

## Vaccination and COVID-19 Protections Policy for Contractors

[EFFECTIVE JULY 19, 2022]

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 (listed below) 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 (listed below) 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 is 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.

## **SAFETY PROTOCOLS FOR UNVACCINATED INDIVIDUALS ON UNION COLLEGE'S CAMPUS**

Unvaccinated persons:

- On campus, are requested to wear masks and maintain an appropriate physical distance from others when in an indoor setting on campus and to refrain from coming to campus if they either experience symptoms consistent with COVID-19 or are exposed to a person who is suspected of having COVID-19.
- Are required to inform the College if they are diagnosed with COVID-19 or experience symptoms consistent with COVID-19 so the College can initiate contact tracing activities, as appropriate.
- May need to be excluded from campus for **5 days** or longer if an outbreak of COVID-19 occurs on campus, as defined by the College.