



WILLIAM & MARY

CHARTERED 1693

ON-CAMPUS VENDOR - COVID-19 REPORTING EXPECTATIONS

For vendors coming on William & Mary's campus (which includes Virginia Institute of Marine Science) and in light of the current COVID-19 virus spread, the following outlines the expectations in place to ensure we maintain a safe and healthy workplace for not only our employees and students but for all those who come to our campus.

We expect all those on site to follow current Virginia Department of Health (VDH) and the Center for Disease Control and Prevention (CDC) guidelines, and any other posted University protocols. Vendor employees will NOT come to campus if currently the subject of a 14 day self quarantine or self-isolation period OR if displaying COVID-19 symptoms (including any fever of 100.4 °F or above).

Vendor Action while on-site:

- Vendor's Employees are required to wear an approved cloth face covering that covers the nose and mouth in areas where social distancing cannot be maintained and in all shared areas of buildings
 - University reserves the right to ask those not complying with the face covering requirement to leave and return with the proper face covering
- Maintain physical distancing of at least 6 feet
- Maintain hand hygiene including washing (20+ seconds) or using hand sanitizer
- Check in with the institutional representative on arrival or at departure for review of work space
- Maintain a log of the names/dates of those employees who access the campus and the locations they visited
- Ensure the vendor's tools be disinfected prior to entering the building
- Ensure they disinfect the piece of equipment prior to repair/service and at the conclusion of their work
- Ensure they disinfect all surfaces that they come in contact with
- Ensure the vendor maintain a direct route from entering the building to the area to perform the service and departing the building.
 - Any contact with surfaces along the way should be disinfected (i.e. stair handrails, elevator buttons, etc.).
- Have guidelines around self reporting by employees who have been on campus **within the last 14 days who:**
 - **Experience symptoms of COVID-19**
 - **Have been asked by public health officials to self-quarantine or self-isolate**
 - **Have been identified as positive for COVID-19**

If your employees meet any of the above criteria we ask that they:

- Not return to campus



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- Follow VDH Direction

The vendor representative is then to notify:

- **For W&M Campus:**
 - The institutional representative they have been working with (who will notify W&M Emergency Management Team at EMT@wm.edu) or
 - Directly to the W&M Emergency Management Team at EMT@wm.edu as soon as possible and provide the following information:
 - Last day on campus
 - Names of any university employees you may have come in contact with
 - Locations – room accessed
 - If the person has tested positive and/or has symptoms OR if they have been exposed to someone who tested positive and does not have symptoms
- **For VIMS Campus:**
 - The institutional representative they have been working with (who will notify VIMS Emergency Management Team at EMT@vims.edu)
 - Directly to the VIMS Emergency Management Team at EMT@vims.edu as soon as possible and provide the following information:
 - Last day on campus
 - Names of any university employees you may have come in contact with
 - Locations – room accessed
 - If the person has tested positive and/or has symptoms OR if they have been exposed to someone who tested positive and does not have symptoms
- The respective campus EH&S office will initiate any further actions required by the university
- Contractors/Service Providers are also asked to update the institutional representative or the W&M/VIMS EMT should there be any changes to the reported condition
- Those who have tested positive or are showing symptoms of COVID-19 may be asked to provide a release from a medical provider before returning to campus