



## COVID-19 Visitor and Vendor Policy

**Approved:** By Cabinet July 23, 2020

**Date Established:** July 23, 2020

**Responsible Office:** VP for Finance and Administration

**Date Last Revised:** N/A

**Responsible Administrator:** David DeSwert (VP for Finance and Administration)

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### Statement

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The COVID-19 Visitor and Vendor Policy provides guidance and limits for Smith employees, members of the public, and external vendors who deliver in-person services at Smith College on visiting campus and campus buildings during the COVID-19 pandemic. It is to remain in effect until the Commonwealth of Massachusetts enters reopening phase 4.

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### Scope / Responsibilities

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The policy covers the invitation of guests to the college by employees and the approval and management of vendors to the college. It does not provide guidance on guests of students which is addressed elsewhere.

Responsibilities:

- All employees of Smith College must comply with the policy.
- Any exceptions to the policy must be approved by the requesting area's Cabinet member in consultation with CIRT.

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### Policy

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To be in effect until the Commonwealth of Massachusetts determines that it is entering reopening Phase 4.

(<https://www.mass.gov/info-details/reopening-when-can-my-business-reopen#overview-of-four-phase-approach>).

Our outdoor campus spaces, including our gardens, remain open to the public. Smith's outdoor track, tennis courts, and turf fields remain closed to the public. All visitors to campus must follow Smith College's COVID-related health and safety policies

(<https://www.smith.edu/covid19/health-safety/control-plan>).

The college's buildings are closed to the public and visitors. Only authorized Smith employees, students and vendors may enter college buildings. Any other exceptions must be approved by the host's Cabinet member in consultation with the COVID-19 Incident Response Team.

Within unit operating plans, outside vendors may be authorized to enter Smith buildings to make deliveries and provide essential services by the contracting Smith College manager. Vendors may not come to campus if they are sick or show symptoms. The contracting manager will ensure that vendors have completed the symptom checklist (<https://www.smith.edu/covid19/health-safety/symptoms-reporting>) before entering campus buildings and will ensure that vendors maintain a log of their personnel who visit campus with date, time and location for contract tracing purposes.

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### **Policy Violations (if applicable)**

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Violations of college policies are adjudicated according to procedures outlined in the Student Handbook and the Employee Handbook, with disciplinary consequences imposed by the adjudicating authority up to and including dismissal. Some offenses are punishable under state and federal laws.

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### **Procedures**

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Departments should develop internal procedures relevant to their business processes that support compliance with this policy. Review and approval of internal procedures by the policy administrator is recommended.