

Campus Department Instructions for Working with Contractors during COVID-19 (7/22/2020)

UMD has developed requirements for Contractors performing services on campus during COVID-19. As a means to ensure Contractors are in compliance, Campus Departments who require services of contractors during COVID-19 are expected to assist in reinforcing these requirements.

Definitions

Contractors: Contractors, Subcontractors, Vendors, Consultants, and Service Providers performing services on campus.

Campus Department Host: The campus department key contact requiring services of the Contractor.

Expectations for Campus Department Hosts

1. To the extent possible, work performed by Contractors in occupied buildings is to be carried out during hours of minimal occupation of the designated space by UMD employees and students.
2. The Campus Department Host should be familiar with the Contractor Requirements for working on Campus during COVID-19, located at <https://purchase.umd.edu/vendors>.
3. The Campus Department Host is expected to ensure that Contractors are compliant with the requirements while on in campus buildings and performing services. These requirements include but are not limited to wearing of face coverings while on campus, maintaining physical distance, hand washing or use of instant hand sanitizer when hand washing is not an option, cleaning high touch surfaces according to department procedures. Contractors are to ensure their personnel have the appropriate supplies to carry out these obligations (face coverings, disinfectant surface cleaner/wipes, hand sanitizer).
4. The Campus Department Host is responsible for identifying and directing the contractor on the appropriate entrances, exits, stairwells, elevators, restrooms the Contractor personnel is to use while on university premises.
5. The Campus Department Host should maintain a log of contractor personnel who visit or work in their indoor work locations (sample log attached).
6. In the event of a reported COVID-19 positive contractor employee, the Campus Department Host is to notify the University Health Center at healthconcerns@umd.edu with the information provided by the contractor.
7. A checklist is attached for use by Campus Department Hosts who have Contractors providing services in their units. Use of this checklist is optional. It is intended to assist Campus Departments in recording key information to protect the health and safety of the campus community.

Campus Department Host Checklist

Today's Date: _____

Campus Department Host Name: _____

Campus Department Host Email: _____ Phone: _____

Contractor Name (company): _____

Location(s) Work Performed in (Bldg/Room #): _____

Date(s) Work Performed by Contractor: _____

Description of Work Being Performed by Contractor: _____

Contractor personnel have been advised of the need to wear face coverings while on campus	Y	N
Contractor personnel have been advised of the need to maintain physical distancing whenever possible while on campus	Y	N
Contractor personnel have been shown where hand washing stations are	Y	N
Contractor personnel have been directed on entrances, exits, elevators, stairwells, and restrooms they are expected to use while on premise	Y	N
Contractor personnel have been instructed on procedures for cleaning of high touch surfaces they may have come into contact with	Y	N
Contractor personnel have been instructed on where to don, doff, and dispose of gloves used while completing their work (in cases where gloves are used)	Y	N
Other procedures or location-specific safety information has been provided to the Contractor, as appropriate	Y	N
Contractor information has been logged	Y	N

Additional requirements conveyed to the contractor:

Sample Log of Contractor Visits

Department Name: _____

Date	Time In	Time Out	Visitor Name/Affiliation	Reason For Visit