

**ALL VENDORS, CONTRACTORS AND THEIR REPRESENTATIVES
MUST FOLLOW SPECIFIC PROTOCOLS WHEN VISITING OR
WORKING IN OR AROUND CITY OF WORTHINGTON OWNED
FACILITIES**

- All appointments that require entry into City owned facility must be scheduled in advance. Unscheduled appointments will not be accepted, except in the case of an emergency. There will be a designated visitor entry point(s) at each facility. The vendor/contractor is required to utilize that entry.
- Contractors contracted with or scheduled by the city are responsible for all sub-contractors and ensuring their compliance to the established protocols.
- Contractors will always observe social distancing of at least six feet from city employees or patrons, unless authorized by the Safety Officer of the given facility.
- All vendors and their representatives will have temperatures taken upon arrival before entering any building by the contractor and, when required by the building Safety Officer, by the designated city staff.
 - Anyone with a temperature at or over 100.4°F (fever threshold defined by CDC) will be asked to leave and not allowed to enter a city facility until re-checked.
 - Anyone experiencing SYMPTOMS related to COVID-19 will be asked to leave and not allowed to enter a city facility until re-checked.
- Appropriate face coverings will always be worn.
- Hand sanitizer will be utilized prior to entering all buildings.
- Gloves may be required depending on task and exposure at the discretion of the Departmental Safety Officers.
- Designated work area will be defined by Safety Officer or designee if vendor/contractor is left unaccompanied by city staff.
- Times of entry/exit, and individuals entered, will be logged. Logs will be provided by the contractor to the city post visit.
- Departmental Safety Officers will be responsible for communicating protocols to vendors.
- Departmental Safety Officers, or their designee will be responsible for enforcement of protocols.

These protocols may be amended as needed in response to rapidly changing circumstances related to COVID-19