

# COVID-19 Acknowledgement Form – for External Third Parties

For the purposes of this form, the U of T Contact Person is the U of T representative overseeing the contractually agreed upon activities. An “External” is any non-University third party (corporate entity or individual) who is required to physically attend U of T premises to carry out contractually agreed upon activities. Examples of Externals include:

1. Those who use U of T space under lease, occupancy\* or tenancy agreements with U of T, such as a company that leases U of T lab space (\*excluding U of T students that have entered into occupancy agreements for residence space).
2. Those who provide services under a service, contractor, or vendor agreement with U of T, such as a company that repairs U of T equipment.
3. Those who temporarily use U of T space, such as for a wedding ceremony.

## Instructions for External Use

- Externals must complete Section 2 and check boxes to agree in Sections 3 and 4 prior to attending U of T premises.**
- Externals should direct any questions to the U of T Contact Person and can refer to the [University Roadmap](#)<sup>1</sup>.

## Instructions for U of T Contact Person

- U of T Contact Person must complete grey areas in Sections 1 and 2.
- U of T Contact Person to attach any related/associated/pre-existing contracts signed between the External and U of T to this acknowledgment form. If you do not know whether there is an associated/pre-existing contract, please contact your CAO and/or Business Officer.
- If the External is travelling to U of T from outside of Canada and has been granted a quarantine exemption by the Canada Border Services Agency, the U of T Contact is to attach a copy of the letter presented to Canada Border Services Agency to this acknowledgement form for the University’s records.
- Please e-mail one PDF (ensure data entered is saved properly by printing to a PDF once completed) with the above documents to your local Environmental Health & Safety Office contact and/or [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca) and legal counsel at [covid.contracts@utoronto.ca](mailto:covid.contracts@utoronto.ca). A single form may be used for multiple visits for various activities by the same External if the dates the External will be on campus are indicated below.
- Please also refer to the Contractor On Site letter on the [COVID-19 leadership toolkit](#). Each unit is responsible for sending to their contractors as part of the recent provincial shutdown that took effect on January 14, 2021

## SECTION 1: Visit Information (to be completed by U of T Contact Person)

<b>Description of contract:</b>	(Service Agreement; Leasing Agreement, etc.)
<b>Description of activities to be carried out by External:</b>	(include attachment if more space needed)
<b>Identification of External:</b>	(invoice, tender, or contract number)
<b>Location of activities to be carried out by External:</b>	(U of T campus and building names; room numbers)
<b>Date or the range of dates when the activity or activities are to be carried out by the External:</b>	Start Date:(MMM/DD/YYYY) and End Date :(MMM/DD/YYYY), if the activity will take more than a single day.

In the case of non-consecutive visits for various activities, please indicate the scheduled dates that the External will be on campus:

Start Date: (MMM/DD/YYYY) End Date: (MMM/DD/YYYY)  
 Start Date: (MMM/DD/YYYY) End Date: (MMM/DD/YYYY)  
 Start Date: (MMM/DD/YYYY) End Date: (MMM/DD/YYYY)  
 Start Date: (MMM/DD/YYYY) End Date: (MMM/DD/YYYY)

## SECTION 2: Contact Information (to be completed by External and U of T Contact Person)

### External Contact Information

### U of T Contact Person Information

**Company:**

**Division/Unit:**

**Name:**

**Name:**

<sup>1</sup> <https://www.provost.utoronto.ca/planning-policy/utogether2020-a-roadmap-for-the-university-of-toronto/>

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Title:

Email:

Phone:

Signature:

Date:

Title:

Email:

Phone:

Signature:

Date:

## SECTION 3: General COVID-19 Prevention Compliance (to be completed by External; check box to agree)

<input type="checkbox"/>	<p>I hereby acknowledge and agree that the activities described above and the manner in which they are conducted will be in compliance with:</p> <ol style="list-style-type: none"> <li>a. all applicable COVID-19 related laws, bylaws, regulations, and codes applicable to conduct the contract/external work such as the Reopening Ontario (A Flexible Response to COVID19) Act, 2020 and associated regulations; and</li> <li>b. all applicable public health recommendations (i.e., recommendations and instructions of public health officials), applicable federal, provincial, and municipal guidelines, and publications of provincial health and safety associations for COVID-19. This may include but is not limited to resources from:             <ul style="list-style-type: none"> <li>• Ontario Resources to Prevent COVID-19 in the Workplace: <a href="https://www.ontario.ca/page/resources-prevent-covid-19-workplace">https://www.ontario.ca/page/resources-prevent-covid-19-workplace</a></li> <li>• City of Toronto COVID-19 Community &amp; Workplace Settings: <a href="https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/community-settings-workplaces/">https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/community-settings-workplaces/</a></li> <li>• Infrastructure Health &amp; Safety Association sector specific COVID-19 resources: <a href="https://www.ihsa.ca/Urgent-Notices/COVID-19-Links-Resources.aspx">https://www.ihsa.ca/Urgent-Notices/COVID-19-Links-Resources.aspx</a></li> </ul> </li> </ol>
<input type="checkbox"/>	<p>Specifically, if I operate a workplace, I acknowledge and agree that I am in compliance with Ontario's requirement for employers to conduct employee screening for COVID-19 whenever employees come to work and will only allow such employees to attend the workplace or U of T premises if they have answered NO to all of the screening questions set out in the "<b>COVID-19 Screening Tool For Workplaces (Businesses and Organizations)</b>" at: <a href="http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf">http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf</a>.</p> <p>I will collect the appropriate contact information of individuals who have been present in the U of T premises for the purposes of the activities described below.</p>

## SECTION 4: Specific COVID-19 Prevention Measures (to be completed by External; check box to agree)

<input type="checkbox"/>	<p><b>Work/Scope Considerations:</b> In the case of service activities, I will ensure that the minimum number of individuals required to conduct the activities will attend U of T premises.</p>
<input type="checkbox"/>	<p><b>Scheduling, Workflow, and Task:</b> I have assessed applicable tasks related to the activities described above and where appropriate, developed and modified existing procedures to reduce direct contact with persons and follow physical distancing measures aligned with current public health directives (e.g. providing services online, virtual meetings, staggered shifts, reducing shared equipment, contactless delivery, personal protective equipment, etc.).</p>
<input type="checkbox"/>	<p><b>Physical Environment/ Physical Distancing/ Cleaning &amp; Disinfection:</b> I have made arrangements with U of T Contact Person if the activities involve use of U of T premises for storing and delivery of goods (e.g. loading docks, storage areas) and I confirm that physical distancing plans are in place to facilitate such storage and delivery.</p> <p>For U of T premises that are under my control (for example, third party controlled construction sites or space leased to a third party), I have developed and implemented COVID-19 compliant physical environment plans, physical distancing plans, and hygiene plans to reduce COVID-19 risks for those who have authorized access (such as my employees,</p>

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	<p>authorized visitors, subcontractors and vendors), including floor markers and other visual cues of physical distancing, sanitation stations, provision of personal protective equipment, relevant posters (masks, self-screening), any isolation areas, log-books, etc. I also have a cleaning and disinfection plan to reduce COVID-19 risks including applicable cleaning protocols in place to clean high touch surfaces.</p> <p>I will ensure that all those who attend U of T premises in connection with the activities described above (such as employees, vendors, patrons, guests and sub-contractors) comply with all of the following:</p> <ul style="list-style-type: none"> <li>• any University signage posted in any shared common areas (e.g. common-use/public areas, access restrictions, washrooms, elevator maximum occupancies, traffic flows, etc.)</li> <li>• requirements as per the University Non-Medical Masks and any other guidelines: <a href="https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-nonmedical-masks-at-the-university-of-toronto/">https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-nonmedical-masks-at-the-university-of-toronto/</a>;</li> <li>• <a href="#">U of T's restricted access poster screening</a>.</li> </ul> <p>I will notify the U of T Contact Person if I become aware of non-compliance by my employees, vendors, patrons, guests or subcontractors with the above requirements.</p>
<input type="checkbox"/>	<p><b>Communication:</b> I have communication plans and processes to support COVID-19 prevention, such as posted signage within the workplace about infection prevention and control precautions, hand hygiene, respiratory and cough etiquette, physical distancing, etc.</p> <p>I will notify the U of T Contact Person IN ADVANCE of any person attending U of T premises on my behalf who will not be wearing a mask due to an accommodation (for example, Human Rights Code or medical condition) facilitated by me.</p> <p>Upon becoming aware that any of my employees, subcontractors, vendors or patrons, as applicable, have been diagnosed with COVID-19 within 14 days of their visit to U of T premises, I will immediately notify the U of T Contact Person and immediately provide further information if requested by the U of T Contact Person and U of T Occupational Health team at <a href="mailto:ehs.occhealth@utoronto.ca">ehs.occhealth@utoronto.ca</a> such as:</p> <ul style="list-style-type: none"> <li>• Last day on campus;</li> <li>• Contact information of the individual(s) involved;</li> <li>• Names of any University employees contacted;</li> <li>• Locations of buildings and room accessed;</li> <li>• Confirmation that the affected individual has been cleared by Public Health before returning to campus.</li> </ul> <p>I acknowledge that I must advise the U of T Contact Person immediately of any health and safety hazards that may impact the U of T community arising from the activities described above and will work with U of T to implement control measures. If compliance in U of T areas under my control becomes impractical, I agree to suspend activity and notify the U of T Contact Person.</p>
<input type="checkbox"/>	<p><b>Liability Insurance:</b> Unless the activities described above is performed by U of T students or volunteers (if so, check one of the following boxes), I acknowledge that I have sufficient liability insurance coverage appropriate to the activities described above.</p> <p>Check the below only if activities described above involves U of T students or volunteers:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> U of T Contact Person: I confirm that the activities described above involves U of T students or volunteers.</li> <li><input type="checkbox"/> Externals: I/we will be performing the activities described above in my/our capacity as a U of T students and/or volunteers.</li> </ul>

*University of Toronto will not be liable for any consequences as a result of inaccurate or incomplete information relating to this form.*