

## Elon University COVID-19 Health and Safety Procedures

In response to the COVID-19 pandemic, Elon University ("University") has developed guidelines for physical distancing and hygiene to protect the health and safety of students, faculty, staff, and visitors including contractors and vendors. These guidelines have been incorporated into the terms and conditions of Elon University purchase orders, contracts and ethical procurement guidelines.

These guidelines are in accordance with recommendations from the CDC (Centers for Disease Control and Prevention). All students, faculty, staff and visitors including contractors and vendors are expected to exercise caution and continue physical distancing and personal hygiene practices to protect from the spread of the coronavirus as per the guidelines below. Each member of the Elon community and our visitors including contractors and vendors must exercise personal responsibility to protect the community, including those most at risk. (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>)

All contractors and vendors shall comply with the following guidelines when working on the Elon University campus or delivering goods or services to the campus.

- **Everyone on Elon University's campus is required to wear a face covering (mask) over the nose and mouth when indoors. (Face covering policy: <https://www.elon.edu/u/ready-and-resilient/health-wellness/face-covering-policy/>) This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, theaters and other indoor spaces. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained. This policy went into effect on June 26, 2020, at 5 p.m. and will continue until otherwise announced by the university. Exceptions: Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times.\***
- Face coverings may be cloth or disposable.
- Individuals should have face coverings with them whenever they are on campus.
- Individuals who enter facilities without a face covering will be asked to leave.
- Limit close personal contact and maintain a minimum 6-foot distance apart.
- Wash hands with soap and water for at least 20 seconds as frequently as feasible.
- Use hand sanitizer after interactions with people or objects, if soap and water are not readily available.
- Cover coughs and sneezes into the sleeve or elbow, not hands.
- Clean and disinfect high-touch surfaces (equipment, buttons, door handles, counters, workstations, keyboards, telephones, etc.) regularly.
- Avoid touching your face.
- Refrain from shaking hands.
- Avoid using other individuals' phones, desks, work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Limit the number of people at gatherings, ensuring that North Carolina (NC) law is followed.
- When in-person meetings are necessary, no more than the number of people defined in NC law by the Governor's order should be present, and physical distancing should be in place.
- Video conferencing and conference calls can be used instead of in-person meetings.
- Please note that the multi-person limit on gatherings includes other personnel that may be present in that space.
- Remain mindful of physical distancing in small spaces including elevators, hallways, stairwells, and restrooms.
- Eat in a location that allows for appropriate physical distancing.

Contractors and vendors are responsible for compliance with CDC and University guidelines, including but not limited to temperature screening and provision of personal protective equipment. Elon University may but shall not be responsible for providing any equipment necessary for compliance or for any in-person screening necessary to comply with applicable CDC and University guidelines. Contractors and vendors shall ensure current compliance with CDC guidelines and maintain compliance if such guidelines are updated.

Notification to Elon University in the event of a positive COVID-19 case. In the event that any of Contractor/Vendor's Personnel is or has been present or performing services on University's campus (a) tests positive for COVID-19, or (b) has been in close contact with someone that tests positive for COVID-19, then contractors and vendors should follow CDC guidelines and notify Elon University immediately. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### University contacts for notification

- Repairs, Maintenance, Service Contracts, Landscaping- Tom Flood, Assistant Vice President of Physical Plant, 336-278-6549, [tflood2@elon.edu](mailto:tflood2@elon.edu)
- Construction - Brad Moore, University Architect and Director of Planning, Design & Construction Management, 336-

278-5492, [bmoore6@elon.edu](mailto:bmoore6@elon.edu).

- All other contractors and vendors - Jeff Hendricks, Director of Purchasing, 336-278-5587, [jhendricks4@elon.edu](mailto:jhendricks4@elon.edu)

*\*This policy may be subject to change based on orders, requirements, and guidance from federal, state, and local authorities.*

The university may utilize existing policies, including but not limited to policies related to behavior that endangers self or others, for enforcement when intentional or unintentional violations of COVID-19 policies occur. Consistent with the university's statement of non-discrimination, Elon will not tolerate discrimination, profiling, bias, or any form of racial intimidation in conjunction with this or any other COVID-related policies, and any reported incidents will be addressed in accordance with university policy.