

Dartmouth COVID-19 Contractor and Vendor Safety Protocols and Procedures

The requirements described in this document apply to all contractors and vendors and their employees and subcontractors (collectively referred to hereafter as “contractors”). Contractors working on behalf of Dartmouth or on any Dartmouth property must follow the health and safety directives described below. A contractor may have a more descriptive COVID-19 workplace policy.

Contractors are responsible for ensuring that all their employees and subcontractors who access Dartmouth property will abide by our protocols and procedures.

Compliance with local, state and federal COVID-19 requirements

Contractors must follow all local, state, and federal workplace safety requirements and guidance regardless of whether they are described in this document or not. This document may not be updated each time the local, state, and federal requirements change; it is the contractor’s responsibility to understand and follow the local, state, and federal requirements. Dartmouth College worksites in other states must follow that state’s guidance as well.

Do not come to Dartmouth property when experiencing COVID-19 like symptoms

People with symptoms of respiratory illness with fever or cough must not come to Dartmouth property. The contractor is responsible for enforcing this directive with their employees and subcontractors.

Symptoms that mean a person cannot come to Dartmouth property or facilities include:

- A fever of 100.4 degrees F or higher or felt feverish in the last 72 hours;
- Any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath;
- Any general body symptoms such as new muscle aches or chills or severe fatigue;
- Any new gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
- Any new change in sense of taste or smell.

Reporting Illness

Contractors who test positive for COVID-19 after being on campus must report the illness to their designated Dartmouth Point of Contact. The Dartmouth Point of Contact will report the illness to Dartmouth EHS, who may reach out to the contractor for more information.

Healthy workers

Contractors who have not exhibited any symptoms of respiratory illness or fever may work on campus **unless**:

- They are unvaccinated and have been in close contact with someone who has a confirmed case of COVID-19. These individuals can come back to campus 10 days after the last time they came into contact with the person who tested positive, as long as they don't develop symptoms or test positive for COVID-19.
- They have been asked or directed by a medical professional or public health official to quarantine.

Travel Restrictions

Contractors must let their Dartmouth Point of Contact know if they have traveled internationally within 14 days of coming to campus or if they are traveling to campus by public conveyance (such as an airplane or bus). The Dartmouth Point of Contact should contact EHS to discuss safety requirements under these circumstances.

Vaccinations and Previous COVID-19 Infection

Dartmouth will not ask to see vaccination records or records of previous COVID-19 infection.

Additional requirements for presence on Dartmouth property

In addition to any federal or NH requirements or guidance, contractors who are present on Dartmouth property must:

- Wear a face covering indoors, regardless of vaccination status.
- Stay informed about Dartmouth's [Face-Covering Policy](#), which may change with little notice.
- Practice good hygiene:
 - Cover your mouth and nose with your elbow when you cough or sneeze.
 - Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer with 60% alcohol, if soap and water are not available.
 - Avoid touching cloth face coverings while using them.
 - Avoid touching your face with your hands.

Eating or Drinking

COVID-19 is primarily transmitted by respiratory droplets in the air due to an infected person breathing, coughing, sneezing, and/or talking and someone else being nearby. Physical distancing and face coverings are the primary means of preventing the airborne spread of the virus. The risk of transmission is greatest when not wearing a face covering, which can happen while eating or drinking.

When a worksite at Dartmouth is in a building that is readily accessible to faculty, students, and staff, contractors are asked to direct their workers to either designated eating locations, to ask them to eat in locations that isolate them from others (such as a designated office or a car), or

outside. If these arrangements will not work, contractors should tell their Dartmouth Point of Contact who will then discuss the situation with Dartmouth EHS.

When a worksite at Dartmouth is in a location that is not readily accessible to faculty, students, and staff, contractors are responsible for scheduling breaks and lunch in such a manner to minimize the risk of transmission during eating.

Contractors need approval to enter any facility.

Contractors need approval to enter any facility on Dartmouth property. Contractors should discuss access to facilities with their Dartmouth Point of Contact.

Depending on the length of time they will be on campus, contractors will need to work with their Dartmouth Point of Contact to identify a restroom to use.

- If an **interior restroom** has been provided, the contractor must only use the restroom identified.
- If no interior restroom has been provided, or the contractor’s work is outdoors only, contractor must provide a portable restroom with a handwashing stand.
- Service/maintenance contractors and consultants that are on campus for a short duration (less than 8 hours per business day) may use a restroom in buildings they are working in.

Contractors must agree to abide by Dartmouth’s COVID-19 Contractor Safety Protocols and Procedures described above OR provide their own plan for review and approval to the Dartmouth Point of Contact.

Individual contractors who agree to follow the Dartmouth COVID-19 Contractor Safety Protocols are doing so on behalf of their whole company, and not individually.

The company owner, executive officer or person(s) legally responsible for the company should agree to abide by Dartmouth’s COVID-19 Contractor Safety Protocols and Procedures by completing the form below and returning it to bree.e.carlson@dartmouth.edu and the Dartmouth Point of Contact.

Description of Job or Project as it relates to work at Dartmouth College:

Name of College Representative with Whom You Are Working: _____

Date(s) of on-site work: month/day/year _____

Print Name of Company: _____

Print Name of Signature Holder: _____

Signature of Authorized Representative: _____

Date of Signature: _____