



EASTERN KENTUCKY UNIVERSITY
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Office of Finance & Administration
University Procurement

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To: EKU Suppliers

From: Andrea Cashell, Director of University Procurement

Subject: COVID-19 On-Site Work Requirements

As we continue to navigate the challenges of the COVID-19 pandemic, we thank you for your continued support and partnership. While our goal is to maintain some sense of business continuity and keep work and projects moving forward as necessary, the safety of our students and employees is vital. It is expected that all EKU Suppliers and their teams adhere, at a minimum, to the following on-site rules in support of the social distancing mandate to ensure your safety and that of our community.

- Stay contained to your area that you are assigned - Do not walk through other paths, areas of the building or any other areas and buildings of campus.
- Contractor and contractor's employees are required to practice social distancing and limit face-to-face contact.
- On-campus dining facilities are closed, so contractors can either bring their lunch and eat on the project site or eat off-campus and return to the site.
- Report to university job site in clean attire and practice appropriate hand washing techniques as recommended by the CDC
- Restroom use by contractors inside an EKU building while working on the project site is limited to one designated restroom as identified by the project manager.
- Contractor and contractor's employees are required to carry some form of identification.
- Check daily recommendations from CDC - Contractor and contractor's employees are required to adhere to applicable CDC recommendations regarding COVID-19.
- If you have been exposed to a known COVID-19 patient, or have been asked to self-isolate by any local or state public health department, you will be required to leave the premises and will not be allowed to return until you have self-isolated for the CDC recommended 14 days
- Follow any on-site screening processes

We sincerely appreciate your understanding and patience during this ever changing situation. If you have already reached out with proactive plans, EKU appreciates your commitment to the University and community. We will communicate new information and processes as they are available. Please stay in close communication with your EKU representative and report any changes with your staff and don't hesitate to reach out with any questions or concerns.

