College of Engineering (CoE) guidance for vendors (contractors, installers, technicians, etc.) and research collaborators during UW-Madison’s Phase One Covid-19 operations.

Departments and Research groups are to avoid scheduling general maintenance activities and contracted install projects during Phase One Covid-19 operations unless it is essential to approved research or College operations.

Research collaborators and other non-vendor visitors will follow all safety protocols in place by the lab they are working with. Access will be approved by the Department and provided by the lab. Collaborators will self-monitor and follow health services guidance as below. Questions regarding lab safety for collaborators should be directed to Jesse Decker, CoE Director for Safety.

**Access**

Vendor access must be approved by the Department, CoE Facilities, and CoE Safety and comply with Campus and public health guidelines for safety. An email should be sent from the research group or PI requesting access to the Departmental Administrator, Pete Nemmetz (Facilities), and Jesse Decker (Safety) noting: the work to be done; date of proposed access; and who will be providing access/overseeing the work to be done.

The department/research group requesting the vendor is responsible for providing access via building main entrances or loading dock as necessary to accommodate materials brought on-site.

Access must occur between 7:00AM – 6:00PM M-F. The department/research group is responsible for ensuring vendors have left the building at each days end.

**Self-monitoring**

Vendors are expected to self-monitor for COVID-19 symptoms each day before coming on campus. Self-monitoring will follow the most recent Wisconsin Department of Health Services (WIDHS) guidance: [https://www.dhs.wisconsin.gov/covid-19/symptoms.htm](https://www.dhs.wisconsin.gov/covid-19/symptoms.htm) and include the symptoms listed below. If a vendor is experiencing symptoms, they should self-isolate and contact the department/research group to cancel the visit.

- Cough (new onset or worsening of chronic cough)
- Shortness of breath
- Fever (> = 100.4F)
- Chills
- Repeated shaking with chills
- Muscle pain
• Headache
• Sore throat
• New loss of taste or smell
• Runny nose

**Physical Distancing and Face Coverings**

Stay at least 6 feet (1.8m) apart whenever possible.

All employees/researchers and vendors will be required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within campus buildings unless working alone in a laboratory or office space.

Vendors are responsible for providing their own face coverings.

While brief (less than 5 minute) interactions at distances less than six feet are acceptable while face coverings are in use, longer duration close contact operations should utilize both a face covering and a face-shield. Contact CoE Safety Associate, [Tom Kohn](mailto:tom.kohn@wisc.edu), for face-shields, which are available for purchase. Close contact operations longer than 30 minutes are not recommended at this time.

Training on installed or upgraded equipment should be done virtually or with six foot distancing in place.

**Cleaning**

The department/research group will be responsible for ensuring cleaning and disinfection of the work area and any CoE materials is completed.

Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Labs without adequate disinfecting supplies should contact CoE Safety Associate, [Tom Kohn](mailto:tom.kohn@wisc.edu), for 70% isopropyl alcohol.

All refuse and packaging are to be removed to dumpsters or central building collection points as needed.

Effective 6/11/2020

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Peter Nemmetz – Assistant Dean for Facilities
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