

University of Maryland Contractor Requirements for Conducting Business on Campus during COVID-19

Updated 6/14/2021

All contractors, vendors, service providers (together, “Contractors”), Contractor personnel, subcontractors, and subcontractor personnel working on the University of Maryland College Park (“UMD”) campus and in UMD off-campus buildings and other facilities (together, “Campus”) are expected to comply with the requirements contained in this document during the COVID-19 pandemic.

Contractors are responsible for ensuring that their subcontractors, including subcontractor personnel, comply with this Guidance. All references to Contractor personnel requirements also apply to subcontractor personnel.

1. **Documentation.** Contractors are required to have a written Infectious Disease Exposure Control Plan and/or written Safe Work Guidance document for COVID-19 exposure controls. This document must be readily available either in an on-line or paper document for review upon UMD’s request.
2. **Compliance with Executive Orders, Laws, Regulations, Ordinances, and Government Guidance.** Contractors must manage project sites, work areas, and work activities in accordance with all COVID-19 Federal, State, and local laws, regulations, ordinances, and guidance. UMD expects all on premise Contractor personnel to follow specific guidance related to COVID-19 issued by government agencies including, but not limited to, OSHA, Maryland Department of Health, CDC, the county health department where the project/task order is located, and UMD’s Department of Environmental Safety, Sustainability and Risk. In instances where guidances are not in alignment, the contractor is to follow the most stringent guidance available.
3. **COVID-19 Health and Safety:** Follow [current campus requirements](#) for masks. Contractors are responsible for ensuring employees have any needed supplies. In the case of subcontractors performing work on UMD premises, the Contractor is responsible for ensuring that its subcontractors are compliant with UMD COVID-19 requirements for work performed on Campus.
4. **Symptom Monitoring.** It is the Contractor’s responsibility to ensure that employees reporting to a job site on the UMD campus are not ill. Contractors are required to perform daily symptom monitoring, for COVID-19 symptoms as defined by the CDC, for all employees who are engaged in work on UMD’s campus. Appendix 1 is the UMD Symptom Monitoring Checklist for informational purposes. Contractors should not submit any employee health or symptom information to UMD.
5. **COVID Testing for Contractor Personnel.** In situations when the Contractor’s work is expected to result in close contact of Contractor personnel with UMD students or employees, Contractor personnel who are not fully vaccinated must have a PCR-based COVID-19 test no more than 7 days prior to arriving on campus or a UMD facility and receive a negative result. Close contact is defined as being within 6 feet of another individual for a period of at least 15 minutes. It is the Contractor’s responsibility to maintain appropriate records in support of this requirement and provide confirmation of test results upon request. Do not submit test results to UMD.
6. **Personnel COVID-19 Illness Reporting.** UMD expects Contractors to report, within 4 hours of notification, any COVID-19 illness among Contractor personnel actively engaged in work on UMD’s Campus. Contractors and Contractor personnel must comply with the following practices:
 - a. Contractor personnel are not to come to the UMD Campus if they are feeling unwell for any reason.
 - b. Contractor personnel who feel unwell while on campus are to follow their Company’s procedures for reporting illness and leave campus.

- c. Contractors must report to UMD Campus Department Host, within 4 hours of being notified, any known or presumed positive COVID-19 test, as determined by a healthcare provider, among Contractor and/or Subcontractor personnel actively engaged on Campus, or previously engaged on Campus during their infectious period (as per a healthcare provider's evaluation). Should a Contractor learn of a COVID-19 positive test of Contractor/Subcontractor personnel the Contractor must report the following information to the Campus Department Host:
 - i. Contractor/Subcontractor Company name and key contact information.
 - ii. The last date the Contractor/Subcontractor employee worked on Campus.
 - iii. Specific locations where services were rendered by the Contractor/Subcontractor employee of concern. Location information must include the building name(s), room number(s), wing(s), floor(s), jobsite(s), and if the site had controlled entry by the Contractor or its subcontractor.
 - iv. A description of the activities in which the Contractor employee of concern was engaged.
 - v. Names of any UMD faculty, staff, or students known or suspected to have interacted with the Contractor employee of concern.
 - vi. For project job sites, actions intended to clean and disinfect affected jobsite areas and confirmation that Contractor has carried out those actions.

Emergencies and Additional Information

For all emergencies that occur on UMD's Campus, contact emergency services at: **301-405-3333**. Notify the Campus Department Host as soon as conditions allow. Follow all Contractor policies for injury/incident reporting.

For safety questions, the Campus Department Host is the main point of contact.

Contractor Employees with UMD Affiliate Status

The following requirements are in addition to those listed above for all Contractor employees with UMD Affiliate Status.

Affiliates who plan to return to campus or a UMD facility are required to follow the same protocols as employees for COVID-19 testing and symptom monitoring.

1. **COVID-19 Testing:** All affiliates must comply with testing requirements for employees. Details can be found on the [UMD COVID-19 Testing Information website](#).
2. **Confirmation of Test Results:** Affiliates that are required to be tested should confirm their negative test at return.umd.edu. Go to the Faculty/Staff/Affiliate area and select "Confirm Test Results".
3. **Symptom Monitoring:** All affiliates must complete the online Daily Symptom Check before coming to campus or a UMD facility each day. On return.umd.edu, go to the Faculty/Staff/Affiliate area and select "Daily Symptom Check."
4. **Vaccination:** Affiliates who are on campus one or more days per week and interacting with UMD students, faculty or staff are required to be vaccinated prior to the start of the fall 2021 semester. We encourage everyone to [get vaccinated](#) as soon as possible and no later than August 2, to ensure the requirement is met before the fall semester begins.

Appendix 1

UMD COVID-19 Symptom Monitoring Checklist

Do not check “yes” if a symptom is related to a long term health condition.

	YES	NO
Temperature of 100.4F or higher		
Chills		
New onset cough		
Trouble breathing		
Sore throat		
Headache		
New loss of taste or smell		
Nausea or vomiting		
Headache		
New muscle or body aches		
Excessive fatigue		
Diarrhea		
Are you waiting for results of a COVID-19 test you had because you had symptoms or were exposed?		
Today or in the past 10 days, have you cared for someone with COVID19 or possible COVID-19 infection?		

Note: This symptom monitoring checklist is provided for information only. Contractors should not submit any employee health or symptom information to UMD.