

# MYRON B. THOMPSON ACADEMY

## Procedures for On Campus Visits by Contractors/Visitors

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## Purpose

MBTA strives to provide a safe and healthy campus during the COVID-19 pandemic for all its community members: Students, Faculty, Staff, Contractors and Visitors. Our goal is to minimize the exposure risk to our campus community by implementing the guidelines and standards issued by the State of Hawaii and the Hawaii Department of Health.

## Visitor Requirements

All visitors to the MBTA campus must notify the administration 24 hours prior to requested day of visit. Only after administration approval will visitor(s) be allowed on campus. Visitors are required to wear a mask the entire time they are present on our premises and physically distance themselves from others.

*Approval from administration requirements:* All visitors over the age of twelve (12) who are on MBTA premises for more than 10 minutes are required to provide verification of being fully vaccinated for COVID-19 or produce a negative test result of a COVID-19 test as a condition of being allowed to remain on the premises. Fully vaccinated means at least two weeks have passed since the individual's second vaccine dose in a two-dose series or a two weeks have passed since a single-dose vaccine.

Accepted ways of providing proof of vaccination or a negative test result:

1. Showing official documentation evidencing vaccination status or negative result of a COVID-19 test;
2. Showing documentation through publicly available health status applications, which can include: state of Hawaii Smart Health Card, Common Pass applications, CLEAR health Pass, Azova, IBM Digital health Pass and other similar products.

Any unvaccinated or partially vaccinated visitor not in compliance with this policy or found to have submitted falsified information shall be precluded from entry to our premises.

## Contractor Requirements

All contractors that work on or at the MBTA physical campus are required to do the following:

1. Identify all employees accessing the MBTA campus
2. Attest to the status of each employee accessing the MBTA campus, whether they are:
  1. Fully vaccinated for COVID-19. Fully vaccinated means at least two weeks have passed since the individual's second vaccine dose in a two-dose series or a two weeks have passed since a single-dose vaccine;
  2. Partially vaccinated for COVID-19 (including receipt of one dose of a two-dose series of vaccination); or
  3. Not vaccinated for COVID-19

Contractors may use the attached form for vaccination attestation or may provide their own form.

All contractors must:

1. Ensure that any unvaccinated or partially vaccinated employee is subject to regular COVID-19 testing that shall occur at least once per week. The week shall be defined as Sunday - Saturday.
2. Ensure that any unvaccinated or partially vaccinated employee does not enter, work or provide services on our premises unless the employee obtains a negative test result of a COVID-19 test as a condition to being allowed to enter or remain on our premises.
3. Provide weekly verification of results for any employees subject to weekly testing. Verification must be e-mailed to the MBTA Business Manager ([msoshiro@ethompson.org](mailto:msoshiro@ethompson.org)) by Saturday at 5pm, beginning September 18, 2021. Contractors and Contractor's Employees will not be allowed on campus until the prior week's verification report is received.
4. Wear a mask the entire time they are present on our premises and physically distance themselves from others. There are no vaccination status exemptions for this requirement.

Any unvaccinated or partially vaccinated contractor or contractor's employee not in compliance with this policy or found to have submitted falsified information shall be excluded from entry to our premises. Violations of this policy will be reported to the Attorney General's office.

Contractors or Contractor's Employee is defined as: A contractor, volunteer or vendor providing equipment, construction, consulting or any other materials or services to MBTA whether paid or unpaid. It also includes anyone employed by the contractor or providing service for or on behalf of the contractor who enters, works or provides services at MBTA under any type of subcontract or other agreement.

### Accepted COVID-19 Tests

Acceptable COVID-19 test is a diagnostic or screening test for SARS Cov-2 administered or observed by a laboratory, testing site, or healthcare provider or facility or authorized agent of the laboratory, testing site, or healthcare provider or facility of a sample taken not more than seventy-two (72) hours prior to entering our facilities.

## Contractor Attestation Form

Contractor/Contractor Firm: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_ “Contractor,” hereby attests that the following employees are working at MBTA located at 1040 Richards St., Honolulu HI 96813 for the 2021-2022 school year. We also verify their vaccination status in the columns next to their names.

Contractor Name	Fully Vaccinated	Partially Vaccinated	Not Vaccinated

The Contractor will send a revised attestation form when any of the employee’s vaccination status changes or the employees assigned to work at MBTA changes.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date:

Signed by/Title: \_\_\_\_\_