

Appendix I (Onsite Contractor Version)

Code of Conduct Expectation

To safely and successfully open the NIH, we must consciously cultivate a culture of safety and responsibility in all areas. In occupational health and safety guidance, there are several key elements to building a workplace culture of safety that we incorporate in this effort: communication, employee involvement, training, leadership by example and a well-defined reporting process. This document is meant to inform the expected Code of Conduct of all NIH staff to uphold the safety work practices and policies set into place to minimize exposure of staff as they are returning to physical workspaces.

Please sign below to acknowledge that you understand NIH's expectations in complying to this Code of Conduct:

Individual (Onsite Contractor Personnel) Responsibilities

To be permitted to enter physical workspaces, individuals must:

1. Complete COVID-19 worksite specific training relevant for one's access as required by NIH Policy. Additionally, a DOHS video will be required for all NIH staff and tracked in the Learning Management System (LMS). (See attached tip sheet)
2. Comply with occupational health policies regarding reporting and contact-tracing of individuals with any COVID-19 symptoms or test-confirmed diagnosis. These include reporting any COVID-19-like symptom to OMS, staying home if/ when sick, quarantining or self-isolating as instructed by physicians or after traveling as required by local government.
3. Comply with the safety measures defined in the approved plan specific to their research or administrative group and with NIH policies on face coverings and distancing protocols. This means wearing appropriate facial coverings, cleaning and disinfecting work site as required and complying with other risk mitigation measures outlined by NIH and DOHS.
4. Agree that each and every access of buildings represents an attestation – that one declares her/himself symptom-free, consent to the opt-in health policy, and agree to comply with all safety measures on and between campuses, both inside and outside buildings.

NIH Work Unit Responsibilities

1. Develop staffing and spacing usage plans.
2. Review plans with workers and revise as necessary based on feedback.
3. Submit return to work plans for review by ICO leadership.
4. Provide site specific training to all workers prior to reentry on COVID-19 related enhanced practices.

Contractor (Company) Responsibilities

1. Ensure open reporting of safety and health related concerns.
2. Ensure staff understand reporting of COVID-like symptoms and do not report to the workplace with symptoms, or if they have had a high-risk exposure to someone with COVID disease.
3. Ensure staff are complying with the return to work plans, policies and reporting requirements and enforcing these requirements when necessary.

_____ Contractor Employee Name	_____ Contractor Employee Signature	_____ Date
_____ Supervisor Name (Company)	_____ Supervisor Signature (Company)	_____ Date