Date: May 21, 2020

RE: Consultant / Contractor / Vendor Site Access Requirements

All University contractors are required to:

* Review the Yale University Actions and Response regarding COVID-19 found at <https://covid19.yale.edu/>
* Submit COVID-19 Procedures to Yale Purchasing for review prior to being authorized to perform work on campus.
* Provide any additional information as may be required by Yale Purchasing, Facilities, and/or OEHS
* Be advised that these requirements apply to work being performed on campus directly for Yale Facilities. The University may have modified or additional requirements for contractors working for general contractors or construction managers on University Capital Projects.

Minimum requirements for work at Yale:

* Everyone who enters any Yale University property shall be responsible and take appropriate measures for helping prevent and control the spread of COVID-19. This includes compliance with OSHA, CDC and other federal, state and city regulations and guidelines in effect at the time of work being done on site regarding COVID-19 preventive measures.
* All personnel working at Yale must take their temperature prior to arriving at Yale. Individuals with a temperature 99.9 oF or higher should not report to campus.
* The University may require a temperature check prior to work on campus in specific instances as required.
* Any individual who has had close contact within the prior 14 days with a person diagnosed with COVID-19 (presumed or confirmed) should not report to campus. Close contact is defined as having been within six feet or less for ten minutes or more.
* Any individual who has had close contact with anyone with a pending COVID-19 test result should not report to campus. Close contact is defined as having been within six feet or less for ten minutes or more.
* Any individual feeling unwell should not report to campus. Particular attention should be paid to the following symptoms designated by the CDC:
  + Cough
  + Shortness of breath/difficulty breathing
  + Fever
  + Chills
  + Repeated shaking with chills
  + Muscle pain
  + Headache
  + Sore throat
  + New loss of taste or smell
* A project-specific plan for protection of personnel may be required based on work to be performed. This plan, if required, must be reviewed by Yale University before any scheduled work can be implemented.
* A task-specific risk assessment/JHA will be required for tasks involving sustained close contact with other personnel and/or access to higher-risk locations on campus. These tasks may require additional PPE (masks (N95, PAPR), eye protection, body/shoe covering, etc.).
* All personnel coming to campus shall provide their own PPE and disinfectant solution as needed to comply with these requirements.

Prior to starting work on-site, check in with your Yale contact is required. Your Yale contact will provide orientation with respect to the following:

* Site access location
* Designated Work area
* Designated restrooms, wash up areas and/or break areas
* Restricted access areas
* Any other site-specific requirements related to the Work or campus policy
* A determination of whether a project-specific plan or JHA is required

When on-site, all contractors must adhere to the following requirements:

* **Immediately upon arrival at Yale,** contractors must sign in with Yale Customer Service online (preferred) at <https://java.facilities.yale.edu/frontdesk/> or by calling 203-432-6899. You will be asked to report names of all employees, the location(s) and nature of work to be performed, and the expected duration of your time on site. These requirements are **in addition** to the pre-work check in described in the prior section.
* All personnel shall wear a surgical mask or cloth face covering, covering their nose and mouth, when working on campus. **Masks with breather valves are not protective of others and are not allowed for compliance with this requirement.**
* Wash hands frequently in accordance with CDC guidelines (i.e. for 20 seconds or more). Hand sanitizer may be used only if wash up is unavailable/impractical.
* Maintain social distancing (stay 6 feet from others as much as possible, no handshakes)
* Wipe down surfaces touched after work is complete with appropriate disinfectant spray or wipes.
* Only use designated restrooms, wash up, and break areas.
* Contractors will be limited to only designated Work areas approved by Yale University.
* Vendor must prominently display a Yale ID card always when working in occupied buildings. “Facilities Vendor”- temp badges will be available.
* If approached by a member of the Yale community, employees on site shall provide their name, company, reason for being on-site and the name of their Yale point of contact.

**If an employee becomes ill while on site, or subsequently develops symptoms or is diagnosed with COVID‑19** all work on site shall be stopped the University shall be notified immediately. Proper decontamination of the job site will be overseen by Yale EH&S prior to restarting work.

**No unscheduled visits and/or work** shall be performed on campus without prior notification and approval from Yale University.  All visits shall be coordinated with the appropriate Yale contact person.

Refer to the following CDC and OSHA Guidelines for the additional information:

* Cloth Face Coverings to Help Slow the Spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
* Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
* OSHA - Personal Protective Equipment Considerations: <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
* State of CT COVID-19 Website Reference: <https://portal.ct.gov/DECD>
* CDC COVID-19 Website Reference: <https://www.cdc.gov/>
* OSHA COVID-19 Website Reference <https://www.osha.gov/>