Dartmouth COVID-19 Contractor and Vendor Safety Protocols and Procedures

In response to the COVID-19 pandemic, Dartmouth College has moved to a temporary state of “less limited” operations, which allows for the continuation of in-person functions on campus provided that contractors and vendors comply with the following Dartmouth College safety directives.

These requirements 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 have been in close contact with someone who has a confirmed case of COVID-19. These individuals can come back to campus after 10 days from 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. The Dartmouth Point of Contact should contact the Project Ramp Up Committee to discuss safety requirements under these circumstances.

Contractors who are unvaccinated and have traveled domestically prior to coming to campus must quarantine in their hotel room when not actively working on Dartmouth property. The CDC recommends that unvaccinated travelers get tested before and after travel, monitor for symptoms, wear a face covering during traveling, and quarantine after travel.

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:

- Maintain physical distance of at least 3 feet from all others on campus, including coworkers. If it will be difficult to maintain a 3-foot distance then let the Dartmouth Point of Contact know immediately, so they can address this with Dartmouth EHS or with their management.

- Face coverings are not required when outdoors, but are required indoors unless are eating or drinking or in a private indoor space with the door closed. Face coverings must be worn in common areas such a corridors, stairwells, and areas shared with Dartmouth personnel, and when interacting with Dartmouth personnel. Cloth face coverings must be in compliance with Dartmouth’s Face-Covering Policy, which states that bandanas, gaiters, and face coverings with a one-way exhalation valve are not permitted. If working in Hanover, contractors must also be in compliance with the Hanover Emergency Mask Ordinance.
• Wear work gloves or disposable gloves when applicable and use a trash receptacle for disposal.

• Practice good hygiene:
  o Cover your mouth and nose with your elbow when you cough or sneeze.
  o 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.
  o Avoid touching cloth face coverings while using them.
  o 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 in close contact (within 6 feet or less of the infected person). 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 (which are marked), 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 the Project Ramp Up Committee.

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 must maintain 6 feet of distance when eating and drinking.

**Contractors need approval to enter any facility.**

Contractors need approval to enter any facility on Dartmouth property. Contractors should contact their Dartmouth Point of Contact to begin the approval process.

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.
  o The contractor must disinfect the following high touch areas when using the restroom:
    ▪ The door handle or push plate, inside and out;
    ▪ The stall door where they push to open and the inside lock; and
    ▪ The fixture handles on the sink and toilet.
  o Dartmouth Custodial Services will clean the restroom at the end of the day.
• 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 that are not actively used or in buildings that are closed. In those buildings, the restroom must be identified and reported to FO&M work control by the Dartmouth Point of Contact for the vendor. When these visits take place in facilities regularly cleaned by FO&M Custodial Services, no additional notification is necessary.

**Contractors must agree to abide by Dartmouth’s COVID-19 Contractor Safety Protocols and Procedures 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.

To discuss your plans or to discuss any problems or concerns you may have about complying with this policy, please contact your Dartmouth Point of Contact.

The Dartmouth Point of Contact will forward the plans to Bree Carlson (Bree.e.carlson@dartmouth.edu) and Ryan Gill (ryan.p.gill@dartmouth.edu) for review.

Contractors must agree to abide by Dartmouth’s COVID-19 Contractor Safety Protocols and Procedures or provide their own plan for review and approval to the Dartmouth Point of Contact. If you agree to all the Dartmouth’s COVID-19 Contractor Safety Protocols and Procedures noted above, you may certify the terms of Dartmouth’s COVID-19 Contractor Safety Protocols and Procedures by completing, "Exhibit A" the form below with signature of the company owner, executive officer or person(s) legally responsible for the company.

**Exhibit A: Contractor’s agreement to abide by Dartmouth’s COVID-19 Contractor Safety Protocols and Procedures version: June 7, 2021.**

**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: ____________________________________________________________