

COVID-19 Protocol for Health and Safety Information for 3rd Parties Health and Safety Information for Contractors, Vendors and Other Organizations on York Campuses

Purpose

The following protocol outlines what health and safety information should be provided to third parties who are using space on York's 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 different situations may also continue to change. Contractors or vendors should review and update their health and safety plan regularly, in accordance with Health Canada and MLTSD requirements.

Protocol

When departments or faculties are arranging for contractors and vendors or other organizations to attend York's 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](#) website.
- The [YU Screen](#) (COVID-19 Screening) [requirements](#) in place for those who need to be on site in any York location. Anyone without a YU login ID must sign in as a "guest" to complete the screening. The confirmation of a "cleared" status must be kept on record for a period of 30 days.
- York's policy decision regarding the requirement to wear a mask or face covering applies in all indoor and enclosed spaces. More information can be found on the [Better Together](#) website.
- The requirement to comply with section 4.8 of York's [COVID-19 Vaccination Mandate](#).

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, for example indicating by whom it was shared by, 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) and 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.