

Date: July 15, 2020

RE: Vendor Site Access Requirements

All University vendors are required to:

- Review the Yale University Actions and Response regarding COVID-19 found at <https://covid19.yale.edu/>
- Return signed copy of this vendor acknowledgment form to the appropriate Yale contact (typically the individual who sent the acknowledgment form) prior to being authorized to perform work on campus.
- Provide any additional information as may be required by Yale.
- Be advised that these requirements apply to work being performed on campus directly for Yale University. The university may have modified or additional requirements for vendors 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 laws, regulations and guidelines in effect at the time the work is performed.
- All personnel working at Yale must take their temperature prior to arriving at Yale. Individuals with a temperature of 99.9 °F or higher may not report to campus.
- The University may require a temperature check prior to work on campus in specific instances.
- Any individual who has had close contact within the prior 14 days with a person diagnosed with COVID-19 (presumed or confirmed) may not report to campus. Close contact is defined as having been within six feet or less for 15 minutes or more.
- Any individual who has had close contact with anyone with a pending COVID-19 test result may not report to campus. Close contact is defined as having been within six feet or less for 15 minutes or more.
- Any individual feeling unwell may not report to campus. Particular attention should be paid to the following symptoms designated by the CDC:
 - Fever greater than 99.9F or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- A task-specific risk assessment/job hazard analysis (JHA) may 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 vendors shall supply PPE and disinfectant solution to personnel coming to campus in sufficient quantities to comply with these requirements and with any other task-specific requirements communicated by Yale.

Prior to starting work on-site, vendors must check in with their Yale contact. 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 vendors must adhere to the following requirements:

- **Immediately upon arrival at Yale**, vendors must sign in with Yale Customer Service online (preferred) at <https://java.facilities.yale.edu/frontdesk/>. 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.
- Vendors will be limited to only designated Work areas approved by Yale University.
- If the vendor has a Yale ID card, the vendor must prominently display it at all times when working in occupied buildings. All vendors must have their company's identification, such as a logo or badge, prominently displayed at all times.
- If approached by a member of the Yale community, vendors on site shall provide their name, company, reason for being on-site and the name of their Yale point of contact. Additionally, vendors on site must be able to produce correspondences (e.g. email) with a Yale point of contact that confirms details of the visit.

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 Environmental Health & Safety prior to restarting work.

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

Refer to the following CDC and OSHA Guidelines for 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/>

Acknowledgment Form

By signing and returning this form to Yale University (“Yale”), the vendor listed below (the “Vendor”) acknowledges that it has received a copy of Yale’s Vendor Site Access Requirements (the “Requirements”) and agrees the Vendor and all its personnel, subcontractors, and agents will comply with these Requirements, as they may be updated from time to time, as a condition of being authorized to work on-site at Yale. The Vendor agrees to disseminate the Requirements to all of Vendor’s personnel, subcontractors, or agents who will access sites at Yale.

The Vendor and signatory warrant that the signatory is competent and authorized to sign this acknowledgment on behalf of the Vendor.

Legal Name of Vendor: _____

Signature: _____

Date: _____

Name and Title of Authorized Signatory: _____