



CONTRACTOR/SERVICE PROVIDER COVID-19 SAFETY PLAN AGREEMENT

As part of the Chapman University Vendor/Contractor/Service Provider/Consultant contracting process, and in response to the COVID-19 virus spread, the following outlines the expectations of the University to help ensure that we maintain a safe and healthy workplace for all members of the Chapman University community of students, faculty and staff as well as members of the public who come to our campus.

We expect all Vendor/Contractor/Service Provider/Consultants on site to follow current Public Health recommendations including:

- **physical distancing** of a minimum of six (6) feet (2 meters),
- **regular hand washing** (20+ seconds),
- the use of **face coverings** by ALL individuals,
- daily reporting by all company workers who will be present at any Chapman University physical location, confirming acceptable health status via [CDC COVID-19 health indicators](#), using Chapman provided [link](#).
- and any other protocols of Chapman University, the Centers for Disease and Control (CDC), State of California, and County of Orange.

A Vendor/Contractor/Service Provider/Consultant employee or other representative will **NOT** be allowed on site if the person:

- Is currently experiencing any [symptoms of COVID-19](#),
- Is currently the subject of a 14-day self-isolation period,
- Has travelled outside of the United States within the past 14 days, or
- Has been in close contact with someone who has a confirmed COVID-19 case within the past 14 days.

Vendor/Contractor/Service Provider/Consultant Reporting Expectations:

- **Each day that any company employee is on campus or any other job site operated by the University, all such employees will report by completing the survey found at this [link](#).**
- Maintain a log of the names/dates of those employees who work at any University location.
- Follow **guidelines for self-reporting and immediately notify** the University representative they have been working with and the Chapman University Environmental Health & Safety (EH&S) Manager at ehs@chapman.edu of any employee who:
 - Experiences [symptoms of COVID-19](#), as specified by CDC,
 - Has been asked by any Health Care Agency to self-isolate, or
 - Has tested positive for COVID-19.

Vendor/Contractor/Service Provider/Consultant Response to a Suspected or Confirmed Case:

- **Provide the following information to the University representative and EH&S Manager:**
 - Last day and time the employee was on campus
 - Names of any University persons with whom they may have had close contact
 - Locations visited – room(s) accessed, parking areas, restrooms, and general path of travel
- Update EH&S Manager should there be any changes to the employee's reported condition
- Follow CDC guidelines for [When You Can be Around Others After You Had or Likely Had COVID-19](#) in deciding when the employee could return to the Site
- Provide documented confirmation of wellness prior to returning to campus if requested by the EH&S Manager

The University EH&S Manager will initiate any further actions required by the University.

Any Vendor/Contractor/Service Provider/Consultant who visits any locations of the University is required to maintain and enforce a COVID-19 Response Plan which contains the minimum elements of a Plan as described in the supplied [sample template](#). If you have your own separate Plan that contains the minimum standards described in the below template, you may use that Plan.

If you choose to use this template, you should customize it to meet your own needs.

Signature below acknowledges that these reporting requirements and COVID-19 Response Plan requirements have been understood and agreed upon.

Company Name:	
Name of Authorized Signer	
Date Signed	