

Contractors working at Purchase College shall be aware of, and meet the expectations described in this document to help prevent exposure to, and spread of COVID-19.

General Precautions

- Procedures and supplies shall be in place to encourage proper hand and respiratory hygiene.
- Do not use common water coolers
- Do not share tools
- Disinfect reusable supplies and equipment frequently
- Do not stack trades, if possible
- Avoid using pressurized air or water sprays that may result in generation of contaminated droplets

Face Coverings

- Contractor employees working on campus, regardless of vaccination status, are required to wear masks while indoors, especially in enclosed spaces when other people are present.
- Masks may be removed if you are alone in an indoor space or anytime you are outdoors, regardless of location.
- Face coverings shall cover both the nose and mouth and have a tight seal.
- Face coverings shall be made of 2 or 3 layers of tightly woven, breathable fabrics, such as cotton and cotton blends.
- Neck gaiters and bandanas offer a low level of protection and should NOT be selected for use.
- Ensure that all employees have a suitable covering with them at all times.

Hand Hygiene

Signage with handwashing procedures shall be posted in prominent locations to promote hand hygiene.

- Wash hands frequently with soap and water for at least 20 seconds:
 - Before and after handling, or eating food
 - After sneezing, coughing, or nose blowing
 - After using the restroom
 - After touching surfaces that may be contaminated
 - After using cleaning or disinfecting products
 - After using shared equipment and supplies
 - After removing gloves, face coverings or other Personal Protective Equipment (PPE)
- If soap and water is not available, use an alcohol-based hand sanitizer containing at least 60% alcohol

Respiratory Hygiene:

All personnel must cover coughs and sneezes using tissues or the corner of an elbow.

Always dispose of soiled tissues immediately after use.

Personal Protective Equipment (PPE)

- Utilize disposable gloves and PPE where appropriate
- Sanitize reusable PPE per manufacturer's recommendation prior to each use
- Do not allow PPE to be shared
- Ensure used PPE and other trash is disposed of properly

Cleaning and Disinfecting

- Practice routine cleaning and disinfecting of all frequently touched surfaces on the jobsite. This includes workstations, project trailers and offices, portable toilets, countertops, handles, doorknobs, gang boxes, tools and equipment.
- Appropriate agents shall be utilized to perform all cleaning and disinfecting. Ensure all workers are trained in compliance with OSHA Hazard Communication standard requirements.
- Following confirmation of a COVID-19 case at the jobsite, perform cleaning and disinfection of all surfaces throughout the area.

Symptom and Exposure Awareness

- Educate your employees about the symptoms of COVID-19 which include fever, cough, shortness of breath; plus 6 recently identified symptoms, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell.
- Any employee who experiences any of the above symptoms must refrain from reporting to work and immediately contact their health care provider and local health department in the county in which they reside for further guidance.
- If an employee begins to exhibit symptoms of COVID-19 while in the workplace, the employee must notify their supervisor. Steps shall be taken to isolate the individual, place a surgical mask on the individual and inform the local health department.
- If an employee is confirmed to have COVID-19
 - Employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by applicable NYS and federal law.
 - The fellow employees should then self-monitor for symptoms (i.e., cough, fever, trouble breathing, and pneumonia) and self-quarantine in accordance with the requirements of the NYS and local health department and follow the guidance of New York State and local health department.
- If an infected employee subsequently tests negative for COVID-19, contractors may direct the employee to return to work after recovery from their illness. Any direct contacts on pre-cautionary quarantine may return to the jobsite and resume their work activities.

Contractor Acknowledgement: Please share this information with your employees.

Return signed form to: louis.wirtz@purchase.edu

Company: _____

Received: _____
Date

Received by: _____
Signature

Note: Contractor activity is subject to audit by Purchase College personnel at any time.