

## **COVID-19 Protocol for Health and Safety Information for Third Parties**

### **Purpose**

The following protocol outlines what health and safety information should be provided to contractors, vendors and other organizations who are using space on York campuses.

### **Scope**

Third parties entering the campus include contractors, vendors and others who use space on York's campuses. Existing processes for returning contractors and vendors remain unchanged. As the COVID-19 situation evolves, what is deemed appropriate for the situation may also change. Contractors/vendors should review and update their health and safety plan regularly, in accordance with Health Canada and MLTSD requirements.

### **Protocol**

When departments/faculties are arranging for contractors and vendors or other organizations to attend York campuses, the following information needs to be shared:

- Contract documents or agreements, where appropriate, which include language around their responsibilities for health and safety as an employer. This is an established process that should continue.
- Additional information on York University's approach to the pandemic can be found on the [Better Together](#) site.
- The [screening requirements](#) in place for those who need to be on site in any York location.
- York's policy decision regarding the requirement to wear a mask or face covering in all indoor and enclosed spaces. More information can be found on [Better Together](#).

### **Responsibility**

Departments and faculty representatives who are bringing contractors/vendors or others to campus are responsible for sharing this information with them. Existing channels for legal and risk management reviews remain in place.

Departments and faculty representatives are responsible for maintaining documentary records of all third parties who attend activities on campus and for confirming that the appropriate health and safety information was shared. (e.g. indicating by who, by what means, and where/when)

### **Communication**

This protocol will be shared with departments through the Senior/Executive Officers and Area Health and Safety Officers. In addition, it will be shared with York University Development Corporation (YUDC), York University Student Centre and Aramark. Lastly, it will also be posted on York's COVID website.

### **Contact**

For any questions on health and safety requirements on York's campuses, please contact: [hsewb@yorku.ca](mailto:hsewb@yorku.ca).