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

The University of Washington COVID-19 Prevention Plan for the Workplace (“UW COVID-19 Prevention Plan”) helps ensure the health and safety of on-site personnel by reducing the potential for COVID-19 transmission. The UW COVID-19 Prevention Plan must be followed in all University work environments. UW Medicine medical facilities should follow the UW Medicine policies and procedures.

This document provides COVID-19 prevention information for University units to review with contractors and vendors hired to work in University facilities. This document does not apply to non-UW personnel conducting activities at a University location who are supervised daily by UW personnel; these individuals follow the UW COVID-19 Prevention Plan and any unit or site-specific COVID-19 Prevention Plan(s).

Contractors and vendors must adhere to all COVID-19 signage posted at University facilities, and any location-specific requirements, in addition to the requirements described in this document.

Listed below are University COVID-19 Prevention Plan elements that contractors and vendors are required to follow:

1. **COVID-19 vaccination attestation**

   University units do not need to verify the vaccination status of a contractor or vendor who is on site at a University location. However, contractor and vendor employees are required by their employers to attest to being fully vaccinated in order to remove face coverings in the workplace where it is permitted according to the Washington State Department of Labor and Industries (L&I) Requirements and Guidance for Preventing COVID-19.

   University units should request the contractor or vendor submit the online form on the UW Procurement Terms and Conditions webpage attesting:

   a. The employer has an established policy and/or procedure to verify employees are fully vaccinated against COVID-19 before the employer allows individuals who are fully vaccinated to relax the face covering requirement where permitted; and

   b. The employer’s COVID-19 vaccination policy and/or procedure meets L&I and all applicable requirements.

   University units may contact UW Procurement (pcshelp@uw.edu or 206.543.4500) to confirm the contractor or vendor submitted the online form.

2. **Face coverings and personal protective equipment**

   Visitors on campus, including contractors and vendors, are required to follow the UW COVID-19 Face Covering Policy at all times when on campus, including any posted requirements in specific buildings or spaces. University units should ask contractors
and vendors to follow instructions posted on signage in and around University buildings and adhere to the following face covering requirements:

- **A face covering is required, regardless of vaccination status**, in health care settings, University shuttles, K-12 schools, childcare facilities, and day camps in locations where children are present or expected to be present.

- **Non-fully vaccinated individuals**, and all individuals in the above settings where a face covering is required regardless of vaccination status, must wear a face covering: Indoors when other people are present and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.

- **Wearing a face covering is optional for fully vaccinated individuals** on site at a University location where permitted.

Contractors and vendors are required to follow all UW worksite safety requirements, including the use of required personal protective equipment (PPE). Cloth face coverings do not replace required job-specific PPE.

3. **Procedures for sick personnel, symptom monitoring and reporting:**

An individual **cannot be allowed on site** at a University location if any of the following occur:

- The individual is experiencing symptoms of illness, regardless of vaccination status; any individual who develops **symptoms of COVID-19 infection** while working at a University location must not remain on site.

- The individual is not fully vaccinated and has been in **close contact** with a person with confirmed COVID-19 in the past 14 days.

- The individual tested positive for COVID-19 in the past 10 days or are awaiting results of a COVID-19 test due to possible exposure or symptoms, and not from routine asymptomatic COVID-19 screening or surveillance testing.

- The individual has been told by a public health or medical professional to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection in the past 14 days.

- **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 UW Environmental Health & Safety (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.

- **Symptom Screening/Attestation for COVID-19**: University contractors and vendors who work on site at a University work location where submission of a symptom attestation is required by the University unit (may include health care and child care
settings) will be required to complete a symptom attestation. If required by the University unit, symptom attestation may be satisfied by one of the following:

- The contractor or vendor submits an online form on the UW Procurement Terms and Conditions webpage attesting they have an established COVID-19 daily symptom attestation procedure.
- The contractor or vendor participates in the daily symptom attestation procedure for the University unit in which the contractor or vendor works.

4. **Maintain physical distancing where required**

Personnel must maintain at least a six-foot distance between individuals with or without the use of face coverings, regardless of vaccination status, in health care, K-12, and child care settings. UW units should notify contractors and vendors of any physical distancing requirements at University locations where they may be working.

5. **Practice good hygiene**

Contractors and vendors are encouraged to engage in good hygiene practices to reduce the risk of spreading COVID-19:

- Cover your mouth and nose with your elbow or a tissue when you cough or sneeze.
- 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.

6. **Clean and disinfect work surfaces, tools and equipment**

Contractors and vendors are required to clean (and disinfect as needed) their worksite surfaces, tools and shared equipment according to the L&I regulations. Custodial contractors follow the University's COVID-19 Cleaning and Disinfection Protocol.

Wipe down shared equipment before and after each use. Follow the manufacturer's instructions for use of all cleaning and disinfecting products and use personal protective equipment (PPE) as required.

7. **Traveling to a University location from outside Washington state**

Follow the CDC travel guidelines for domestic and international travel.

More information

University's Novel coronavirus & COVID-19 webpage for information for the UW community.
Questions about COVID-19 can be directed to the UW Environmental Health & Safety Department at covidehc@uw.edu.