

COVID-19 GUIDANCE FOR CONTRACTORS, VENDORS, AND OTHER THIRD PARTIES PERFORMING NON-CONSTRUCTION WORK ON UNIVERSITY PROPERTY

OVERVIEW: This guidance has been developed for contractors, vendors, and other third parties performing **non-construction work** on University property. The expectations included in this document are necessary in order to protect all individuals on campus from the spread of COVID-19. [Separate requirements](#) have been established for contractors who perform **construction work** on University property. “Construction work” includes activities such as building erection or demolition, building renovations, and large equipment installation or removal. (Please contact EHS if there are any questions regarding the distinction between construction and non-construction work).

LIMITING CAMPUS VISITS WHEN POSSIBLE: Campus visits by third-party employers should be limited to essential work that cannot be completed off-site. Consultation, training, and similar services should be delivered in a remote manner whenever possible. When campus visits are necessary, the number of assigned individuals and the length of time spent on-site should be limited to what is necessary to adequately complete the work.

PROTOCOL FOR CONFIRMED OR SUSPECTED CASES: Third parties must effectively manage their workforce to ensure that those with a suspected or confirmed case of COVID-19 are not permitted on University property. All [COVID-19 isolation and quarantine protocol issued by the Pennsylvania Department of Health](#) and the [Centers for Disease Control and Prevention \(CDC\)](#) must be followed. Third parties are expected to report any confirmed or suspect cases that may impact University personnel to their Penn State contract representative. The contract representative is then responsible for reporting these cases using the University’s online [COVID-19 Case Reporting Tool](#).

COMPLIANCE WITH STATE AND CDC GUIDELINES: Third-party employers are expected to instruct their employees to fully comply with all [COVID-19 guidance issued by the Pennsylvania Department of Health](#) and the [CDC](#). Key elements of this guidance include the following points:

- Stay home when sick.
- Avoid close contact with other individuals (maintain social distancing of at least six feet), handshaking, or gatherings of ten people or more.
- Wash hands often for at least twenty seconds with warm water and soap.
- Avoid touching the face and eyes with one’s hands.
- Avoid sharing tools, phones, and other objects. Items which must be shared are to be immediately cleaned after use.

MASK USAGE: Masks are required to be worn by third-party employees at all times while on University property independent of whether social distancing can be maintained (e.g., must be worn outdoors, in hallways, in shared work areas, etc.). Masks do not need to be worn when eating or drinking or when isolated in a vehicle. Third parties are expected to provide their employees with masks that cover the nose and mouth per CDC guidelines.

COMPLIANCE WITH UNIVERSITY COVID-19 EXPECTATIONS: Third-party employees are expected to comply with any additional COVID-19 warnings posted or otherwise communicated by the University. Failure to do so may result in removal of employees from campus and/or refusal of services.

REFERENCES:

[Pennsylvania Department of Health COVID-19 Page](#)

[Centers for Disease Control and Prevention \(CDC\) COVID-19 Page](#)

[Penn State Environmental Health and Safety \(EHS\) COVID-19 Page](#)