

Hudson Valley Community College
COVID-19 Contractor and Visitor Protocols
Revision Date: July 10, 2020

Contractors and visitors are expected to follow the protocol provided in this document to protect themselves and others from the spread of the virus that causes COVID-19. Contractors and visitors should check with their college contact before coming to campus to determine the need for appointments, special precautions or procedures.

These protocols are in effect until further notice and are subject to change as additional guidance becomes available.

General Requirements

Face Masks

Face masks covering the nose and mouth are required to be worn by contractors and visitors over the age of two years old at all times while on campus. Face masks may be removed when eating or drinking or when more than six feet away from others in an outdoor setting. Contractors and visitors are encouraged to provide their own masks. A limited supply of masks will be available for contractors and visitors who do not have their own through Public Safety or their campus host. Contractors and visitors who are not medically able to wear a mask will not be required to wear one, but will be asked to use a face shield instead. Masks with exhalation valves are not permitted to be worn unless covered with a face mask due to the potential for the wearer to expose others to smaller droplets containing the virus.

Social Distancing

All contractors and visitors are required to maintain a distance of six feet from others at all times unless safety or the core activity of the task requires a shorter distance or suitable barriers are in place.

Health Screening

Contractors and visitors should not report to campus if they have:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive for COVID-19 in the past 14 days; or
- Experienced any symptoms of COVID-19 in the past 14 days.
- Travelled in the past 14 days from any international location or United States location with a quarantine requirement in effect from the [New York State Health Department](#).

All contractors and visitors will be required to undergo a daily health screening upon reporting to campus. The screening form and current screening locations can be accessed on the college's coronavirus [Health Screening](#) webpage.

Additional Requirements

Contractors and visitors should follow any specific procedures provided by the department.

Contractor Requirements

All contractors are expected to provide appropriate safety protections to their employees for their safety and the safety of the college community in accordance with all applicable laws and their contract with the college. Additional contractor requirements related to COVID-19 include, but are not limited to, the following:

- All contractor visits to campus must be pre-approved and scheduled by the department coordinating the work. No unauthorized or unscheduled visits are permitted.
- Whenever possible, contractors should check in with the contracting department by phone and proceed directly to the work location after successfully completing the health screening process.
- As applicable, contractors must follow NYFORWARD guidance for construction or other applicable industries.
- For multi-day, multi-employee or multi-employer projects, the following additional requirements apply:
 - A COVID-19 Safety Plan must be submitted detailing methods of compliance with CDC and New York State Department of Health guidance in effect at the time of work. The plan must be specific to the work to be performed on campus. As applicable, the plan must address all required elements of the [Interim Guidance for Construction Activities During the COVID-19 Public Health Emergency](#) or guidance applicable to other industries.
 - A daily log must be maintained and submitted to the Hudson Valley contact detailing the names of all contractor employees on campus, locations accessed on campus and contact information to enable contact tracing.