

Policy for Vendors and Contractors working on campus during COVID-19.

Date of Policy: September 2022

The purpose of the policy is to control access to the campus by companies, which include vendors and contractors performing design, construction, maintenance, or any service type work for at least 2 hours on campus. Deliveries to central receiving and campus mailroom are exempt from this policy.

- Category #1: Company visiting campus for short duration and has less than 10 people working on campus:
 - Complete **attachment A** by an officer in the company and submit to the Academy's point of contact prior to arriving to campus. Only one form per company is required.
 - Follow the current Phillips Exeter Academy COVID-19 policies.
 - Visit assigned areas only.
- Category #2: Company performing work on campus for longer durations and has more than 10 people visiting the job site per day.
 - Complete **attachment A** by an officer in the company and submit to the Academy's point of contact. Only one form per company is required.
 - Follow the current Phillips Exeter Academy COVID-19 policies.
 - General Contractor will establish protocols for employees and subcontractors and maintain a copy on site.
 - At a minimum plan will include:
 - Process for addressing ill workers
 - Daily clean

ATTACHMENT A

Phillips Exeter Academy

Contractor Employee COVID19 Policy

September 2022

Company Name: _____

As an authorized agent of the above-named contractor, I agree to the following:

1. Employees will follow the most current Phillips Exeter Academy COVID-19 policies.
2. We will be responsible for monitoring our employees for any signs of COVID-19 which will include screening all employees daily for any signs and symptoms of infection (fever, cough, body aches, etc.) and will prohibit any employee who shows any signs of infection from Phillips Exeter Academy grounds, buildings etc.
3. We will report to Phillips Exeter Academy immediately if any of our employees' tests positive for the COVID-19 virus.
4. We agree that failure to comply with this agreement may result in loss of all future contract work with Phillips Exeter Academy.

Signature

Printed Name

Title

Date