

University of Wisconsin-Milwaukee

# On-Site Essential UWM Contractor Work Practices

During the COVID-19 Pandemic

Updated April 15, 2020

**Note: These practices are intended to apply to on-site contractors contracted by UWM only (without a DFD project #). The practices outlined in this document do not apply to DFD contractors working on-site.**

## 1. Background

Due to various factors, the number of COVID-19 cases is believed to be significantly higher than current reports indicate. Additionally, the Center for Disease Control (CDC) emphasizes the importance of guidance at the local level given that each community may be impacted differently. These guidelines are provided to help contain the spread of COVID-19 in Milwaukee County, which has the largest number of confirmed cases in Wisconsin and is the location of the majority of UWM's operations.

This guidance is only applicable to UWM-contracted contractors who are working on-site. These practices will be in place until further notice, and any significant updates will be sent to the employer and/or contractor. Each on-site essential contracted employer must submit this document: [Contractor Work Practice Acknowledgement](#) to acknowledge their and their employees familiarity with this guidance.

## 2. On-Site Work Practices

All contractors required to work on-site at UWM should routinely practice handwashing, social distancing, and good hygiene practices. In addition, contractors should continuously self-monitor for symptoms. Currently, US Public Health Officials are not recommending the use of Personal Protective Equipment (PPE) by essential services staff for protection from COVID-19 other than healthcare personnel and first responders.

### 2.1. Handwashing

Wash your hands often with soap and water for at least 20 seconds, following the guidelines in the figure below. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.



## 2.2. Social Distancing

Less than 10 people should be working in an area at any given time, maintaining a minimum of six feet of distance from others when possible.

## 2.3. Good Hygiene Practices

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Avoid using other individual's phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect shared work areas after each use by an individual.

## 2.4. Routine Disinfection in Spaces by Contractors

Influenza viruses and coronaviruses (such as COVID-19) can survive on a variety of surfaces, such as door handles, tables and keyboards. Besides good hand washing practices, routine disinfection of surfaces people may encounter is an excellent way to minimize exposure to these viruses and many other infectious agents. These include workstations, countertops, doorknobs/ push bars, hard-backed chairs, remotes, desks and light switches. It is important to clean in between users, or daily for single user workstations. After disinfecting an area, make sure hands are promptly washed at the nearest sink.

Routine cleaning and disinfection procedures using an EPA-registered, hospital-grade disinfectant following the manufacturer's instructions is appropriate if there are active cases of influenza or COVID-19.

Recommended products for use in general disinfection/ routine cleaning that are effective for influenza and COVID-19 are any of the disinfectants listed as registered on U.S. EPA [List N: Disinfectants for Use Against SARS-CoV-2](#). Review product information for appropriate contact times.

## 2.5. Self-Monitoring

Watch for symptoms of COVID-19 which include fever, cough, or trouble breathing. See [CDC's Website for more information about COVID-19 symptoms](#). In addition to this document, see [CDC's Website for more information about what to do if you are experiencing symptoms](#)..

## 3. COVID-19 Procedures for Contractors

Close Contact is defined as "persons within approximately 6 feet (2 meters) of a confirmed case or a person with signs and symptoms (probable case) of COVID-19 for ten (10) or more minutes."

UWM Liaison refers to the designated UWM project manager, contact, or liaison to the contractor.

Contractor = Employee of a contracted company

Employer = The contracted company

### 3.1. Contractor and Employer Actions for Individuals On-Site

**Contractors should not report to work if they feel ill.** Even if you don't feel ill, if you have been determined to be a close contact to a COVID-19 case or symptomatic individual, UWM expects you to stay out of the workplace. The symptomatic contractor or colleague who notices a symptomatic contractor, should notify their employer immediately.

**It is the responsibility of all contractors who are scheduled to be on-site to inform their employer if they are unable to continue working on-site because they feel ill. If a contractor was on-site during the 48 hours prior to experiencing symptoms of COVID-19, the contractor should report that information to the employer.** If a contractor has been on-site during the 48 hours prior to being diagnosed with COVID-19 but are not experiencing symptoms, a contractor should report that information to their employer. **The employer is responsible to report all info to the UWM Liaison.**

**UWM Liaisons have the right to ask contractors about how they are feeling as it relates to COVID-19 symptoms (fever, coughing, shortness of breath). They should maintain 6 feet of distance when asking questions.**

If a contractor appears in distress follow normal emergency response procedures, contact 9-911 from a campus phone or 414-229-9911 from cell phone.

### 3.1.1. Immediate Directions to any Contractor who has Symptoms at UWM

- 1) The symptomatic contractor should maintain 6 feet of social distancing.
- 2) The symptomatic contractor should cover their nose and mouth with a standard paper mask, handkerchief, cloth, paper towel, or a similar barrier.
- 3) The symptomatic contractor should avoid touching equipment and furniture as much as possible, should not move around the workspace and should locate themselves in a room with a closable door.
- 4) The symptomatic contractor should contact their employer and arrange to go home. The contractor should continue to practice this guidance in this section in route to their residency.
- 5) A symptomatic contractor's employer should, as soon as possible, inform their UWM Liaison of any Close Contact with UWM employees in the past 48 hours, and the areas of UWM facility(ies) visited in the past 48 hours.

**UWM Liaisons and contractors shall NOT reveal the identity of an individual who has been exhibiting symptoms of or diagnosed with COVID-19 to anyone except a public health official with authority to request and receive this information, the Campus Health Officer, or the Campus Safety Officer.**

### 3.2. Self-Quarantining and Self-Monitoring Guidance

Follow the CDC Social Distancing, Quarantine, and Isolation guidance if Close Contact, symptomatic or confirmed with COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

### 3.3. Returning to the Workplace: Sick Contractors; Contractors that had Close Contact

If a contractor exits the workplace because they are ill with COVID-19 symptoms, they may return to UWM only after they are symptom-free for at least three days (72 hours) without the use of fever-reducing medicine and a minimum of 7 days have passed since symptoms appeared. Public health guidance on return to work is changing frequently at this time, and contractor's employer must contact the UWM Liaisons before returning to work. For contractors that have been identified as a Close Contact with someone at UWM with COVID-19 symptoms, they should not return on-site for 14 days.

## 4. Reference Sources

1. [Wisconsin Department of Health Services COVID-19](#)
2. [City of Milwaukee Health Department COVID-19](#)
3. [Guidance for Institutions of Higher Education, March 21, 2020](#)
4. [Centers for Disease Control Interim Guidelines for Businesses and Employers to Prepare and Respond to Coronavirus Disease 2019: March 22, 2020](#)