



COVID-19 INFORMATION FOR UNITS WITH CONTRACTORS AND VENDORS WORKING ON SITE

The [University of Washington COVID-19 Prevention Plan for the Workplace](#) (“UW COVID-19 Prevention Plan”) helps ensure the health and safety of on-site personnel by reducing the potential for COVID-19 transmission. The UW COVID-19 Prevention Plan must be followed in all University work environments. UW Medicine medical facilities should follow the UW Medicine policies and procedures.

This document provides COVID-19 prevention information for University units to review with contractors and vendors hired to work in University facilities. This document does *not* apply to non-UW personnel conducting activities at a University location who are supervised daily by UW personnel; these individuals follow the [UW COVID-19 Prevention Plan](#) and any unit or site-specific COVID-19 Prevention Plan(s).

Contractors and vendors must adhere to all COVID-19 signage posted at University facilities, and any location-specific requirements, in addition to the requirements described in this document.

Listed below are University COVID-19 Prevention Plan elements that contractors and vendors are required to follow:

1. Vaccination verification requirement

University units must ensure that contractors and vendors performing work or providing services have submitted the COVID-19 Vaccination Requirement Declaration form to UW Procurement.

All units must communicate with any existing and new providers of goods and services, to make them aware of this requirement and direct them to the UW Procurement website at <https://finance.uw.edu/ps/suppliers>.

As a supplier, vendor or contractor of the University, the contractor or vendor is responsible for:

- Determining whether [Washington State Governor's COVID-19 Vaccination Requirement 21-14.1 Proclamation](#) applies to them, and
- Ensuring their representatives, including employees and subcontractors, comply with this requirement, if applicable

Contractors and vendors are exempt from this requirement when they are:

- Are physically present at a site for only a short period of time and any moments of close physical proximity to others on site are fleeting, or



- Performing work or services in locations that are *not* providing patient health care services or do not work in places where students or persons receiving services are present.

University units may access the list of contractors and vendors that have submitted their declaration forms at <https://finance.uw.edu/ps/suppliers>.

2. Face coverings and personal protective equipment

Contractors and vendors are required to follow the [UW COVID-19 Face Covering Policy](#) at all times when at a University location, and follow any posted requirements in specific buildings or spaces. University units should share the [UW COVID-19 Face Covering Policy](#) and ask contractors and vendors to follow instructions posted on signage in and around University buildings.

Contractors and vendors are required to follow all UW worksite safety requirements, including the use of required personal protective equipment (PPE). Cloth face coverings do not replace required job-specific PPE.

3. Procedures for sick personnel, symptom monitoring and reporting:

An individual [cannot be allowed on site](#) at a University location if any of the following occur:

- The individual is experiencing symptoms of illness, regardless of vaccination status; any individual who develops [symptoms of COVID-19 infection](#) while working at a University location must not remain on site.
 - The individual is not fully vaccinated and has been in [close contact](#) with a person with confirmed COVID-19 in the past 14 days.
 - The individual tested positive for COVID-19 in the past 10 days or are awaiting results of a COVID-19 test due to possible exposure or symptoms, and not from routine asymptomatic COVID-19 screening or surveillance testing.
 - The individual has been told by a public health or medical professional to isolate, or quarantine because of concerns about COVID-19 infection in the past 14 days.
- a. Reporting:** A University department or unit that learns of a suspect or confirmed COVID-19 case among an employee, contractor or vendor is required to notify UW Environmental Health & Safety (206.616.3344 or covidehc@uw.edu) for public health follow-up. In addition, the University unit requests that the contractor or vendor report cases of COVID-19 positive employees that have worked on a University worksite.
- b. Symptom Screening/Attestation for COVID-19:** University contractors and vendors who work on site at a University work location where submission of a symptom attestation is required by the University unit (may include health care settings) will be required to complete a symptom attestation.



4. Maintain physical distancing where required

Personnel must maintain at least a six-foot distance between individuals in health care, K-12, and child care and youth program settings. UW units should notify contractors and vendors of any physical distancing requirements at University locations where they may be working.

Physical distancing is recommended for all when indoors, when actively eating and drinking, in crowded settings, or in areas that are not well ventilated.

5. Practice good hygiene

Contractors and vendors are encouraged to engage in good hygiene practices to reduce the risk of spreading COVID-19:

- a. Cover your mouth and nose with your elbow or a tissue when you cough or sneeze.
- b. [Wash](#) your hands often with soap and water, for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- c. Avoid touching your eyes, nose or mouth with unwashed hands.
- d. Avoid contact with people who are sick.

6. [Clean and disinfect](#) work surfaces, tools and equipment

Contractors and vendors are required to clean (and disinfect as needed) their worksite surfaces, tools and shared equipment according to the L&I regulations. Custodial contractors follow the University's [COVID-19 Cleaning and Disinfection Protocol](#).

Follow the manufacturer's instructions for use of all cleaning and disinfecting products and use personal protective equipment (PPE) as required.

7. Traveling to a University location from outside Washington state

Follow the [CDC travel guidelines](#) for domestic and international travel.

More information

- University's [Novel coronavirus & COVID-19](#) webpage for information for the UW community.
- EH&S [COVID-19 Health and Safety Resources](#) page for additional COVID-19 prevention guidance.
- [State of Washington Proclamation 21-14.1 COVID-19 Vaccination Requirement](#)
- [Washington's Vaccine Mandate FAQ](#)
- [State of Washington Proclamation by the Governor for Higher Education \(proclamation 20-12.5\)](#)

Questions about COVID-19 can be directed to the UW Environmental Health & Safety Department at covidehc@uw.edu.

Anonymously report safety concerns at www.ehs.washington.edu/report-concern.