

University of Maryland Contractor Requirements for Conducting Business on Campus during COVID-19

Updated 10-14-2020 (changes are highlighted in yellow)

All contractors, vendors, service providers (together, “Contractors”), Contractor personnel, subcontractors, and subcontractor personnel working on the University of Maryland College Park (“UMD”) campus and in UMD off-campus buildings and other facilities (together, “Campus”) are expected to comply with the requirements contained in this document during the COVID-19 pandemic.

Contractors are responsible for ensuring that their subcontractors, including subcontractor personnel, comply with this Guidance. All references to Contractor personnel requirements also apply to subcontractor personnel.

1. **Documentation.** Contractors are required to have a written Infectious Disease Exposure Control Plan and/or written Safe Work Guidance document for COVID-19 exposure controls. This document must be readily available either in an on-line or paper document for review upon UMD’s request.
2. **Compliance with Executive Orders, Laws, Regulations, Ordinances, and Government Guidance.** Contractors must manage project sites, work areas, and work activities in accordance with all COVID-19 Federal, State, and local laws, regulations, ordinances, and guidance. UMD expects all on premise Contractor personnel to follow specific guidance related to COVID-19 issued by government agencies including, but not limited to, OSHA, Maryland Department of Health, CDC, Prince George’s County Department of Health, and UMD’s Department of Environmental Safety, Sustainability and Risk. In instances where guidances are not in alignment, the contractor is to follow the most stringent guidance available.
3. **Community Protection.** Contractors are responsible for ensuring employees have face coverings and disinfection supplies identified for COVID-19 exposure controls and ensuring that contractor personnel are appropriately using such equipment and supplies. In the case of subcontractors performing work on UMD premises, the Contractor is responsible for ensuring that its subcontractors are compliant with UMD COVID-19 requirements for work performed on Campus.

All Contractor personnel are required to use face coverings when (a) entering and leaving buildings and while inside buildings, (b) interacting with UMD employees, students, and other individuals, and (c) when in outdoor public spaces where physical distancing cannot be maintained. This applies to all UMD facilities and spaces.

4. **Training and Access to Information.** Contractors are required to ensure that all employees and subcontractors, who are engaged in work on Campus, have been appropriately trained and have access to information addressing controls for the transmission of COVID-19, including but not limited to physical distancing, good hand hygiene, cough/sneeze etiquette, and effective use of face coverings and other personal protective equipment.
5. **Physical Distancing.** While engaged in work on Campus, Contractor personnel must maintain physical distancing (greater than 6 feet between persons) when entering and leaving buildings, while inside all buildings, and when moving through public spaces on Campus, unless maintaining physical distancing would, in the Contractor’s professional opinion, (a) create a work hazard, or (b) impede completing the work. If Contractor personnel are not able to maintain physical distancing, they must wear face coverings.

6. **Hand Hygiene.** Contractor personnel are expected to maintain good hand hygiene practices, including but not limited to frequent hand washing or, in areas without access to soap and water, frequent use of hand sanitizer containing at least 60% alcohol.

Contractor personnel shall refrain from shaking hands with others.

In specific instances, such as performing work in research laboratories, use of protective gloves (examination gloves) may be required. In these instances, Contractor personnel must put on and take off gloves in the research area. Contractor personnel must dispose of gloves in laboratory trash or as indicated by the Campus Department Host, not in hallway or restroom trash cans.

7. **High Touch Surface Cleaning.** Contractor personnel must clean and disinfect high touch surfaces used by personnel in carrying out their work. After conducting work, or during regular intervals throughout the day, Contractor personnel must clean and disinfect high touch surfaces. High touch areas include, but are not limited to, elevator buttons, doorknobs/handles, stairwell railings, light switches, equipment, chairs.

Contractors are responsible for providing and using disinfectants with registration numbers on the EPA List N Disinfectants for Use Against SARS-COV-2 for disinfecting surfaces touched or otherwise used by Contractor personnel.

When conducting work in UMD facilities, Contractor personnel shall not prop open doors.

8. **Symptom Monitoring.** It is the Contractor's responsibility to ensure that employees reporting to a job site on the UMD campus are not ill. Contractors are required to perform daily symptom monitoring, for COVID-19 symptoms as defined by the CDC, for all employees who are engaged in work on UMD's campus. Appendix 1 is the UMD Symptom Monitoring Checklist for informational purposes. Contractors should not submit any employee health or symptom information to UMD.

9. **COVID Testing for Contractor Personnel.** In situations when the Contractor's work is expected to result in close contact of Contractor personnel with UMD students or employees, Contractor personnel must have a PCR-based COVID-19 test no more than 14 days prior to arriving on campus or a UMD facility and receive a negative result. Close contact is defined as being within 6 feet of another individual for a period of at least 15 minutes. It is the Contractor's responsibility to maintain appropriate records in support of this requirement and provide confirmation of test results upon request. Do not submit test results to UMD.

10. **Personnel COVID-19 Illness Reporting.** UMD expects Contractors to report, within 4 hours of notification, any COVID-19 illness among Contractor personnel actively engaged in work on UMD's Campus. Contractors and Contractor personnel must comply with the following practices:

- a. Contractor personnel are not to come to the UMD Campus if they are feeling unwell for any reason.
- b. Contractor personnel who feel unwell while on campus are to follow their Company's procedures for reporting illness and leave campus.
- c. Contractors must report to UMD Campus Department Host, within 4 hours of being notified, any known or presumed positive COVID-19 test, as determined by a healthcare provider, among Contractor and/or Subcontractor personnel actively engaged on Campus, or previously engaged on Campus during their infectious period (as per a healthcare provider's evaluation). Should a Contractor learn of a COVID-19 positive test of Contractor/Subcontractor personnel the Contractor must report the following information to the Campus Department Host:

- i. Contractor/Subcontractor Company name and key contact information.
- ii. The last date the Contractor/Subcontractor employee worked on Campus.
- iii. Specific locations where services were rendered by the Contractor/Subcontractor employee of concern. Location information must include the building name(s), room number(s), wing(s), floor(s), jobsite(s), and if the site had controlled entry by the Contractor or its subcontractor.
- iv. A description of the activities in which the Contractor employee of concern was engaged.
- v. Names of any UMD faculty, staff, or students known or suspected to have interacted with the Contractor employee of concern.
- vi. For project job sites, actions intended to clean and disinfect affected jobsite areas and confirmation that Contractor has carried out those actions.

Emergencies and Additional Information

For all emergencies that occur on UMD's Campus, contact emergency services at: **301-405-3333**. Notify the Campus Department Host as soon as conditions allow. Follow all Contractor policies for injury/incident reporting.

For safety questions, the Campus Department Host is the main point of contact.

Contractor Employees with UMD Affiliate Status

The following requirements are in addition to those listed above for all Contractor employees with UMD Affiliate Status.

Affiliates who plan to return to campus or a UMD facility are required to follow the same protocols as employees for COVID-19 testing and symptom monitoring.

1. **COVID-19 Testing:** All affiliates must comply with testing requirements for employees. Details can be found on the [UMD COVID-19 Testing Information website](#).
2. **Confirmation of Test Results:** Affiliates should confirm their negative test at return.umd.edu. Go to the Faculty/Staff/Affiliate area and select "Confirm Test Results".
3. **Symptom Monitoring:** All affiliates must complete the online Daily Symptom Check before coming to campus or a UMD facility each day. On return.umd.edu, go to the Faculty/Staff/Affiliate area and select "Daily Symptom Check".

Appendix 1

UMD COVID-19 Symptom Monitoring Checklist

Do not check “yes” if a symptom is related to a long term health condition.

	YES	NO
Temperature of 100.4F or higher		
Chills		
New onset cough		
Trouble breathing		
Sore throat		
Unusual sinus pain		
New loss of taste or smell		
Nausea or vomiting		
Headache		
Muscle or body aches		
Excessive fatigue		
Diarrhea		
Are you waiting for results of a COVID-19 test you had because you had symptoms or were exposed?		
Are you caring for someone with COVID19 or possible COVID-19 infection?		

Note: This symptom monitoring checklist is provided for information only. Contractors should not submit any employee health or symptom information to UMD.