



Bentley University Facilities Management

Procedure Name: PANDEMIC REQUIREMENTS FOR OUTSIDE CONTRACTORS – COVID-19		
Effective: 04/24/2020	Revised: 05/19/2020	Page 1 of 1

1. PURPOSE

The intent of this procedure is to ensure all those that are working on campus, including contractors are adhering to the all institution and government-wide requirements during a pandemic event.

2. PROCEDURES

- Prior to starting a project on campus, a contractor must review and sign the attached document “Bentley Requirements for Outside Contractors”
- All outlined requirements must be adhered to by the contractor at all times while on campus during a pandemic.
- If requirements are not followed, the contractor will be removed from campus.
- The contractor will not be allowed to returned to campus unless they exhibit that they can comply with the outlined requirements.

3. RESPONSIBILITIES

The contractor must work with the Planning and Construction team prior to arriving on campus to ensure the requirement document is reviewed and signed.

The Planning and Construction department must keep the signed contractor document on file for the duration of the project during a pandemic.



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Date: 5/19/20 Rev 3

Facilities Management | 175 Forest Street
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Bentley Requirements for Outside Contractors

Outside contractors working at Bentley University must adhere to the following minimum requirements until further notice to ensure a safe working space for both employees of the contractor but also Bentley University employees who are still working on campus. If your company's requirements are more stringent than what is listed below the more stringent requirement must be followed.

- Contractor(s) shall not allow any employee onto Bentley property that exhibits ANY SINGLE of the following symptoms:
 - Cough.
 - Shortness of breath or difficulty breathing.
 - Fever.
 - Chills.
 - Muscle pain.
 - Sore throat.
 - New loss of taste or smell.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms, listed under the CDC website, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, may have COVID-19. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Contractors shall utilize a no-contact style of thermometer (such as an infrared forehead thermometer) to verify all onsite employees are fever-free at the start of each work day and maintain a log of when temps were taken. An email of the log to be emailed to Bentley each morning.
- Any employee who has exhibited any of these symptoms shall be free of these symptoms for a minimum of 10 days prior to returning to work. Additionally any employee who has recently travelled internationally via a confined vessel (such as a plane or boat) or has come into recent exposure of a confirmed COVID-19 case shall be restricted from entering the campus.
- Contractors to arrive to site in their own vehicle with only 1 person per vehicle.
- Contractor(s) shall make available to all onsite employees: face masks, hand sanitizer (60%+ alcohol) and disposable gloves. Contractor(s) require Bentley's prior approval to use Bentley owned soap and handwashing stations. These provisions shall not be limited in use and employees shall be encouraged to utilize these provisions after touching surfaces in use by others.

- Onsite employees shall practice maintaining a minimum 6' distance at all times from others in addition to avoiding direct contact unless absolutely necessary to complete the work. Face masks are to be worn at all times covering their nose and mouth. Face masks shall be at a minimum made of cloth and tie to the head without causing nuisance.
- If an employee is confirmed to test positive for COVID-19, contractor shall notify Bentley and all fellow employees that have worked near the positive tested person within the previous 7 days.
- Prior to commencing any work on site the Contractor(s) are to provide a written plan outlining how they plan to execute the work in conformance with the aforementioned safety guidelines. This action plan needs to be approved by Bentley prior to work commencing.

All of the guidelines listed have to be followed while working on Bentley campus. Any unsafe acts, as deemed by Bentley, will result in the Contractor(s) being forced to leave campus. Return to campus will be at the sole discretion of Bentley University.

Contractor Signature:

Contractor Print Name and Company:
