

September 7, 2021

## **CONTRACTOR/SERVICE PROVIDER COVID-19 REPORTING EXPECTATIONS**

As part of our institutional contractor safety program and in light of the current COVID-19 pandemic, 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 Public Health recommendations including **wearing a mask/facial covering\***, **physical distancing\*\*** (2 metres), **regular hand washing** (20+ seconds) and any other posted protocols. All individuals entering a campus building are expected to complete the on-line screening tool and show the approval access to security at the entrance door.

***Effective Friday September 3, all individuals entering campus buildings are required to provide proof of vaccination status. For contractors/service providers, this may include providing appropriate documentation attesting to this fact at the point of entrance.***

***It is expected that contractors/service providers will ensure any representative coming on site meets these requirements.***

***The College or University representative will provide clarification and direction regarding this requirement.***

\*masks/facial coverings: must cover mouth and nose at all times, be made of a minimum 2 layers of tightly woven fabric and not contain valves. 3-layer masks are recommended with 2 outer layers of tightly woven fabric with an inside filter layer.

\*\*physical distancing: if the work being performed requires less than 2 metres distance for any period of time, PPE is expected to be worn which includes a medical grade mask and eye protection

### **Contractor/Service Provider Action:**

- **Must ensure that any representative coming to campus has been fully vaccinated**
- must maintain a log of the names/dates of those employees who access the campus
- 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 to self isolate**
  - **Have been identified as positive for COVID-19**

If your employees meet any of the above three criteria we ask that they:

- **Not return to campus**
- **Follow Public Health Direction**

The contractor representative must then to notify:

- **The appropriate institutional representative they have been working with (who will notify the H&S Officer) or;**
- **The H&S Officer ([Maureen.calhoun@dc-uoit.ca](mailto:Maureen.calhoun@dc-uoit.ca)) directly as soon as possible and provide the following information:**
  - Last day(s) on campus
  - Names of any College or University employees you may have come in contact with
  - Locations – room(s) accessed
- The H&S Officer will initiate any further actions required by the institution
- Contractors/Service Providers are also asked to update the H&S Officer should there be any changes to the reported condition
- Those who have tested positive may be asked to confirm they have been **cleared by Public Health prior to return to campus**

Contractors/Service Providers are also asked to ensure that:

Employees brought on site are:

- NOT currently the subject of a self-isolation period
- NOT feeling feverish or unwell
- Free from new or worse cough or shortness of breath
- Have not travelled outside of Canada in the past 14 days
  - If fully vaccinated (2 weeks beyond 2<sup>nd</sup> dose) then access to campus is permitted
- Have not been in contact with someone who has a confirmed COVID-19 case
  - If fully vaccinated (2 weeks beyond 2<sup>nd</sup> dose) access to campus is permitted
- Are not aware of a family member or close contact waiting on a test result
  - If fully vaccinated (2 weeks beyond 2<sup>nd</sup> dose) access to campus is permitted

***Signature below acknowledges that these reporting requirements have been understood and agreed upon.***

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Company Name:	
Date Completed:	