

## Exhibit - Covid-19 Protocols for Facilities Management Contractors

In response to the Covid-19 pandemic, Wellesley College has instituted programs, guidelines and policies to safeguard our community. The College's Covid-19 Health and Safety Program can be found at this website: <https://www.wellesley.edu/coronavirus>. It is expected that anyone on campus - faculty, staff, students, contractors, consultants, etc - will follow these guidelines and review the site for any updates on a frequent basis. Noncompliance may be subject to removal from campus, temporarily or permanently.

Outlined below are additional Facilities Management and Planning Department requirements for contractors<sup>1</sup>. This includes 1) contractors within designated construction zones, 2) regular maintenance contractors and 3) those used for emergency response who DO NOT engage with students, faculty or staff (except for FM&P staff).

1. The College requires that prior to starting work on campus, the contractor/consultant provides the name and contact information for a site-specific "COVID-19 supervisor". This information will be sent to the College's Project Manager who will input the information onto a Vendor/Contractor form. At a minimum, the Covid-19 supervisor will track who is on site, when and where and, if available, the vaccine status of employees working under their control. This information should be available upon request by College management to address Covid exposures.
2. When working on the Wellesley College campus, the contractor and their employees / subcontractors will agree to fully adhere to all applicable Covid-19 standards set by the College. This includes, but is not limited to:
  - a. everyone properly<sup>2</sup> wearing a mask while inside campus buildings. Masks are not required to be worn within defined construction zones inside or when outdoors,
  - b. maintain a proper distance from College staff and students,
  - c. wash hands frequently,
  - d. proper housekeeping and cleaning, and
  - e. disinfection of the work area under the contractor's control.
3. Ensure all employees conduct a daily self-check for signs or symptoms of Covid-19. No one who is sick is allowed on campus. If a worker gets sick during the work day while on campus, the worker must leave immediately and the Covid-19 supervisor must contact

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<sup>1</sup> Consultants such as Architects, Engineers and Designers are excluded from this Policy. Consultants must comply with the College's vaccine mandate found on the Keeping Wellesley Healthy website.

<sup>2</sup> Proper mask wearing - fully covering nose and mouth, no fleece gaiters or masks with filters and, at least 3-ply. See information from the Center for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

the College's Project Manager or the Director of Environmental Health and Safety within 30 minutes. The site where the sick worker was located will be disinfected immediately.

4. In the event an individual who works on the site (works for the contractor or a sub-contractor) tests covid positive, the Covid-19 supervisor is required to notify the College's Project Manager or the Director of Environmental Health and Safety so the College can conduct internal contact tracing. Provide the following information when reporting a covid positive case:

- The date the person tested positive
- Where the person was working on campus (specify exact location(s)).
- The last day and time they were on campus
- Were they in contact<sup>3</sup> with any Wellesley College employee, if yes, who.  
If the individual came in contact with a College employee, the information will be passed onto our contact tracing team.
- Are they symptomatic or asymptomatic
- Vaccine status, if available (fully vaccinated, partially vaccinated, no vaccine)

**Contact Information:**

Facilities Management & Planning Main Service Line - 781-283-2767

Environmental Health and Safety Office 781-283-3882 or [ehs-staff@wellesley.edu](mailto:ehs-staff@wellesley.edu)

Campus Police Non-Emergency Phone - 781-283-2121

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<sup>3</sup> Contact is defined as being within 6 feet of someone for more than 15 minutes over 24 hours regardless if they were wearing a mask