



Facilities Management Contractor and Vendors:

In effort to keep everyone who lives, learns, works, or visits the Berea College campus safe, we are requiring all vendors and contractors working for Facilities Management on the Berea Campus to adhere to be signed in and be easily identifiable.

Every contractor and vendor working for Facilities Management where your work requires you to traverse campus, work on campus grounds, or enter campus buildings must each day stop by the Facilities Management Storeroom and obtain an **“FM Contractor”** badge and lanyard. The badge and lanyard shall be worn around the neck and prominently displayed on your outermost layer of clothes at all times you are on campus. Lanyard and badges must be returned to FM at the end of each day.

In order to obtain your badge and lanyard, you will enter the FM Storeroom between 8:00 AM and 5:00 PM located at 501 Main St North using ONLY the entrance door that faces Main St. Limited parking is available at FM, but you may park in the truck dock bay if no trucks are present while obtaining your badge and lanyard.

Once inside you will follow the directions posted, which includes documenting basic company and personal identification information. After this is complete you will take your badge and lanyard and have access to campus. Each individual working on campus must fill out their own documentation and obtain a badge. If you need access to a building, please contact your project coordinator, project manager, or Public Safety at 859-985-3333.

When your work is complete or at the end of each day, every lanyard and badge must be returned to the FM Storeroom. A mail slot will be available for after-hours return. The badges and lanyards will be sanitized daily before issued to contractors and vendors. Failure to return a badge and lanyard will result in a \$15 fine for each lanyard and badge missing.

The badges have unique identification numbers. Contractors and vendors found in violation of the campus policy will be subject to penalty:

- 1<sup>st</sup> Offense: Written notice to company of their employee’s offense
- 2<sup>nd</sup> Offense: Employee will be removed from campus for 3 months
- 3<sup>rd</sup> Offense: The Company will be removed from campus for 3 months

For contractors whose work area is bound and secured by a fence, the contractor shall create and manage their own Contractor Check-in, Safety, and Healthy at Work policies inside the fenced-in area consistent with government guidelines. This is typically for larger capital projects where the work is isolated from campus buildings and grounds and contractors and vendors would not typically traverse campus on foot. If your work requires you to work outside of the project fence area, you are required to follow the below guidelines for contractors and vendors who traverse campus or enter campus buildings.

For contractors and vendors whose work on campus requires them to traverse campus on foot or work on campus grounds or enter campus buildings, there is a high likelihood of coming in close proximity to campus population. In this situation contractors shall adhere to their own company policy but additionally shall adhere to the Berea College Healthy at Work guidelines:

Additional Requirements of the Contractor & Visitor Check-In Policy due to Covid:

- You must wear a mask to enter the FM building to obtain your badge and lanyard.
- Follow the current ky.gov guidelines for “Healthy at Work”
- Staying home if you feel sick or are required to quarantine
- Ensuring you do not have a fever or COVID19 symptoms
- Taking your temperature at check-in
- Maintain 6’ social distancing and limit face-to-face interaction
- Wearing a facemask covering nose and mouth inside all campus buildings at all times.
  - Note Buffs, neck gaiters, bandanas and similar garments are not acceptable
- Frequently wash hands with soap and water or sanitize hands

Important additional policy information can be found by clicking the below links:

- <https://www.berea.edu/covid-19/>
- <https://www.berea.edu/ehs/wp-content/uploads/sites/62/2016/06/Outside-Contractor-Safety-Policy.pdf>

If you have an extenuating circumstance, please work with your FM staff point of contact.

I would like to thank you in advance for your compliance and adherence to this policy and look forward to having you on campus.

Shane Wilkerson, P.E.  
Director of Facilities and Engineering