



COVID-19 Guidelines for Vendors and Contractors

Due to the evolving COVID-19 pandemic, Kean University is modifying its protocols and procedures for all on-campus vendors and contractors. Effective immediately, the following guidelines are in effect on all of Kean University's campuses for vendors and contractors until further notice.

- Only approved vendors with authorized work orders and/or purchase orders will be allowed on campus (exception for full-time on campus vendors)
- Vendor must maintain a log of employees with dates/times/locations on campus for contact tracing purposes and provide same to Kean University upon request
- Vendor must provide all employees on campus with the attached COVID-19 Symptom Checker prior to arrival on campus (NOTE: The COVID-19 Symptom Checker does not have to be filled out and sent to Kean.)
- Vendor must ensure employees download and use the #CampusClear App every day prior to arriving on campus and show the "Good to Go!" screen to the appropriate University personnel upon arrival (more information on the app can be found at <https://www.kean.edu/return-campus>)
- Vendor must ensure that its employees are symptom free and do not come to campus if they are exhibiting any symptoms consistent with COVID-19, been in contact with a person diagnosed with or being tested for COVID-19, or traveled outside of the United States or to areas within the United States identified by Governor Murphy as hotspots within 14 days of arrival to campus
- Vendor must notify appropriate Kean University personnel if any of its on-campus employees test positive or exhibit any symptoms of COVID-19, as listed in the COVID-19 Symptom Checker, and cooperate with University personnel and local health officials in their contact tracing efforts
- Vendor must provide training to all employees on proper hand washing and sanitizing techniques (see attached CDC poster)
- Vendor must require employees to wear face coverings at all times while on campus, except when doing so would inhibit an individual's health (prior approval from the University would be necessary in that case)
- Vendor must require employees to comply with social distancing protocols keeping a distance of six (6) feet from others while on campus
- Vendor must require employees to abide by all other University protocols in place to reduce the spread of COVID-19 on its campuses as set forth in the University's [Restart Plan](#), as may be amended, and to follow instructions of University personnel while working on campus

All vendors and contractors are expected to follow these guidelines until further notice. Failure to do so will result in the removal of vendor/contractor from campus.

[NOTE: This form is for informational purposes and does NOT need to be submitted]

COVID-19 SYMPTOM CHECKER

Before arriving to any Kean University campus, all visitors should review the following:

In the past 14 days:

Have you tested positive for COVID-19?

Yes No

Have you been in close contact with someone who tested positive for COVID-19?

Yes No

Have you traveled out of the United States or to one of the States listed on the [https://
covid19.nj.gov/](https://covid19.nj.gov/) travel advisory?

Yes No

Do you have a fever above 100.4 degrees Fahrenheit?

Yes No

Do you have any of the following symptoms? (Check all that apply)

Shortness of breath Yes No

NEW Cough Yes No

NEW Loss of Taste or Smell Yes No

Sore Throat Yes No

Congestion or Runny Nose (not allergies) Yes No

NEW Unexplained Fatigue Yes No

Muscle or Body Ache Yes No

NEW Headache Yes No

Nausea or Vomiting Yes No

Diarrhea Yes No

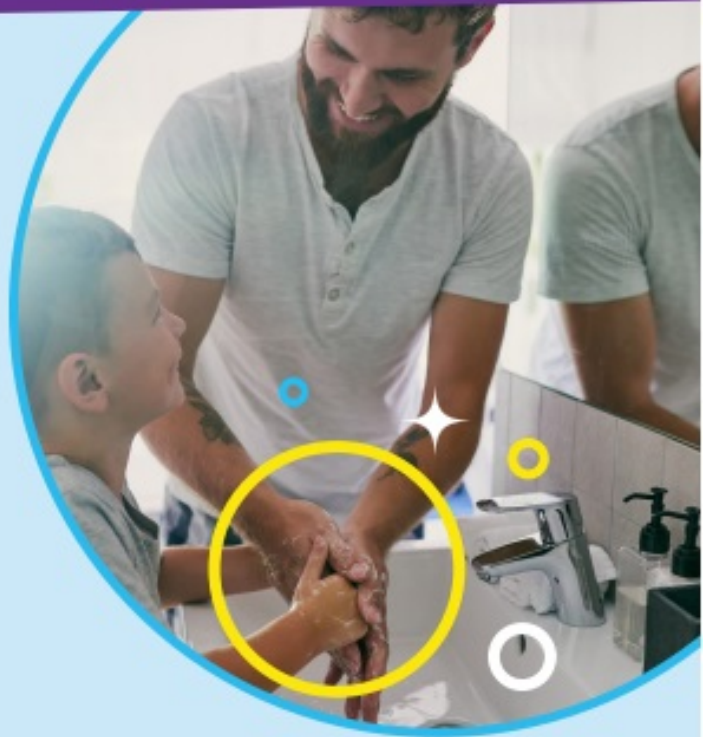
If you answer “No” to all questions, proceed to campus.

If you answer “Yes” to any question, DO NOT proceed to campus. Notify the appropriate University personnel and consult your health provider.

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A