



COVID-19 INFORMATION FOR UNITS WITH CONTRACTORS AND VENDORS WORKING ON SITE

The [University of Washington COVID-19 Prevention Plan for the Workplace](#) helps ensure the health and safety of on-site personnel by reducing the potential for COVID-19 transmission. The University-wide COVID-19 Prevention Plan must be followed in all University work environments.

This document is for University units to follow or review with contractors or vendors hired to work in University facilities with the exception of the medical centers. The elements of the University-wide COVID-19 Prevention Plan that vendors and contractors are required to follow include:

1. Procedures for sick personnel, symptom monitoring and reporting:

- All personnel experiencing symptoms of illness must not work on site. Any individual who develops [symptoms of COVID-19 infection](#) while working at a University location must not remain on site. Symptoms may include fever, chills, cough, shortness of breath, muscle aches, headache, loss of taste and/or smell, sore throat, runny nose, nausea or vomiting, and diarrhea.
- An individual who has been in [close contact](#) with a person with confirmed COVID-19 must stay home for 14 days since their last contact with that person. During that time, the close contact should monitor their symptoms closely, including taking their temperature daily and discuss getting tested with their healthcare provider.
- **Reporting:** A University department or unit that learns of a suspect or confirmed COVID-19 case among an employee, contractor or vendor is required to notify the Environmental Health & Safety [COVID-19 Response Team](#) (206.616.3344 or covidehc@uw.edu) for public health follow-up. In addition, the University unit requests that the contractor or vendor report cases of COVID-19 positive employees that have worked on a University worksite since 48 hours before symptoms started.
- **Symptom Screening/Attestation for COVID-19:** University contractors and vendors who work on site at a University work location are subject to the same [symptom attestation requirement](#) as University employees. The requirement for symptom attestation may be satisfied by either option:
 - The University unit confirms the contractor or vendor has an established COVID-19 daily symptom attestation plan. The University unit may ask to review it, if the employer has an established plan, **or**
 - The contractor or vendor participates in the daily symptom attestation procedure for the University unit in which the contractor or vendor works, if the University unit has established a [customized procedure](#) (separate from the Workday system).



2. Maintain social and physical distancing

All personnel must maintain at least a six-foot distance between individuals with or without the use of face coverings or facemasks. If it is difficult to maintain distance due to the nature of the work or location, personnel should work in shifts and set up schedules so that the number of people working at any one time does not preclude the ability to maintain a six-foot distance.

3. Practice good hygiene

- Cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and immediately dispose of the tissue.
- Wash your hands often with soap and water, for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Avoid touching your eyes, nose or mouth.

4. **Clean and disinfect** work surfaces and frequently touched surfaces often. Wipe down shared equipment after each use. Follow the manufacturer's instructions for use of all cleaning and disinfecting products, and use personal protective equipment (PPE) as required.

5. Face coverings and PPE

Contractors and vendors are required to follow all UW worksite safety requirements including the use of required PPE. Face coverings that cover the mouth and nose are required while working indoors when other people are present, and outdoors where keeping a 6-foot distance from other people may not be possible. Cloth face coverings do not replace job-specific PPE requirements.

More information

Visit the University's [Novel coronavirus & COVID-19](#) webpage for additional information and resources for the UW community. Visit the EH&S [COVID-19 Health and Safety Resources](#) page for additional guidance.

Questions about the UW's response to COVID-19 can be directed to the Environmental Health & Safety Department at ehsdept@uw.edu or 206.543.7262.