

# University of Maryland Eastern Shore COVID-19 Protocols for Vendors, Contractors and Suppliers

## University of Maryland Eastern Shore (UMES) COVID-19 Protocols: To Vendors, Contractors, and Suppliers.

The purpose of this document is to establish protocols for vendors, contractors, and suppliers visiting or working on the University's campus for scheduled work. These requirements will follow the guidelines established by the University's COVID-19 Return to Campus – Operations as well as all the guidelines to protect our students, faculty, staff, and visitors that are on this UMES COVID-19 Protocol webpage.

**All vendors, contractors, and suppliers, and their respective employees and subcontractors are expected to follow the same essential steps for continued prevention and care as UMES requires its faculty, staff, and students to follow, more specifically as in the following:**

### **Self-Check**

Vendors, contractors, or suppliers must ensure their employees complete a self-check before visiting campus. This should include confirming the individual(s) have no symptoms of COVID-19 and are not running a fever, determined to be higher than 100.7 degrees.

### **Mask Wearing**

Face coverings must be worn by all persons before entering University buildings and at all times when inside all University buildings. Face coverings must be worn while in outside public areas where social distancing may be difficult.

### **Personal Hygiene**

Vendors, contractors, and suppliers must wash hands or use an alcohol-based hand rub or hand sanitizer that contains at least 60% alcohol upon arrival to campus, throughout the visit or workday, and before leaving at the end of the visit or workday. Other times to wash hands include: after blowing one's nose, coughing, or sneezing, and after using the restroom.

### **Social Distancing**

Social distancing must be maintained during the entire time the vendor, contractor, or supplier is on the University's campus. This includes while the vendor, contractor, or supplier is being escorted through campus buildings and while working.

### **Vaccination**

UMES requires all vendors, contractors, and suppliers to be fully vaccinated against COVID-19, OR receive a negative COVID-19 test within 72 hours before the date of onsite service/visit.

### **General**

Vendors/Contractors/Suppliers must submit to the Director of Physical Plant or Director of Campus Infrastructure and Capital Planning the company/business COVID-19 testing protocols for review and approval.



Unscheduled arrivals of vendors, contractors, and suppliers' visits to campus are not permitted for any reason. Vendor/Contractor/Suppliers who show up without a scheduled visit or work plan or before the start time for a scheduled work plan may be turned away. Vendor/Contractor/Suppliers must schedule a visit or work period with the Director of Physical Plant or Director of Campus Infrastructure and Capital Planning.

All surfaces that were touched during the vendor, contractor or supplier's work must be disinfected when the work is completed. Before the vendor, contractor, or supplier arrives on campus, the vendor, contractor, or supplier, and manager or department will establish who is responsible for disinfecting surfaces when the work is completed.

Thank you for your cooperation!