

Contracting Work COVID-19 Checklist

The following checklist is intended for departments authorized to contract work. To ensure the health and safety of all those performing work onsite during COVID-19, contractors conducting service or maintenance are required to comply with all applicable government, public health, and University guidelines.

Please note, this document outlines responsibilities when hiring contractors to perform work during COVID-19, and departments authorized to contract work should continue to adhere to [RMM #111: Contracting Work Safety – Due Diligence Program](#).

The department assuming responsibility for contracting work shall ensure the following is completed and/or communicated prior to contractors commencing work onsite:

- A request for contracting work, including the purpose and location of the work, must be submitted to the Department Chair or area AVP for approval.
- The department contracting work will complete the [Risk Assessment COVID-19 SOP Template](#) and submit with request for approval.
- All contractors must complete the Government of Ontario COVID-19 self-assessment tool within one hour of arriving on campus, retain a copy of their outcome from the tool and contact their supervisor to advise them of their result (whether they are clear to attend campus, or have been advised to get tested for COVID-19 or to isolate). For Faculty of Health Sciences locations, including MDCL, contractors must complete the Faculty of Health Sciences screening tool. Contractors must follow the host site requirements for all other locations.
- Contractors must abide by the McMaster Vaccination Policy which requires all Faculty, staff, students and visitors to be fully vaccinated if attending campus.
- Contractors will be instructed that non-medical masks are required in all indoor spaces in addition to physical distancing.
- The department contracting work is responsible for ensuring that the contractors are aware of all COVID-19 protocols for accessing the site as identified in the Risk Assessment COVID-19 SOP.
- The department contracting work is required to track contractors' details, including names, date/time on/offsite, contact phone number and confirmation of screening completion. Do not record personal medical information.
- Contractors are required to adhere to their corporate COVID-19 supplemental workplace safety guidelines for their worksite, including suitable signage, training, oversight, tracking, etc.
- If applicable, contractors working alone must adhere to their corporate working alone policy and share with the department contracting work prior to arriving onsite.

- The department contracting work must make arrangements to ensure contractors have access to the building and room where work is being performed.
- The department contracting work will make contractors aware of site emergency procedures.
- Contractors will be directed to proceed directly to the worksite, and not access other buildings or areas within the building in which they are working. Contractors will not access lunchrooms, lounges, etc.
- Contact McMaster Facility Services to coordinate additional cleaning in areas where contractors are performing work. The custodial team is following public health guidelines and providing increased frequency of cleaning public spaces with emphasis on washrooms, door handles, waste bins, seating areas, etc.
- Contractors are encouraged to regularly monitor the COVID-19 Back to Mac website for information regarding confirmed positive cases of COVID-19 at the University and building locations.
- The department contracting work is to be notified by the contractor performing work onsite if there is a confirmed positive case of COVID-19, and the contractor shall provide the following information: list all locations visited at McMaster within the last 72 hours where time spent is longer than 15 minutes (i.e. bathrooms, offices, lab, etc.). Without disclosing the identity of the individual, the department will report to McMaster's COVID-19 Rapid Response Team via email: COVIDCMG@mcmaster.ca