

Dartmouth COVID-19 Contractor Safety Protocols and Procedures

In response to the COVID-19 pandemic, Dartmouth College has moved to a temporary state of restricted operations, which allows for in-person functions to continue on campus provided that contractors comply with the following Dartmouth College safety directives.

These requirements apply to all contractors and vendors and their employees and subcontractors (collectively referred to as “contractors”). Contractors working onsite at any Dartmouth property must follow the following health care safety directives. A contractor may have a more descriptive COVID-19 workplace policy.

Compliance with state and federal COVID-19 requirements

Contractors must follow all federal and NH COVID-19 workplace safety requirements and guidance, including but not limited to NH’s Stay-At-Home 2.0’s [Universal Guidance](#) and the State’s self-quarantine guidance. As required by NH’s Stay-At-Home 2.0 Universal Guidance, contractors are required to keep a daily log of temperatures of their employees and subcontractors, and log responses to the questions about symptoms described in the universal guidance document. This log should be available to designated Dartmouth personnel, if requested.

Do not come to Dartmouth property when experiencing COVID-like symptoms

If you have symptoms of respiratory illness with fever or cough you must NOT come to Dartmouth property.

Symptoms that mean you cannot come to Dartmouth property or facilities include:

- If you have been in close contact with a confirmed case of COVID-19 within the last 14 days;
- If you have had a fever of 100 degrees F or felt feverish in the last 72 hours;
- If you are you experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath;
- If you are experiencing any new muscle aches or chills; or
- If you have experienced any new change in your sense of taste or smell.

Contractors who develop symptoms of respiratory illness after being on campus must report the illness to designated Dartmouth personnel.

Healthy workers

Contractors who have not exhibited any symptoms of respiratory illness or fever may work on campus **unless**:

- They have been caring or living with someone who has a confirmed case of COVID-19.
- They have been asked or directed by a medical professional or public health official to self quarantine.

Additional requirements for presence on Dartmouth property

In addition to any federal or NH requirements or guidance, contractors who are present on Dartmouth property must:

- Maintain physical distance of 6 feet from all others on campus. If it will be difficult to maintain a 6-foot distance then let the Dartmouth Point of Contact know immediately, so they can address this with Dartmouth EHS or with their management.
- Wear a cloth face covering when a 6-foot distance cannot be maintained and in areas such as corridors, stairwells, and areas shared with Dartmouth personnel, and when interacting with Dartmouth personnel.
- Wear work gloves or disposable gloves when applicable and use a trash receptacle for disposal.
- Practice good hygiene:
 - Cover your mouth and nose with your elbow when you cough or sneeze.
 - Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer with 60% alcohol, if soap and water are not available.
 - Avoid touching cloth face coverings while using them.
 - Avoid touching your face with your hands.

Contractors need approval to enter any facility.

Contractors need approval to enter any facility on Dartmouth property. Contractors should contact their Dartmouth Point of Contact to begin the approval process.

Depending on the length of time they will be on campus, contractors will need to work with their Dartmouth Point of Contact to identify a restroom to use.

- If an **interior restroom** has been provided, the contractor must only use the restroom identified.
 - The contractor must disinfect the following high touch areas when using the restroom:
 - The door handle or push plate, inside and out;
 - The stall door where they push to open and the inside lock; and
 - The fixture handles on the sink and toilet.
 - Dartmouth Custodial Services will clean the restroom at the end of the day.

- If no interior restroom has been provided, or the contractor's work is outdoors only, contractor must provide a portable restroom with a handwashing stand.
- Service/maintenance contractors and consultants that are on campus for a short duration (less than 8 hours per business day) may use a restroom in buildings that are not actively used or in buildings that are closed. In those buildings, the restroom must be identified and reported to FO&M work control by the Dartmouth Point of Contact for the vendor. When these visits take place in facilities regularly cleaned by FO&M Custodial Services, no additional notification is necessary.

Contractors must agree to abide by Dartmouth's COVID-19 Contractor Safety Protocols and Procedures or provide their own plan for review and approval to the Dartmouth Point of Contact.

To discuss your plans or to discuss any problems or concerns you may have about complying with this policy, please contact your Dartmouth Point of Contact.

The Dartmouth Point of Contact will forward the plans on to Megan Sandy (megan.e.sandy@dartmouth.edu) and Ryan Gill (ryan.p.gill@dartmouth.edu) for review.