



COVID-19 On-Campus Work Request

(Instructions on reverse side)

To be completed by the NMIMT Department Head and Contractor Prior to Work Being Performed

FOR THE NMIMT DEPARTMENT HEAD: Request for permission for a Contractor to access the NMIMT campus or other NMIMT leased buildings to do the following:

Description of work to be performed _____

Building and room _____

Name of Contractor _____

Estimated date(s) work to be performed _____

Estimated total hours required each day _____

Department individual who will supervise work and their cell number _____

Signature of department head and date

Signature of individual supervising work and date

To be reviewed and signed by the Contractor

FOR THE CONTRACTOR: Any off-campus Contractor personnel present, entering or performing services on the NMIMT campus, or property leased or owned by NMIMT must certify their personnel shall at all times adhere to all applicable state and federal laws and NMIMT policies and procedures. Additionally, Contractor shall abide by CDC guidelines at all times:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Prior to coming to the campus worksite and beginning work, the Contractor will provide an ACORD 25 Certificate of Liability Insurance with NMIMT as the Certificate Holder; this will be sent to NMIMT Purchasing Services Office, West Hall, Rm 107 or emailed to purchasing@nmt.edu

While on campus the Contractor shall:

- 1) Ensure current compliance with CDC guidelines and maintain compliance if guidelines are updated
- 2) Immediately notify the NMIMT Department and Purchasing Services Office in the event of any Contractor's personnel who have been present or performing services on NMIMT property (a) tests positive for COVID-19, or (b) have been in close contact with someone who tests positive for COVID-19. The Contractor shall take immediate action to quarantine such person and any other Contractor personnel who may have come in contact with the person testing positive for COVID-19, and assist in identifying any other persons on campus who may have come in contact with such person. The Contractor shall ensure quarantined personnel do not return to the NMIMT campus until CDC criteria for return are met.
- 3) Adhere to any reasonable additional restrictions requested by NMIMT.

By signing below, you acknowledge and agree that all efforts shall be made to adhere to these requirements for the health and safety of NMIMT students and employees, as well as, Contractor personnel.

Signature of Contractor's authorized representative and date

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**Instructions for use of the form:**

Department will contact Contractor regarding repair and obtain a quote

Department will complete the top portion of the form and forward with a requisition to Purchasing

Purchasing will work with the Contractor to get the form completed and answer any questions/concerns

Purchasing will issue the PO and completed form to both the Contractor and Department. At this point, the Department and Contractor will work together to get the Contractor personnel on campus for the repair, calibration, etc.

Upon completion of work, the Department will notify Purchasing at [purchasing@nmt.edu](mailto:purchasing@nmt.edu)

Also check the New Mexico Department of Health guidance: <https://cv.nmhealth.org/>