Vaccination and COVID-19 Protections Policy for Contractors

[EFFECTIVE JULY 19, 2021]

Union College continues to move toward a more normal campus environment this summer and fall. The vaccine mandate for students and employees is a key part of our strategy and commitment to maintaining a safe and healthy workplace in light of the COVID-19 pandemic. To fully protect the Union campus community, it is important that we assure that contractors and others who we do business with maintain adequate precautions against COVID-19. The College requires contractors to either be fully vaccinated or adhere to any safety protocols established by the College for unvaccinated persons on campus depending on the amount of time their staff are present on campus. Safety protocols may be updated from time to time to reflect changes in state and federal COVID-19 related guidance.

Union College employees who serve as the contract originator for contracts* with outside entities should review the Contract Review Checklist found at the Contract Management website at: https://www.union.edu/finance/contract-management to incorporate the following requirements into their formal agreements effective 8/15/2021 by use of a COVID-19 Addendum also found at the Contract Management website:

- Contractors performing ongoing operational needs with individuals who will have a sustained presence on campus with the potential for close interaction with employees and/or students (e.g., dining services and cleaning) will be required to demonstrate that all staff on campus are fully vaccinated.
- Contractors working on time-limited, special projects (e.g., construction) with little potential to have close interaction with employees and/or students must adhere to any safety protocols established for unvaccinated individuals.
- Contractors/delivery persons who are only on campus sporadically and for short periods of time (e.g., bottled water delivery) must adhere to any safety protocols established for unvaccinated individuals.

All contractors are required to submit a statement on their letterhead attesting that they will remain in compliance with the relevant requirement. Contractors also agree to provide evidence of compliance upon request from the College.

* Any other individuals or entities who do business with the College that are not under a formal contract are also expected to adhere to this policy. These include individuals who
have a focused interaction with students on campus for a short period of time, such as participating in interviews in the career center or guest lecturers.