



Ursinus College

Examples of COVID19 Recommended Best Practices for Subcontractors and Vendors

Contractors and vendors are expected to consult, understand, and comply with all applicable federal, state, and local orders, regulations, guidelines, and recommendations, including but not limited to those from the federal government (e.g., CDC, OSHA) and Commonwealth of Pennsylvania (e.g., Governor Wolf, Pa. Health Department). For example:

1. Employees should stay home if not feeling 100% or have had [close contact](#) with someone that has exhibited the symptoms of coronavirus within the last 48 hours (or 2 days). Primary symptoms are a cough, fever (100.4 F or higher), shortness of breath, fatigue, body aches, runny/stuffy nose, chills, or sore throat.
2. If an employee worked at a site during the 48 hours prior to being diagnosed with COVID-19, the employer should notify the site or sites affected. The employer must follow the [CDC guidelines](#) for the return of the employee to work.
3. Maintain physical distancing of 6 feet or greater in the workplace.
4. Follow recommended [CDC hygiene practices](#) including but not limited to washing hands for at least 20 seconds with warm soap and water or an alcohol-based hand sanitizer that contains at least 60% alcohol, cleaning and disinfecting frequently touched surfaces, and covering the mouth and nose when coughing or sneezing.
5. Require all persons present at a work site to wear a mask or some type of face covering that covers both the nose and mouth and does not interfere with the work or present a hazard (PA Secretary of Health order, issued April 15, 2020 and updated [November 17, 2020](#)). Review the CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> for further information.
6. Provide personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.
7. Prohibit food or drinks (other than water) in the work area. Avoid use of a common watercooler or other communal beverage dispenser (i.e. coffee).
8. Require breaks to be taken in each employee's personal vehicle. Provide alternatives that provide appropriate physical distancing outside the work area if vehicles are not accessible.
9. Hold job site related meetings virtually or via phone. If you must meet in person, comply with the [CDC physical distancing guidelines](#) (6 feet or more) and good hygiene practices.
10. Encourage employees to use own tools and equipment whenever feasible. Sanitize tools and equipment if shared.