



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

**Updated on October 8, 2020**

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 Suppliers, Vendors, Consultants and Contractors. 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:

1. **PREVIOUS COVID-19 NYPA COMPLIANCE PROCESS RESCINDED:** The current NYPA COVID-19 HASP Template 05-24-20 Rev. 4 process and previous requirements for Construction Projects have been rescinded and are no longer required.
2. **NEW COVID-19 NYPA COMPLIANCE PROCESS:** Contractors shall now comply with the "NYSDOH Interim Guidance for Construction Activities During the COVID-19 Public Health Emergency" document dated 5/13/2020 and future NYSDOH revisions. In addition, Contractors shall comply with "NYSDOH Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency" document dated 5/28/2020 and future NYSDOH revisions. Compliance with the applicable NYSDOH Interim Guidance document and future revisions; along with completing the Contractor Affirmation online form cited in paragraph 3 below will demonstrate compliance with the required NYSDOH COVID-19 requirements.

These documents are located online at the following internet locations:  
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ConstructionMasterGuidance.pdf>  
or <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>,  
respectively.

3. **MANDATORY CONTRACTOR COVID-19 AFFIRMATION:** All Contractors must complete the New York Forward Business (NYFB) Affirmation Online Form, if not already completed, and submit this to NYPA/Canals. Email the Affirmation to [VendorNotices@nypa.gov](mailto:VendorNotices@nypa.gov).

This document is located at the following online location:  
<https://forms.ny.gov/s3/ny-forward-affirmation>.

Please note: This form affirms your business' compliance with the NYS mandatory NYFB reopening COVID-19 guidance. Electronic submittal of this form documents your affirmation to NYPA/Canals with the following statement:

“I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.”

4. HEALTH AND SAFETY PLAN (HASP) REQUIREMENTS: HASPs will continue to be submitted when required for new Construction Projects. Re-submittal of existing Health & Safety Plans (HASPs) prior to NY Pause are not required. Contractors shall provide a submittal to the NYPA PMs with the latest revision of the Prime General Contractor NYFB Affirmation document and the most current “NYSDOH Interim Guidance for Construction Activities During the COVID-19 Public Health Emergency” document. These documents shall be posted at the construction project worksite.

5. COVID-19 SAFETY COMPLIANCE AT CONSTRUCTION PROJECT WORKSITES: The NYFB Affirmation document and the “NYSDOH Interim Guidance for Construction Activities During the COVID-19 Public Health Emergency” document dated 5/13/2020 and future NYSDOH revisions are required for Contractor NYSDOH COVID-19 Health and Safety compliance. These two documents shall be located on the Construction Worksite readily accessible to workers and visitors for COVID-19 compliance purposes.

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. However, at a minimum Contractors shall meet or exceed the most current NYSDOH Interim Guidance for Construction Activities During the COVID-19 Public Health Emergency requirements.

6. PROFESSIONAL SERVICES AND NON-CONSTRUCTION WORK COVID-19 COMPLIANCE: Shall comply with the following COVID-19 compliance requirements:

- a) Compliance with paragraphs 2 and 3 above.
- b) Compliance with all applicable federal, state, and local Environment, Health and Safety regulations and codes.
- c) Compliance with all Contract documents.
- d) Compliance with facility Owner/Operator Health and Safety requirements include site specific COVID-19 requirements.
- e) For any work performed on a Construction Project worksite it is mandatory to comply with the applicable HASP and COVID-19 Health and Safety requirements.

7. COVID Alert NY: Contractors, consultants, and suppliers performing work on behalf of NYPA and Canals are encouraged to download the app to their personal device (ie. Mobile phone) in the fight against COVID-19 and get exposure alerts. For further details visit:

<https://coronavirus.health.ny.gov/covid-alert-ny>

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

- Governor Cuomo’s Executive Order 202.8: <https://www.governor.ny.gov/news/no-2028-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>
- Empire State Development has issued guidance on implementing the Executive Order and businesses designated as essential functions: <https://esd.ny.gov/guidance-executive-order-2026>

- CDC guidelines in order to prevent COVID-19 from spreading:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- New York State on PAUSE: <https://coronavirus.health.ny.gov/new-york-state-pause>
- OSHA Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- NY Forward: <https://forward.ny.gov/>
- Reopening New York Construction Guidelines:  
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ConstructionShortGuidelines.pdf>

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