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:
  a. how public health requirements for physical distancing, handwashing and reporting of illness will be maintained.
  b. requirements for 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 having tested positive for COVID-19
    i. If any employee meets any of these criteria, they must:
       o Not return to campus
       o Follow Public Health Direction
    ii. The contractor representative is then to notify:
       o Their University contact person they have been working with (who will notify the Safety Office) or,
       o 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
     ▪ Contractor/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.
- Ensure that all employees, guests, and vendors of the contractor/service provider complete COVID pre-screening prior to arrival on campus.
  a. Essential visitors can use the Campus Check-In system as a guest.
  b. Downloadable copies of the screening questions can be found here online to print.
- Ensure that employees brought on site are:
  a. NOT currently the subject of a self-isolation or quarantine period
  b. NOT experiencing symptoms of COVID-19 (as per screening questionnaire).
  c. Vaccinated or have a medical/human rights exemption and can provide proof if requested.

For the purposes of this form, the University of Waterloo Contact Person is the UW representative overseeing the contractually agreed upon activities. A Contractor/Service Provider is any non-University third party (corporate entity or individual) who is required to physically attend UW premises to carry out contractually agreed-upon activities.

Safety Office will retain submitted forms for one (1) year.
COVID-19 Acknowledgement Form – for Contractor/Service Providers

Instructions for Contractor/Service Provider

- Contractor/Service provider must complete Section 1 and check boxes to agree in Sections 2 and 3 prior to attending UW premises.
- Contractor/Service provider should direct any questions to their UW Contact Person.

Instructions for UW Contact Person

- UW Contact Person must complete grey areas in Sections 1.
- If the Contractor/Service Provider is travelling to UW from outside of Canada and has been granted a quarantine exemption by the Canada Border Services Agency, the UW Contact is to attach a copy of the letter presented to Canada Border Services Agency to this acknowledgement form for the University’s records.
- Please e-mail one PDF (ensure data entered is saved properly by printing to a PDF once completed) with the above documents to the Safety Office (safety@uwaterloo.ca). Contractor/Service providers who may be on-campus for extended periods of time, the UW contact should periodically check this form to ensure that they have signed the most up-to-date version (refer to the date on the bottom left corner of the document), at minimum every 6 months.

SECTION 1: Contact Information (to be completed by Contractor/Service Provider and UW Contact Person)

<table>
<thead>
<tr>
<th>Contractor/Service Provider Contact Information</th>
<th>UW Contact Person Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company:</td>
<td>Division/Unit:</td>
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<tr>
<td>Name:</td>
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<td>Title:</td>
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SECTION 2: General COVID-19 Prevention Compliance (to be completed by Contractor/Service Provider; check box to agree)

I hereby acknowledge and agree that the activities described above and the way they are conducted will be in compliance with:

a. all applicable COVID-19 related laws, bylaws, regulations, and codes applicable to conduct the contract/service such as the Ontario Regulation 364/20: Rules for Areas at Step 3 under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) and associated regulations; and

b. all applicable public health recommendations (i.e., recommendations and instructions of public health officials), applicable federal, provincial, and municipal guidelines, and publications of provincial health and safety associations for COVID-19. This may include but is not limited to resources from:
   - Ontario Resources to Prevent COVID-19 in the Workplace: https://www.ontario.ca/page/resources-prevent-covid-19-workplace
   - All applicable University of Waterloo COVID-19 protocols.
COVID-19 Acknowledgement Form — for Contractor/Service Providers

Specifically, I acknowledge and agree that I am in compliance with Ontario’s requirement for employers to conduct employee screening for COVID-19 whenever employees come to work and will only allow such employees to attend the workplace or UW premises if they have answered NO to all of the screening questions set out in the “COVID-19 Screening Tool for Workplaces (Businesses and Organizations) at: https://covid-19.ontario.ca/screening/worker/. I will collect the appropriate contact information of individuals who have been present in the UW premises for the purposes of the activities described below.

Alternately, the Campus Check-In process can be completed prior to arrival: https://checkin.uwaterloo.ca/

SECTION 3: Specific COVID-19 Prevention Measures (to be completed by Contractor/Service Provider; check box to agree)

<table>
<thead>
<tr>
<th>Work/Scope Considerations: In the case of service activities, I will ensure that the minimum number of individuals required to conduct the activities will attend UW premises.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling, Workflow, and Task: I have assessed applicable tasks related to the activities described above and where appropriate, developed and modified existing procedures to reduce direct contact with persons and follow physical distancing measures aligned with current public health directives (e.g., providing services online, virtual meetings, staggered shifts, reducing shared equipment, contactless delivery, personal protective equipment, etc.).</td>
</tr>
</tbody>
</table>
| Physical Environment/Physical Distancing/Cleaning & Disinfection: I have made arrangements with UW Contact Person if the activities involve use of UW premises for storing and delivery of goods (e.g., loading docks, storage areas) and I confirm that physical distancing plans are in place to facilitate such storage and delivery. For UW premises that are under my control (for example, third party-controlled construction sites), I have developed and implemented COVID-19 Health & Safety Plan for those who have authorized access (such as my employees, authorized visitors, subcontractors, and vendors), including how public health requirements for physical distancing, handwashing and reporting of illness will be maintained. I also have a cleaning and disinfection plan to reduce COVID-19 risks including applicable cleaning protocols in place to clean high touch surfaces. I will ensure that all those who attend UW premises in connection with the activities described above (such as employees, vendors, patrons, guests, and subcontractors) comply with all of the following:
  - any University signage posted in any shared common areas (e.g., common use/public areas, access restrictions, washrooms, elevator maximum occupancies, traffic flows, etc.)
  - requirements as per the University Face Coverings and any other guidelines: https://uwaterloo.ca/coronavirus/return/masks-or-other-face-coverings-are-required-campus
I will notify the UW Contact Person if I become aware of non-compliance by my employees, vendors, patrons, guests, or subcontractors with the above requirements. |
| Vaccination: UW requires all individuals attending UW premises to be fully vaccinated against Covid-19. I agree that my employees, subcontractors, vendors, guests, or patrons will be fully vaccinated if attending UW premises unless they are unable for medical reasons or for grounds protected under the Ontario Human Right Code, and will provide proof of their vaccination status, if requested. If they are not vaccinated for such reasons, I agree they have a negative COVID-19 Rapid Antigen test within 72 hours prior to attending UW premises and will provide proof of their negative test while attending UW premises, if requested. Until October 17, 2021, individuals who are partially vaccinated may attend campus with a negative COVID-19 Rapid Antigen test within 72 hours prior to attending UW premises and will provide proof of their negative test while attending UW premises, if requested. “Fully vaccinated” means 14 days following the recommended number of doses of a Health Canada-approved vaccine or a Health Canada recommended vaccination schedule following other vaccines. Given the changing nature of the pandemic, if the applicable public health authorities announce a different meaning of “fully vaccinated”, that definition will take precedence. Visitors do not include children under 12 years of age until such time as they are able to be vaccinated. |
**COVID-19 Acknowledgement Form — for Contractor/Service Providers**

| **Communication:** | I have communication plans and processes to support COVID-19 prevention, such as posted signage within the workplace about infection prevention and control precautions, hand hygiene, respiratory and cough etiquette, physical distancing, etc., if appropriate.

I will notify the UW Contact Person IN ADVANCE of any person attending UW premises who will not be wearing a mask due to an accommodation (for example, Human Rights Code or medical condition).

Upon becoming aware that any of my employees, subcontractors, vendors, or patrons, as applicable, have been diagnosed with COVID-19 within 14 days of their visit to UW premises they will not return to campus and follow public health direction. I will immediately notify the UW Contact Person and immediately provide further information if requested by the UW Contact Person.

- Last day on campus.
- Names of any University employees in contact with.
- Locations - room accessed.

I acknowledge that I must advise the UW Contact Person immediately of any health and safety hazards that may impact the UW community arising from the activities described above and will work with UW to implement control measures. If compliance in UW areas under my control becomes impractical, I agree to suspend activity and notify the UW Contact Person.

The UW contact person is also responsible for notifying the contractor/external representative of health and safety hazards pertaining to COVID-19 as directed by the Occupational Health Nurse. |

| **International Travel:** | Check this section if Contractor/Service Provider is an international traveller.

I acknowledge that if any of my employees, subcontractors, vendors, guests or patrons are international travellers and/or foreign nationals coming into Canada and plan to visit UW premises, that they have complied with all requirements for coming into Canada from the [Canadian Border Services Agency](https://www.cbsa-asfc.gc.ca) (CBSA), including but not limited to all quarantine, vaccination and testing requirements and use of the ArriveCAN app. |

*University of Waterloo will not be liable for any consequences as a result of inaccurate or incomplete information relating to this form.*