

## **COVID-19 Protocol for Health and Safety Information for Contractors and Vendors on York Campuses**

### **Purpose**

The following protocol outlines what health and safety information should be provided to **contractors/vendors** who are entering and performing work on York University campuses or sites.

### **Scope**

This protocol applies to contractors and vendors who are entering and performing work on York University premises and may be amended as the COVID-19 situation evolves. Contractors and vendors are responsible for reviewing and updating their workplace health and safety plan regularly, in accordance with Public Health and Ministry of Labour, Training and Skills Development requirements.

### **Protocol**

When departments or faculties are arranging for contractors and vendors to attend York's campuses or sites, the following information needs to be shared:

- Contract documents or agreements (where appropriate), which include language around their responsibilities for workplace health and safety as an employer. This is an established process that should continue.
- Additional information on York University's approach to the pandemic that can be found on the [Better Together](#) website.
- Contractors and vendors and their employees must comply with COVID-19 daily screening requirements as required by public health authorities and other provincial requirements, per the [Contractor/Vendor Attestation Form](#).
- All individuals must adhere to public health measures regarding physical distancing (currently 2-metre) and the requirement to wear a mask or face covering in all indoor and enclosed spaces. More information can be found on the [Better Together](#) website.
- Contractors and vendors and their employees who attend York University premises must comply with York's [COVID-19 Vaccination Mandate](#) and are required to complete and submit the Contractor/Vendor Attestation Form.
- Refer to the [COVID-19 Protocol for Self-Disclosure, Screening and Incident Management](#) for more information on COVID-19 self-disclosure, necessary screening practices and incident management processes.

### **Responsibilities**

#### York University departments and faculty representative responsibilities:

Departments and faculty representatives are defined as any York staff or faculty members who are responsible for hiring contractors or vendors. For this group, the following currently apply:

- Ensure that language around contractor health and safety responsibilities is included in the contract documents or agreements (where appropriate). This is an established process that should continue.
- Share health and safety information and applicable requirements outlined on the [Better Together website](#) or items such as the [COVID-19 Vaccination Mandate policy](#) and/or this document etc. with contractor/vendor.

- Ensure that existing channels for legal and risk management reviews remain in place.
- Maintain documentary records inclusive of information shared (shared by whom, by what means, and where/when).
- Refer below to Table 1 for responsibilities pertaining to Contract/Vendor COVID-19 attestation.

Third party responsibilities (e.g., contractors or vendors):

- Must abide by all York University safety measures and protocols.
- Must abide by all public health and regulatory requirements.
- Must complete, submit (within 2 weeks of sending of Letter to Contractor/Vendor) and comply with requirements outlined in the Contractor/Vendor Attestation Form.

**Communication processes**

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 the York University Development Corporation (YUDC) and York University Student Centre. Lastly, it will also be posted on York’s [Better Together website](#).

**Contact information**

- For **contractor/vendors** with any questions on health and safety requirements to attend activities on York’s campuses, please contact your York University primary contact
- For **York University employees** with any questions pertaining to this document, please contact Health Safety and Employee Well-Being (HSEWB).

**Table 1: Contractor/Vendor COVID-19 Attestation Process**

Step	Contractor/vendor type	Responsible party	Action
1	Active* vendor in York’s Financial database (Peoplesoft) with an email address	University Services Centre	<ul style="list-style-type: none"> <li>• Send letter to all active* contractors/vendors in York’s Financial database (Peoplesoft) with an email address informing them of the need to complete and submit the Contractor/Vendor Attestation Form within 2 weeks of receipt.</li> </ul>
	Active* and new vendor (under \$100,000)	Faculty/Department requesting work from the contractor/vendor	<ul style="list-style-type: none"> <li>• Send letter to all active* and new contractors/vendors (under \$100,000) informing them of the need to</li> </ul>

			complete and submit the Contractor/Vendor Attestation Form within 2 weeks of receipt.
	New vendor (over \$100,000)	Strategic Procurement	<ul style="list-style-type: none"> <li>• Send letter to all new contractors/vendors (over \$100,000) informing them of the need to complete and submit the Contractor/Vendor Attestation Form within 2 weeks of receipt.</li> </ul>
2	All	Contractor/Vendor	<ul style="list-style-type: none"> <li>• Determine if they are required to access campus or in-person activities.               <ul style="list-style-type: none"> <li>○ If so, they must complete and submit the Contractor/Vendor Attestation Form through the prescribed channel within 2 weeks of receiving letter.</li> <li>○ No further action if not accessing campus or in-person activities.</li> </ul> </li> </ul>
3	All	University Services Centre	<ul style="list-style-type: none"> <li>• Receive, review, verify and store the Contractor/Vendor Attestation Form.</li> <li>• Maintain a list of all contractors/vendors who have submitted an attestation.               <ul style="list-style-type: none"> <li>○ For verified attestations, add the contractor/vendor to the list with the status “verified” and email the contractor/vendor notifying that the attestation has been received and verified.</li> <li>○ For attestations that are not verified (e.g., unsigned), add the contractor/vendor to the list with the status “insufficient” and contact the contractor/vendor to</li> </ul> </li> </ul>

			<p>identify the required corrections.</p>
4		<p>Faculty/Department requesting work from the contractor/vendor</p>	<ul style="list-style-type: none"> <li>• For contactors/vendors that require access to campus or in-person activities, check that they are shown as “verified” on the list within 2 weeks of the initial submission request.             <ul style="list-style-type: none"> <li>○ If they are not on the list, follow up with your contactors/vendors to remind them that they must submit the attestation form.</li> </ul> </li> </ul>

\*Active = as of November 2021