



# 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

## **ON-CAMPUS VENDOR - COVID-19 REPORTING EXPECTATIONS**

- Follow VDH Direction

The vendor representative is then to notify:

- The institutional representative they have been working with who will notify W&M COVID Response team at <https://reportcovid.wm.edu>
- A case manager will be assigned to the individual who will follow-up to ensure we have adequate information to take required response actions on campus.
- The following information may be requested:
  - Individual's name, email, and mobile number
  - Company name
  - Campus location (main or VIMS)
  - W&M Contract Administrator or Project Manager
  - Status of the individual
    - Received positive test results
    - Suspected to be infected (presumed or symptomatic or awaiting results)
    - Quarantined as a close contact
  - Last day on campus
  - Date tested
  - Date of first symptoms
  - Areas worked on campus in the last 14 days
  - Names of any university employees you may have come in contact with
- The vendor may be asked to update the case manager 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