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 protocols, as applicable, in accordance with public health and Ministry of Labour, Training and Skills Development requirements.

Protocol
When Faculties or departments are arranging for contractors and vendors to attend York’s campuses or sites, the following information must 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.
- Instructions that contractors and vendors and their employees must self-assess for symptoms and not attend campus, or leave immediately if feeling unwell. YU Screen remains available as a self-assessment tool.
- Reminders that all individuals must adhere to public health measures in place at York, such as wearing a mask in all indoor spaces.
- Reference to the COVID-19 Protocol for Self-Disclosure, Screening and Incident Management for more information.

Responsibilities
York University Faculty or department 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 and/or this document with the 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).

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, as applicable.
- Must review and comply with information outlined in the Letter to Contractor/Vendor

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).