



WESTERN FACILITIES MANAGEMENT VISITOR/CONTRACTOR COVID-19 EXPECTATIONS

Western University expects all people working or studying at Western to respect the health and safety of others at all times. These expectations also apply to contracted companies and their employees. This document outlines the minimum expectations for visitors/contractors to maintain a safe and healthy workplace, for not only our employees and students, but for all those who come to our campus.

To support a safe return to campus this fall (2021), Western has implemented Policy 3.1.1 COVID-19 Vaccination Policy and procedure that requires all students, employees and external visitors (including contractors) who access campus buildings to be fully vaccinated for COVID-19. With respect to visitors/contractors, the policy has an exception for medical reasons. However, those who cannot be vaccinated for medical reasons must undergo frequent rapid COVID-19 testing to meet the requirements of the policy. The Western COVID-19 Vaccination Policy is effective September 7th, 2021 and can be found at the following link: [COVID-19 Vaccination Policy](#).

Western's accompanying procedure for this policy classifies visitors into three categories; Red, Yellow and Grey as follows:

Red Category Visitor/Contractor Requirements – work in buildings for longer durations (greater than four hours) or interact with staff and/or students

Visitors in the “Red” category will be required to:

- (i) complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario's COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/>, or equivalent;
- (ii) provide Proof of Vaccination or proof of medical exemption;
- (iii) agree to and comply with the University's safety measures at <https://www.uwo.ca/coronavirus/health-safety/index.html>;
- (iv) comply with applicable provincial, local and University health and safety protocols – including quarantine requirements; and
- (v) maintain a daily log of the names/dates of those project personnel (employees / subcontractor employees) who access the campus including confirmation, noted by name for each individual, of compliance with Western's COVID-19 Vaccination Policy and the successful completion of a daily symptom check.

An attestation is required from the visitor/contractor that affirms compliance with Western's COVID-19 Vaccination Policy and these Expectations.

Yellow Category Visitor/Contractor Requirements – in buildings for short durations (less than four hours) or have minimal interaction with university staff and/or students

Visitors in the “Yellow” category will be required to:

- (i) complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario’s COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/>;
- (ii) agree to and comply with the University’s safety measures at <https://www.uwo.ca/coronavirus/health-safety/index.html>; and
- (iii) comply with applicable provincial, local and University health and safety protocols – including quarantine requirements.

Grey Category Visitor/Contractor Requirements – no access to buildings or interactions with staff and/or students

Visitors in the “Grey” category will be required to:

- (i) agree to and comply with the University’s safety measures at <https://www.uwo.ca/coronavirus/health-safety/index.html>; and
- (ii) comply with applicable provincial, local and University health and safety protocols – including quarantine requirements.

Visitors/contractors will be subject to periodic audits and will be required to provide proof of compliance.

Examples of the visitors/contractors by category include, but are not limited to the following:

Category of Visitor	Indoor Access Required	High-Risk Interaction
RED		
Contractor (i.e. Construction, FM Contracted Services)	Yes	Yes
Contracted Security	Yes	Yes
YELLOW		
Access Van Drivers	No	Situational
Inspector/Bylaw Enforcement Officer (i.e. TSSA)	Situational	Situational
Recruitment Candidate	Yes	No
On Call Contractor (i.e. elevator mechanic)	Yes	No
GREY		
Taxi/Ride Share Driver	No	No
Meal Delivery Driver	No	No
Transport Truck Driver (i.e. food, parcels, supplies)	Yes	No
On Call Contractor (i.e. waste management, snow plow service providers)	No	No
EXEMPTION		
Persons under 12 years of age	Situational	Situational
Emergency Service Personnel	Yes	Yes

Generally, construction-based contractors will fall into the Red Category.

General contractors who employ subcontractors in executing work shall require subcontractors to comply with this policy as outlined above.

Western will review on-site records for compliance with the policy. Failure to comply with this policy could include removal of individuals from the Western campus, termination of contract(s) and/or a prohibition against bidding on future work.

All visitors/contractors must self-monitor for the typical symptoms of COVID-19. Symptoms include but are not limited to fever, cough, loss of taste or smell, sore throat, diarrhea and fatigue. Current COVID-19 symptoms can be found at the following link: [COVID-19 Symptoms](#). If a worker is displaying any of these symptoms, they shall not come onto Western's property for 14 days from the end of symptoms. All contractors/vendors must take all reasonable steps to ensure that sick workers do not come on Western's property.

Visitors/contractors are encouraged to minimize the use of Western common facilities such as washrooms and food services outlets.

If you have any questions, please reach out to your Western Facilities Management contact, Project Coordinator or Project Manager.

On-site Work Practices:

a. Physical Distancing:

Contractors/vendors are expected to maintain proper physical distancing. On the advice of the Chief Medical Officer of Health, at this time Western requires a 3-ply non-medical disposable face mask while inside Western buildings.

Contractors are to provide to the Project Manager (Western contact) a map outlining their intended site, routes of access and any Western facility they need access to (such as a washroom, electrical and mechanical rooms etc.), along with a schedule of days/times for this access. Contractors will adhere to identified routes and facilities to ensure limited contact with other contractors or Western employees, students and visitors.

b. Cleaning and Disinfecting in Areas by Contractors:

For areas under their jurisdiction, Contractors are expected to have enhanced cleaning and disinfecting procedures in place, particularly in communal areas and at high touch points including: washrooms, doors handles, light switches, elevator buttons, faucets, eating surfaces, office equipment within the work area, etc. Contractors will supply hand sanitizer and/or handwashing stations for their workers and sub-contractors. After disinfecting an area, hands must be promptly washed.

Garbage collection should be increased and emptied regularly and at the end of each day.

c. Personal Protective Equipment:

Contractors are to provide their workers with all appropriate personal protective equipment and ensure that sub-contractors provide this equipment to their workers. Western will not

be responsible for supplying masks, respirators, gloves, etc.

d. Training:

Contractors are expected to provide COVID-19 precautions and guidelines training to all their workers who will attend Western property. All subcontractors shall also be trained on these precautions and guidelines. Training is to include proper physical distancing, hand hygiene (both washing and location of hand sanitizer), avoidance of touching mouth, nose and eyes, proper etiquette (coughing and sneezing into your arm/elbow), and recognizing the common symptoms of COVID-19. The training shall also review timelines for workers who are displaying symptoms of COVID-19 and isolation methods.

e. Posters:

Contractors shall have COVID-19 information posters displayed at the worksite. These can be company posters or posters produced by the Canadian government. These shall be placed in an area that allows all workers to see them.

COVID-19 Procedures for Contractors

Contractors must immediately contact their Western contact, Project Coordinator or Project Manager once they have knowledge of any of their employees or subcontractors presenting symptoms of COVID-19 and must provide the following information:

- Employee's last day on campus
- Names of University staff their employee may have come in contact with
- Location of work and rooms accessed

Returning to the Workplace:

If contractor or subcontractor workers were absent because they were sick with COVID-19 symptoms or have been told to isolate due to potential exposure, they cannot return on-site until they receive authorization from the Middlesex-London Health Unit.