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 attests that employees receive a negative COVID-19 test result within 72 hours prior to date of service if individuals travel more than 150 miles from the Santa Clara County border within the 10 days prior. DO NOT SEND EMPLOYEE TEST RESULTS TO STANFORD.

- 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)