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

The University Requirements for COVID-19 Prevention in the Workplace help ensure the health and safety of on-site workers by reducing the potential for COVID-19 transmission and 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.

1. **Stay home when sick.**
   
   o All personnel experiencing symptoms of illness must not work on site.
   
   o Any personnel who develops symptoms while working at a University location must not remain on site. Symptoms may include fever, cough, shortness of breath and other respiratory symptoms, such as sore throat, runny nose and sneezing, chills, and loss of taste or smell.
   
   o Any personnel 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.
   
   o **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 Employee Health Center at 206.685.1026 or emphlth@uw.edu for public health follow-up. In addition, the University unit informs the contractor or vendor to report cases of COVID-19 positive employees that have worked on a University worksite since 48 hours before symptoms started.
   
   o **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 UW 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 UW unit in which the contractor or vendor works, if the UW 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 from each other. 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.

4. **Clean and disinfect** work surfaces and frequently touched surfaces often.

5. Contractors and vendors are required to follow all UW worksite safety requirements including the use of **personal protective equipment** as required.

**More information**

Visit the University's [Novel coronavirus & COVID-19](https://www.covid19.washington.edu) webpage for additional information and resources for the UW community. Visit the EH&S [website](https://www.ehs.washington.edu) for COVID-19 health and safety resources and guidelines.

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