CONTRACTOR/SERVICE PROVIDER COVID-19 REPORTING EXPECTATIONS

As part of our institutional contractor safety program and in light of the current COVID-19 virus spread, 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 physical distancing (2 meters), regular hand washing (20+ seconds), wearing a face mask in all common areas (corridors, lobbies, washrooms, elevators, or in any area where physical distancing is a challenge), COVID pre-screening and any other posted protocols.

Contractor/Service Provider Responsibilities:

➢ Prior to accessing University property, provide a written COVID-19 Health & Safety Plan outlining how public health requirements for physical distancing, handwashing and reporting of illness will be maintained.
➢ Complete COVID pre-screening prior to arrival on campus.
  o Essential visitors can use the Campus Check-In system as a guest.
  o Paper copies of the screening questions and instructions for implementing will be made available at common arrival points, and can be found here online to print.
➢ Ensure that employees brought on site are:
  o NOT currently the subject of a self-isolation or quarantine period
  o NOT experiencing symptoms of COVID-19 (as per screening questionnaire).
➢ The Health & Safety Plan shall outline requirements for self-reporting by employees who have been on campus within the last 14 days who:
  o Experience symptoms of COVID-19
  o Have been asked by Public Health to self isolate
  o Have been identified as having tested positive for COVID-19

If any employee meets any of the above criteria they must:

➢ Not return to campus
➢ Follow Public Health Direction
The contractor representative is then to notify:

- The University representative they have been working with (who will notify the Safety Office) or,
- Safety Office (safety@uwaterloo.ca) directly as soon as possible and provide the following information:
  - Last day on campus
  - Names of any University employees in contact with
  - Locations – room accessed

- The Safety Office will initiate any further actions required by the University
- Contractors/Service Providers are also asked to update the Safety Office 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

If management of site safety becomes impractical, the contractor will suspend its activity and notify their University contact.

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

Signature: ___________________________ Date: ___________________________

| Company Name | |
| Company Representative | |
| Date Completed | |

| University Contact Name | |
| Department | |

*Submit signed acknowledgement and Health & Safety Plan to safety@uwaterloo.ca*

Retention: 1 year (Safety Office)