CONSULTANTS, VENDORS, AND SERVICE PROVIDERS SPECIFIC DOCUMENTS
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### CONSULTANTS, VENDORS, AND SERVICE PROVIDER SPECIFIC DOCUMENTS

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Along with national, state and local government officials, Auburn University and Auburn University Facilities Management administration continue taking steps to reduce the spread of the Coronavirus (COVID-19) on campus. This includes the issuance and updating of health and safety guidelines. We must be confident that your firm and all your staff and contracted workers use best practices to limit the spread of COVID-19 on Auburn University’s campus.

Protecting the health of anyone on Auburn University’s campus is paramount. We are aware that many of you have already put in place procedures to limit the spread of the virus. However, an abundance of caution is necessary. Therefore, we request that you review the following guidelines and – to the extent, you have not already done so – incorporate them into your work procedures immediately.

1. Before reporting to work, all individuals should do a self-assessment of any potential symptoms, which include cough, shortness of breath/difficulty breathing, fever or chills, sore throat, muscle pain, sudden loss of taste or smell, red eyes, headache, nausea, vomiting, diarrhea, and abdominal pain.
   a. If anyone onsite has these symptoms, the person should leave campus and contact the AU Med Clinic.

2. All individuals should have a face covering on themselves at ALL times while on campus.
   a. Face coverings required when physical distancing of 6’ cannot be achieved for exterior work or new construction.
   b. Face coverings required to be worn 100% of the time inside university buildings.

3. Practice social distancing (six feet is recommended) to the maximum extent possible, including taking breaks outside and apart from one another. Do not gather in groups and avoid gatherings of five (5) or more people.

4. Instruct workers not to share items, like pens for signing documents, etc.

5. Use call-in or video-conference meetings instead of face-to-face to the maximum extent possible.

6. Restrict workers to the project work area only and do not allow them to enter other AU buildings.

We appreciate your cooperation. If you are unable to incorporate these social distancing guidelines into your work procedures, you must suspend your on campus operations.
Consultants, Vendors, and Service Providers COVID-19 Related Protocols

Exposure Levels and Definitions:

1. **Exhibiting Symptoms** – When an employee reports or is experiencing symptoms of COVID-19, or if an employee’s supervisor observes the employee exhibiting symptoms of COVID—19.

   *During a pandemic, employers can ask employees if they are experiencing symptoms of the pandemic virus, COVID-19, including but not limited to: cough, shortness of breath/difficulty breathing, fever or chills, sore throat, muscle pain, sudden loss of taste or smell, red eyes, headache, nausea, vomiting, diarrhea, and abdominal pain.*

2. **Direct Exposure** – When an employee notifies their superintendent/project manager of potential direct exposure, meaning the employee came within 6’ of any individual who has tested positive for COVID-19, at work or away from work.

3. **Secondary Exposure** – When an employee notifies their supervisor of potential secondary exposure (i.e. the employee came in direct contact with someone who has been in direct contact with an individual who has tested positive for COVID-19).

4. **Confirmed COVID-19 Diagnosis** – When an employee notifies his/her supervisor that he/she has a confirmed diagnosis of COVID-19.

Employees Immediate Action:

If a person falls into the mentioned exposure levels listed above, then the following protocols must be followed.

A. **Employee notifies their immediate supervisor**: If employee is at work, the employee should be sent home immediately. Employee should also provide a current cell/contact number.

B. **Employee calls AU Med Clinic**: The employee should be directed to contact the AU Medical Clinic by the end of the day.
   - Directions for Contacting AUMC:
     - Contact the AU Medical Clinic at (334) 844–9825 for phone screening, potential testing, and guidance.
     - After hours or on weekend, call the EAMC COVID-19 hotline at (334) 528–7425.
     - Do NOT go to the clinic prior to calling.

   *The employee may be tested by the AU Medical Clinic but it is not required. Any medical provider can provide testing. The purpose of this call is to allow the AU Med Clinic to track possible or confirmed COVID-19 cases that occur on campus.*

C. **Employee/Employer provides Information to Supervisor**: The employee should provide the information listed below to their supervisor as soon as possible (or within 24 hours), which should be passed along to the General Contractor:
   - Any guidance provided by AU medical clinic, as it relates to the employee’s ability to return to work, or others in the workplace.
If applicable – any guidance or information provided by the public health department or Health and Human Services

- If not on campus when reported, when was the last time the employee was on campus?
- Identify all “affected” employees who were in close proximity (6 feet or closer) with them in the previous 14 days.
- Identify all campus locations they occupied in the last 14 days.

**Supervisor Immediate Action:**

A. **Notifications**: The supervisor sends the notifications listed below as soon as possible. Employee provided information should be sent as it becomes available.
   - Supervisor notifies chain-of-command within his/her organization.
   - Supervisor notifies AU Main Point of Contact.
   - Employee notifications are made:
     - “Affected” employees should be notified when they have been identified as having worked in close proximity (6 feet or closer) with another employee.
     - **Other personnel**: as a courtesy, notify all employees and visitors who have been on the jobsite of a potential exposure or confirmed COVID diagnosis of someone on their jobsite.

*Confidentiality – please maintain confidentiality when notifying employees. Do not provide personally identifiable or medical/symptomatic details of the employee or you could risk violation of confidentiality laws.*

**AU Main Point of Contact Immediate Action:**

A. Notifications as a result of a confirmed COVID-19 diagnosis follow this process:
   a. Notify your immediate supervisor so information can be sent up the chain as required by AU Protocols.

**Return to Work Guidelines:**

A. Contractor and employee should remain in communication as it relates to any return to work options.
   - Employee is not to return to work until cleared by a medical professional.
Consultants, Vendors, and Service Providers COVID-19 Related Protocols
For employees reporting symptoms of, direct or secondary exposure to, or a confirmed diagnosis of COVID-19

Immediate Action for Employee
- If employee is at work, they should be sent home.
- Employee should call AUMC at (334) 844-9825 for guidance.
- Employee/Employer should provide following info to their Supervisor within 24 hours:
  - Any guidance provided by AUMC, public health department, or Health & Human Services
  - When was the last time the employee was on campus?
  - Identify all “affected employees” who worked in close proximity (6ft or less) with them in the past 14 days
  - Identify campus locations they occupied in last 14 days

Immediate Action for Supervisor
- Notify AU Main Point of Contact as soon as possible of a potential exposure or confirmed diagnosis with all the campus locations the employee has worked or been in the last 14 days.
- Notify “affected employees” that they have been identified as having worked in close proximity with another employee who has reported experiencing symptoms, direct or secondary exposure, or a confirmed COVID diagnosis.
  - “Affected Employees” will need to contact AUMC or their doctor for further guidance.

Return to Work:
- Employee is not to return to work until cleared by a medical professional.
- Contractor must receive a Return to Work confirmation from a medical professional in the cases of a confirmed COVID-19 diagnosis.