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# EAST TENNESSEE STATE UNIVERSITY

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## Facilities Management

**Policy Number: 300.2**

**Title: Contractor Safeguards Concerning COVID-19**

**Implementation Date: May 11<sup>th</sup>, 2020**

### **Introduction**

ETSU utilizes all types of contractors to conduct various repairs, renovations, routine maintenance, and new construction on the main campus, VA campus, and satellite locations. These contractors, their employees, and any of their subsidiaries must adhere to ETSU's policies and procedures to ensure orderly and safe conduct of these activities, including safeguarding protocols that are designed to prevent the spread of COVID-19 and based on the recommendations of the CDC, OSHA, and the Tennessee Office of the Governor.

### **Purpose**

The purpose of this policy is to provide a set of uniform procedures for contractors, their employees, and any of their subsidiaries, to implement safeguarding protocols designed to prevent the spread of COVID-19.

### **Scope**

This policy shall apply to all contractors, their employees, any of their subsidiaries, and all facilities management employees.

### **Procedures**

Contractors must:

1. Screen all employees reporting to work for COVID-19 symptoms with the following questions (Or the Governor's Current Recommendations):
  - a. Have you been in close contact with a confirmed case of COVID-19?
  - b. Are you experiencing a cough, shortness of breath or sore throat?
  - c. Have you had a fever in the last 48 hours?
  - d. Have you had a new loss of taste or smell?
  - e. Have you had vomiting or diarrhea in the last 24 hours?

2. Direct any employee who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions) to leave the premises immediately and seek medical care, including COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
3. If employees have symptoms of acute respiratory illness (i.e., fever, cough, shortness of breath), they must stay home and not come to work until they have received written permission from their health care provider to return to work.
4. Report any suspected or confirmed COVID-19 cases to their ETSU coordinator.
5. Comply with OSHA's *Guidance of Preparing Workplaces for COVID-19*.
6. Wear a face covering before entering any occupied ETSU building or office space. ETSU health-care clinics may also require temperature readings prior to entering their establishment.

### **Responsibilities**

All contractors and their employees are responsible for adhering to this policy. All Facilities Management directors, supervisors, and employees, while coordinating any contractor, will ensure that contractors and their employees adhere to this policy. **Contractors and their employees who fail to comply with this policy may be subject to cancellation of their contract and removal from university property.**

### **References**

Tennessee Office of the Governor: General Guidelines for Businesses at url:  
<https://www.tn.gov/governor/covid-19/economic-recovery/general-guidelines-for-businesses.html>

OSHA Guidance on Preparing Workplaces for COVID-19 at url:  
<https://www.osha.gov/Publications/OSHA3990.pdf>

### **Facilities Management Department Contacts**

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