

Protocol for Contractors, Vendors, and Consultants during the COVID-19 Pandemic

Contractors, vendors, or consultants (the “Contractors”) coming onto the University of Prince Edward Island campuses are required to comply with the following requirements during the time they are on University property.

NOTE: This protocol may be altered or changed at any time upon notice from UPEI. Additional protocols may also be issued and required of certain Contractors who are involved in construction projects or maintenance work on UPEI property.

PEI Resident Contractors

The standards identified below are the minimum required; each Contractor needs to take appropriate additional measures as required by their employer or as deemed necessary in their own judgement to protect their own health.

1. The University’s protocols and guidelines regarding COVID-19 must be followed and adhered to while on University property.
2. Prior to coming onto University property, all Contractors shall conduct a daily symptom assessment for symptoms of COVID-19:
 - shortness of breath or difficulty breathing
 - fever
 - chills
 - sore throat
 - runny nose, sneezing, congestion
 - Headache
 - muscle aches
 - unusual fatigue
 - acute loss of sense of smell or taste
 - diarrhea, vomiting, nauseaContractors are responsible for tracking their employees’ compliance with this requirement.
3. Any Contractors feeling ill or exhibiting signs of illness (including any COVID-19 symptoms) are not permitted on UPEI’s campuses. Individuals that do come to campus showing any sign of illness will be asked to leave University property immediately.
4. It is strongly encouraged that Contractors wear a well-fitting, three-layer non-medical or medical face mask at all times inside any campus building, or when not able to practice physical distancing (2m/6ft) outdoors.
5. Contractors must limit the personnel on UPEI’s campuses to those absolutely necessary to complete the service or work.

6. As applicable to the service or work provided, Contractors should participate in hand washing, hand sanitizing and other hygiene protocols as deemed necessary by the University. Contractors are to disinfectant high-touch surfaces, work areas, and equipment after use.
7. Contractors are only permitted to travel and be present in the areas necessary to complete the service or work. This includes the paths of travel to and from the work areas.
8. Contractors must have a copy of their COVID-19 Operational Plan available for presentation.
9. Contractors can only eat in established eating areas.
10. Any Contractors or Contractors' employees not following these protocols will be asked to leave University property immediately.

Non-PEI Resident Contractors

In addition to the standards listed above for PEI Resident Contractors, Contractors arriving on PEI from outside of the province must follow PEI Chief Public Health Office (PEI CPHO) and PEI Emergency Measures Organization directives for entry into the province and any work-isolation restrictions. Information is available at <https://www.princeedwardisland.ca/en/service/travelling-workers>.

The UPEI Lead/Contact requiring service or work must obtain and document the following information from the Contractor:

- the name, contact number and reason for the Contractors' visit;
- the building(s) and room(s) where service or work will be performed; and,
- the date and time of arrival and departure from UPEI.

The following PEI CPHO, PEI EMO, and UPEI measures must be adhered to ensure the safety of the campus community:

- Contractors **are strongly encouraged to wear a well-fitting, three layer non-medical or medical mask and are encouraged to maintain physical distancing where possible.**
- Contractors who are involved in construction projects must contact UPEI Facilities Management upon arrival to review COVID-19 protocols.

It is the responsibility of the UPEI Lead/Contact, to ensure that:

- Notification is given to all appropriate personnel of the arrival and location of Contractors' work; and,
- Contractors have answered "no" to all UPEI COVID-19 screening questions prior to arrival on University property each day. These can be obtained by emailing HSE@upei.ca.
- Contractor's information as outlined above must be available should it be requested by Health, Safety and Environment, University Administration or the PEI CPHO.