

## **Dartmouth COVID-19 Contractor and Vendor 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 and vendors comply with the following Dartmouth College safety directives.*

*These requirements apply to all contractors and vendors and their employees and subcontractors (collectively referred to hereafter 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.*

*Contractors are responsible for understanding and following local, state, and federal requirements, regardless of whether they are described in this document or not. This document may not be updated each time the local, state, and federal requirements change; it is the contractor’s responsibility to understand and follow the local, state, and federal requirements.*

*Contractors are responsible for ensuring that all their employees and subcontractors who access Dartmouth property will abide by our protocols and procedures.*

### **Compliance with local, state and federal COVID-19 requirements**

Contractors must follow all local, 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, the General Travel and Quarantine Guidance, and Employer Screening and Exclusion Criteria](#), NH’s [self-quarantine guidance](#), and any additional documentation released by NH, the Center for Disease Control, or another regulatory body. Dartmouth College worksites in other states must follow that state’s guidance as well. As currently required by these documents, contractors must keep a daily log of temperatures of their employees and subcontractors, and log responses to the questions about symptoms described in the guidance documents. This log should be available to designated Dartmouth personnel, if requested.

### **Do not come to Dartmouth property when experiencing COVID-19 like symptoms**

People with symptoms of respiratory illness with fever or cough must NOT come to Dartmouth property.

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

- A fever of 100.4 degrees F or higher or felt feverish in the last 72 hours;
- Any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath;
- Any general body symptoms such as new muscle aches or chills or severe fatigue;

- Any new gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
- Any new change in sense of taste or smell.

### **Reporting Illness**

Contractors who test positive for COVID-19 after being on campus must report the illness to their designated Dartmouth Point of Contact. The Dartmouth Point of Contact will report the illness to Dartmouth EHS, who may reach out to the contractor for more information.

### **Healthy workers**

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

- They have been in close contact with someone who has a confirmed case of COVID-19. These individuals can come back to campus after 10 days from the last time they came into contact with the person who tested positive, as long as they don't develop symptoms or test positive for COVID-19.
- They have been asked or directed by a medical professional or public health official to quarantine.

### **Travel Restrictions**

While New Hampshire has lifted the travel restrictions on domestic travel, Dartmouth is restricting non-essential travel. Travelers who have been outside of New England (Vermont, New Hampshire, Maine, Massachusetts, Connecticut, or Rhode Island) in the past 10 days must self-quarantine for the first 10 days of work at Dartmouth after travel (starting from the last day of their travel outside New England).

Travelers have the option to shorten their quarantine by getting a negative PCR test on day 7 of their quarantine.

If a contractor regularly does business outside of New England, they should let their Dartmouth Point of Contact know immediately and describe how they plan to comply with these requirements prior to coming onto Dartmouth property. There are exemptions for travel for essential purposes. The Dartmouth Point of Contact should contact the Project Ramp Up Committee to discuss potential exceptions.

### **Vaccinations and Previous COVID-19 Infection**

Contractors who have received a full-dose of the COVID-19 vaccine at least 14 days prior to coming on campus or who are within 90 days of a previous COVID-19 infection are exempt from Dartmouth's travel restrictions. Contractors should let their Dartmouth Point of Contact know if this applies to them. Dartmouth will not ask to see vaccination records.

### **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, including coworkers. 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 face covering at all times when on campus unless are eating or drinking. Face coverings must be worn in common areas such a corridors, stairwells, and areas shared with Dartmouth personnel, and when interacting with Dartmouth personnel. Cloth face coverings must be in compliance with Dartmouth's [Face-Covering Policy](#), which states that bandanas, gaiters, and face coverings with a one-way exhalation valve are not permitted. If working in Hanover, be in compliance with the [Hanover Emergency Mask Ordinance](#).
- 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.

### **Eating or Drinking**

COVID-19 is primarily transmitted by respiratory droplets in the air due to an infected person breathing, coughing, sneezing, and/or talking and someone else being in close contact (within 6 feet or less of the infected person). Physical distancing and face coverings are the primary means of preventing the airborne spread of the virus. The risk of transmission is greatest when not wearing a face covering, which can happen while eating or drinking.

When a worksite at Dartmouth is in a building that is readily accessible to faculty, students, and staff, contractors are asked to direct their workers to either designated eating locations (which are marked), to ask them to eat in locations that isolate them from others (such as a designated office or a car), or outside. If these arrangements will not work, contractors should tell their Dartmouth Point of Contact who will then discuss the situation with the Project Ramp Up Committee.

When a worksite at Dartmouth is in a location that is not readily accessible to faculty, students, and staff, contractors are responsible for scheduling breaks and lunch in such a manner to minimize the risk of transmission during eating.

### **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.**

Individual contractors who agree to follow the Dartmouth COVID-19 Contractor Safety Protocols are doing so on behalf of their whole company, and not individually.

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 to Bree Carlson ([Bree.e.carlson@dartmouth.edu](mailto:Bree.e.carlson@dartmouth.edu)) and Ryan Gill ([ryan.p.gill@dartmouth.edu](mailto:ryan.p.gill@dartmouth.edu)) for review.

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. If you agree to all the Dartmouth's COVID-19 Contractor Safety Protocols and Procedures noted above, you may certify the terms of Dartmouth's COVID-19 Contractor Safety Protocols and Procedures by completing, "Exhibit A" the form below with signature of the company owner, executive officer or person(s) legally responsible for the company.

Exhibit A: Contractor's agreement to abide by Dartmouth's COVID-19 Contractor Safety Protocols and Procedures version: April 7, 2021.

Description of Job or Project as it relates to work at Dartmouth College:

\_\_\_\_\_

Name of College Representative with Whom You Are Working: \_\_\_\_\_

Date(s) of on-site work: month/day/year \_\_\_\_\_

Print Name of Company: \_\_\_\_\_

Print Name of Signature Holder: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date of Signature: \_\_\_\_\_