

## Guidelines for Screening Contractors/Vendors

**General Note:** All contractors/vendors need to follow the current CDC guidelines on COVID-19 in addition to these screening guidelines.

**Purpose:** To screen vendors and contractors to reduce the risk of respiratory infections at our frontline.

All construction staging area/trailer should:

- Post signs for cough/fever
- Post signs for hand washing etiquette
- Post signs about COVID-19
- Screeners must wear masks when assessing a vendor/contractor.

### Action Steps

- 1) Greet vendor/contractor outside by door. (**Do not allow vendor or contractor inside the construction area, trailer, or facility until they have completed all screening procedures**)
- 2) Ask if vendor needs to access the main building at all during the day.
- 3) Inform vendor/contractor, "Due to COVID-19, we need to ask you a few questions before you can proceed."
- 4) Ask the screening guidelines on the following page.
  - a. If **VENDOR/CONTRACTOR- check temperature of vendors and record on paper. Then have them wear a mask if they are coming into the building. Masks must be worn at all times while the vendor/contractor is in the building.**
- 5) If the Vendor/Contractor answers "No" to all of the questions, make sure they have a mask, thank them and then allow them to proceed to the interior construction area.
- 6) If the vendor/contractor answers "Yes" to any of the above questions, and **does not have a medical appointment scheduled:** state the following instruction "Due to your symptoms reported and our dedication to protect the community against COVID-19, we are asking you to please go home and call your healthcare provider. Thank you for your understanding."
- 7) The vendor/contractor needs to leave the property immediately.

## **SCREENING GUIDELINES FOR VENDORS/CONTRACTORS ENTERING FOND DU LAC BUILDINGS**

*The construction superintendent will screen vendor/contractor employees at the designated worksite/trailer for COVID19 screening. Contractor/vendor employees arriving outside the designated time will need to be screened by the lead contractor before entering worksite or Fond du Lac facility/building.*

*\*It is the contractor's responsibility to have the necessary equipment to conduct the screenings. HSD will not provide any supplies or equipment for testing.*

Screening staff person needs to meet employee(s) as they arrive outside the project site trailer and ask if they have had anything hot/cold to drink within the last 20 minutes? **If yes, vendor/contractor may sit in car for 20 minutes and return for screening.**

### **Screening Questions:**

1. New cough?
2. New fever?
3. New Shortness of breath?
4. Have you traveled 50 miles out of the area?
5. Is there anyone in your household that is COVID-19 positive or isolating for COVID-19 like symptoms?

**IF YES TO ANY OF THESE QUESTIONS, VENDORS/CONTRACTORS NEED TO LEAVE THE PROJECT SITE AND GO HOME.**

IF "NO" to ALL questions then take temp: **If temp is  $\geq 100^*$ , staff needs to leave the property immediately and go home.**

## **When Should VENDORS/CONTRACTORS Stay Away from the Worksite and Return to Work Practices/ Restrictions**

### **Purpose**

The Fond du Lac Human Services PHEP team continues to update Coronavirus (COVID-19) outbreak information, these are additional protocols for our supervisors or their designees to help support our commitment to a safe work and care environment by screening essential personnel, vendors/contractors that report to work daily. The following guidance needs to be followed by the vendors/contractors for work being completed for Fond du Lac:

1. If they or someone they have had contact with has been tested for COVID-19 and has a **confirmed** case of COVID-19, they will be working with the Minnesota Department of Health for care management. MDH will be the authorizing agency to return them to work, which will likely be at least **14 days**.
2. If they or someone they have had contact with has been tested for COVID-19 and are awaiting results, they should be sent home until results are confirmed.
  - a. If results are positive, see #1 above.
  - b. If results are negative and the vendor/contractor is showing symptoms, they should follow FDL Infection Control Policy related to staff illness (see attached).
  - c. If results are negative and the employee is not showing symptoms, they can be at work.
    - i. Household contacts of the employee who are showing symptoms would follow #3a.
3. If vendor/contractor or a household contact have not been tested but have a fever ( $\geq 100$  **or above**) or **new** cough or **new** shortness of breath (not related to asthma, allergies, or underlying health conditions such as COPD), or other symptoms of illness they should be sent home and told to contact their provider for COVID-19 testing recommendations.
  - a. If the employee or household contact is not tested but has symptoms they should stay home for:
    - i. At least **7 days** have passed since symptoms first appeared; **and**,
    - ii. At least **3 days (72 hours)** have passed since last use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath)
    - iii. Household contacts would stay home for **14 days** (symptoms may not show for up to 14 days). If employee develops symptoms, they would follow 3a.

4. Vendors/Contractors who traveled 50 miles outside of their work areas (not including travel between home and work) would follow #1-#3 listed above. **Vendors/Contractors should be following the no travel restrictions (50 miles) put in place by the Fond du Lac Emergency Operations Center.** This means vendors/contractors should not travel outside of the 50-mile radius of the Fond du Lac Reservation while assigned to the Fond du Lac Project.
  - a. If a vendor/contractor is vital to the continuance of the project (inspector, etc.) and they are coming from outside of the 50-mile radius, additional screening and assessments measures may be required.

This information will change as new guidance from CDC and MDH is released.

**Note to Supervisors of Vendors/Contractors:** Your employees will be sent home and you are unable to override the decision of the screening decision. Employees should contact you to report their absence. Any concerns can be brought to the FDL Construction Project Manager.

### **General Guidance**

- Close Contact- Being in close proximity of less than 6 feet, for a prolonged period of time  $\geq 10$  minutes.
- All vendors/contractors should wear masks at all times inside a building unless they are alone in their work space.
- All vendors/contractors should wear masks during all face to face interactions when inside the building and within 6 feet of another vendor/contractor/employee when outside.
- In-person groups are limited to no more than 5 people. All social distancing protocols must be followed.
- Temperatures should only be checked once daily.
- Vendors/Contractors who are ill with other symptoms not listed, should be sent home and instructed to contact their medical provider.
- Vendors/Contractors should receive return to work guidelines from their medical provider.