

Furman COVID-19 Vendor/Contractor Safety Requirements

7/13/20

The following requirements must be followed by all vendors and/or contractors performing work at Furman University after August 17, 2020. The requirements were developed to keep the Furman Community safe and to limit/prevent the spread of the virus associated with COVID-19.

These requirements must be reviewed and signed by a designated company representative of each vendor and contractor completing work on the Furman campus prior to the start of work on campus and/or by August 17, 2020.

Requirements

- Comply with Furman's plan and procedures to manage COVID-19 exposure including the appropriate use of PPE as follows:
 - Face covering must be worn inside of buildings at all times.
 - Face covering must be worn outside if you are not able to maintaining a six (6) foot distance between others.
 - Inside surfaces that have been contacted must be wiped down after completion of work each day using wipes containing a minimum of 60% alcohol.
- Comply with the U.S. Centers for Disease Control and Prevention (CDC) [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#).
- Comply with Occupational Safety and Health Administration (OSHA) [COVID-19 Control & Prevention guidelines](#).
- Comply with recommendations developed by federal, state, and local governments.
- Support and comply with all recommendations and requirements of Furman.
- Follow basic preventative measures including frequent hand washing and proper social distancing (maintaining 6 feet of space between people).
- Immediately notify your Furman representative if an employee who has worked at Furman in the last 14 days tests positive for COVID-19, is exposed to someone who tests positive for COVID-19 or misses work while exhibiting symptoms of COVID-19. These individuals must not report to work at Furman until they have clearance from the appropriate authority at Furman.
- If working inside of buildings, all employees working under your responsibility will be required to check in at Facilities Services each work day and obtain a badge.

Screening and Prevention

All vendors and contractors working inside buildings must check in at Facilities Services each day. The check in procedure will include issuance of a badge once certain screening protocols have been completed. The screening process for each employee shall include:

Providing the Following Information:

- Employee Name
- Company Name
- Description of Work being Completed
- Furman Contact Person
- Buildings that will be visited

Answering the Following Questions

- Have you experienced any of the following new or worsening symptoms in the last 72 hours?
 - Cough
 - Fever of 100.4 degrees Fahrenheit (F) or higher
 - Chills or repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Are you experiencing shortness of breath not related to other known health conditions (i.e., allergies or other ongoing, chronic, unrelated illnesses)?
- Have you had close contact with, or cared for someone diagnosed with COVID-19 within the last 14 days?
- Has a public health authority or other source notified you that you have potentially been exposed to COVID-19 within the last 14 days?
- Have you tested positive for COVID-19 without two subsequent negative tests OR a allowing a minimum of 10 days to pass since the initial positive test, including improving symptoms and a fever < 100.4 degrees (without the benefit of fever-reducing medication) for the past 72 hours?
- Are you awaiting COVID-19 test results?

Those answering yes to any of the questions will not be allowed to work on the Furman campus for at least 72 hours unless they subsequently have a negative COVID-19 test result and can provide written confirmation.

Check-in Process

All vendors and contractors should enter the Furman campus using the entrance to Facilities Services off of Duncan Chapel Road. Those working inside of buildings must check in. Park in the visitor parking spaces on the right just past the right brick building. Signage will direct you to the appropriate check in location where you will be issued a badge once you have completed a screening process. Badges must be worn at all times while working on the Furman campus.

Normal Work Hours

Standard work hours are Monday through Friday from 7:30 am to 4:30 pm. The entrance through Facilities is controlled via automatic gates so entering and existing after the designated hour is not possible.

Emergency and After Hours Work

After hours work is possible with prior approval from your Furman contact representative. Those working after hours for planned or emergency work should enter campus via the main entrance of off Duncan Chapel Road. You must stop at the Gate House and check in with the Furman dispatcher upon entering campus.

I have read and understand these requirements and commit to having our employees and our subcontractors working at Furman follow these guidelines until further notice.

Company Name _____

Company Representative:

Printed Name _____

Signature _____

Date _____