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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.

### **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. Report any suspected or confirmed COVID-19 cases to their ETSU coordinator.
2. Masks are not required at ETSU; however, face coverings are encouraged indoors and in outdoor settings when physical distancing is not possible to prevent the infection and spread of COVID-19.

## **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**

Centers for Disease Control and Prevention  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

## **Facilities Management Department Contacts**

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**Approved by:** \_\_\_\_\_  
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**Date approved:** \_\_\_\_\_

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