INSTRUCTIONS FOR DEPARTMENT AND BUILDING MANAGERS

Service Vendor Expectations For COVID-19 Safety Management

Service vendors must maintain COVID-19 safety management practices that are consistent with county Social Distancing Protocol requirements when working in Stanford buildings. To ensure a COVID-safe vendor experience, departments/ building managers must follow the instructions below, including confirmation that the vendor completes the attached Service Vendor Expectations for COVID-19 Safety Management form PRIOR to scheduled work on campus.

Contact your department’s financial/ procurement administrator for questions/ assistance in completing this document.

Instructions for Department/ Building Manager:

1. Confirm the vendor has completed the Procurement Services process.
   a. Check with your local Finance/ Procurement representative for vendor status.
   b. It is highly encouraged to select trusted vendors with whom you and/ or colleagues have previously had successful business outcomes.
      
      NOTE: Processing through Procurement Services ensures minimal liability to the department.

2. Send the Service Vendor COVID-19 Safety Management checklist (attached) to the vendor who must complete and return to you PRIOR TO SCHEDULED WORK ON CAMPUS.

3. Provide local work notification
   a. Email affected local building occupants to avoid immediate work areas during upcoming vendor work, and
   b. Post room signage to notify occupants of the work being done and to restrict access as necessary.

4. Keep on file for a minimum of 1 year or through the duration of the service, whichever is longer.
Service Vendor Expectations Checklist  
For COVID-19 Safety Management

Instruction for Vendor Representative:

Fill out the below checklist completely and return to the Stanford Representative PRIOR TO COMING TO CAMPUS.

Vendor Name & Contact Info: ________________________________________________________________

Stanford Representative & Contact Info: ________________________________________________________________

Job(s) Description: _________________________________________________________________________________

Location (Building, Room Number(s)): __________________________________________________________________

Service Date Range: ________________________________________________________________________________

1. Vendor Responsibilities

   ☐ Vendor has confirmed compliance with local Social Distancing Protocol requirements, including:
     ☐ Completion of a daily health screening for onsite personnel.
       ☐ NOTE: Positive COVID-19 case report of a vendor employee who was on campus within 48 hours prior to symptoms onset must immediately be reported to: https://redcap.stanford.edu/surveys/?s=AC9AWPEAD9.
     ☐ Use of a face covering at all times within the building that covers the nose and mouth.
     ☐ Maintaining 6 feet physical distancing at all times.
     ☐ Follow all posted signage throughout the building (i.e., room occupancy, elevator use, traffic flow).

   ☐ Vendor takes the most direct path of travel to the job site, or as specifically directed by the Stanford representative.

   ☐ In-person interaction with Stanford personnel is limited to the greatest extent feasible (i.e., substitute in-person meetings with electronic-based platforms).

   ☐ Vendor is not to access breakrooms or workplace kitchens.
     ☐ Vendor to inquire with Stanford representative on designated restroom(s) location(s).

   ☐ Before leaving the worksite, the vendor will clean and disinfect surfaces in the immediate job area(s) (i.e., equipment, table top) using a disinfectant indicated on EPA List N.

   ☐ Notify the Stanford contact as soon as the job is completed.

2. Vendor Acknowledgement

   X_________________________________________ Date: _________________________

   (vendor representative)

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