

## **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. 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-like symptoms**

If you have symptoms of respiratory illness with fever or cough or if you have been in close contact with someone who has tested positive for COVID-19, 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 general body symptoms such as new muscle aches or chills or severe fatigue; or
- If you are experiencing any new gastrointestinal symptoms such as nausea, vomiting, or diarrhea,
- 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.
- They have traveled in the prior 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island.

### **Travel Restrictions**

New Hampshire requires that residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) [self-quarantine](#) for the first 14 days of any intended stay in New Hampshire after travel (starting from the last day of their travel outside New England). This recommendation is irrespective of the mode of transportation for travel (public vs. private transportation). Exceptions to the quarantine requirements for essential workers are described in [the Employer Travel, Screening, and Exclusion Guidance](#).

If your company regularly does business outside of New England, please let your Dartmouth Point of Contact know immediately, and describe how you plan to comply with the New Hampshire quarantine requirements prior to coming onto Dartmouth property. Your Dartmouth Point of Contact should contact the Contractor Ramp Up Committee to discuss potential exceptions.

### **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.**

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 on to Molly Rhoad ([Molly.O.Rhoad@dartmouth.edu](mailto:Molly.O.Rhoad@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. However, if you agree to all of 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: Contractors agreement to abide by Dartmouth's COVID-19 Contractor Safety Protocols and Procedures version: November 16, 2020.

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

\_\_\_\_\_

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: \_\_\_\_\_