

Requirements for non-Medical Center Service Providers during COVID-19

September 24, 2020 (v8)

The University of Rochester remains vigilant in its commitment to the health and safety of our students, faculty, staff, and surrounding community. All who come to the University's campuses share responsibility for preventing the spread of COVID-19 and to following local, state, and federal guidelines.

This document outlines the University's requirements for service providers who need to provide a service on any campus or facility of the University, excluding the University of Rochester Medical Center and its related facilities. Information for service providers who need to provide a service at a University of Rochester Medical Center facility may be found on the [University's Facilities and Services website](#).

Until further notice, only service providers whose service is essential to the research and academic missions of the University and who support business operations will be permitted on University campuses or allowed to enter its facilities. All service provider employees must have an approved business purpose for being on campus or at a University facility. No unapproved visits will be permitted.

The following requirements and protocols must be adhered to by all service providers, including vendors, contractors, sub-contractors, suppliers, delivery personnel, or any non-University employee required to come to the University to provide a service.

DAILY HEALTH SCREENING

- Service provider employees must take and pass a COVID-19 health screening each day before coming to the University. The result of each screening must indicate that the service provider employee did not report any common symptoms of COVID-19; has not traveled to a high-risk COVID area in the U.S., as [defined by New York State](#), or to an international location in the past 14 days; and has not had close contact with someone who is confirmed to be positive for COVID-19 in the past 14 days.
- The service provider must keep records of employee daily health screenings, which the provider must make available to the University upon request.
- The following daily health screening options are permitted by the University:
 - A daily COVID-19 health screening provided by the service provider's company, where the employee is cleared to go to work.
 - A daily health screening provided by the University, which is [available online](#) as an accessible PDF. Please see below for health screening questions.
- Service provider employees who answer "yes," to any of the health screening questions are restricted from coming to the University. The service provider should contact their University of Rochester department representative if they anticipate any delay in service. The University department representative may contact University Health Service for further direction

uhs covid19@uhs.rochester.edu; 585-275-2662).

SOCIAL DISTANCING AND MASKING

- Service provider employees must maintain a physical distance of at least six feet from other people whenever possible, unless work activity requires otherwise.
- Face masks or face coverings must be worn at all times while at the University with the following exceptions: when riding in a vehicle in which there is only one passenger or when eating or drinking at designated work areas with the permission of the service provider's University department representative. (see Meals and Breaktimes below.)
- Masks must be worn outdoors around the facility unless social distance (six feet apart) can be maintained.
- Face masks or face coverings must be worn over the mouth and nose.
- For campus spaces outside of the Medical Center, a face mask or a "hands free" face covering, such as a bandana or neck gaiter, are permitted. However, face masks with valves or vents are not permitted because they do not prevent the spread of the coronavirus.

MEALS AND BREAKTIMES

- Meals and breaks must be taken only in the service provider's designated work sites, off campus, or outside and separated from all other people by at least six feet.
- Service provider employees must follow posted signage before a mask can be removed.
- Social distancing must be maintained in designated indoor areas and while eating outside.

CLEANING

- Service provider employees must clean all surfaces in work areas and shared spaces before and after use with disinfectant effective against SARS-COV-2.
- Service providers must provide their own cleaning supplies.

POSTED SIGNAGE AND STAFF DIRECTION

- Service provider employees must comply with signage and instructions posted throughout the University and follow any specific health and safety directions given by the University's staff while on site.

Questions about these requirements may be directed to Greg Meyer, senior operations officer, at gregory.meyer@rochester.edu; (585) 275-9072. Concerns about service provider employees who are not following these guidelines should be shared with Public Safety (publicsafety@rochester.edu) and the Purchasing Department (Procurement_Service_Center@rochester.edu).

University Health Screening Questions

If the answer to any of the following responses is "Yes," you are not cleared to be on any University campus or enter its facilities. Please contact your University of Rochester department representative to let them know that you are not cleared to be on campus. The department representative may contact University Health Service for further direction.

1. In the past 24 hours, have you had any of the symptoms below that are **new or unusual for you**?
 - Temperature of 100 °F (37.8 °C) or higher
 - Chills
 - Muscle or body aches
 - Severe Fatigue
 - Headache
 - Congestion or runny nose
 - Sore Throat (not due to allergies)
 - Loss of taste or smell
 - Loss of appetite
 - Cough
 - Shortness of breath or difficulty breathing
 - Nausea
 - Vomiting
 - Diarrhea

2. Have you had a household or close **contact with someone who is confirmed to be positive** for COVID in the past 14 days?