Center

- West Region: (727) 298-6911
- East Region: (813) 357-0911

Your contractor/supervisor may have additional requirements concerning your services or project. Please contact your supervisor for any additional information.



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