Self-Guided Vendor Approval Planning Tool

How to use: Departments/building managers can use this tool to ensure a safe vendor experience. To help guide you, proceed through the steps below to determine if you are able to host a vendor. If you have questions or need additional instruction, please email health-alerts@stanford.edu.

REVIEW TRAVEL RESTRICTIONS BEFORE BRINGING A VENDOR ON SITE.

Step 1: Has the PI/Department determined that this vendor service is **critical** for continuing operations?
- **IF YES**, proceed to Step 2.
- **IF NO**, postpone.

Step 2: Has the vendor reviewed all requirements listed within the Service Vendors Expectations Checklist and submitted a signed copy to you?
- **IF YES**, proceed to Step 3.
- **IF NO**, continue to plan, but you cannot host the vendor until the completed checklist is received.

Step 3: Has the vendor confirmed they will clean the immediate work area surfaces when the job is completed?
- **IF YES**, proceed to Step 4.
- **IF NO**, arrange alternative cleaning strategies, then continue to Step 4.

Step 4: How many technicians will be on site? 1 or 2, or 3 or more?
- **IF 1 or 2**, proceed to Step 5.
- **IF 3 OR MORE**, have the Department justify the number of personnel and how distancing will be maintained, then continue to Step 5. If in a laboratory, refer to Cardinal Recovery for Research Recovery Density Policy.
Step 5: Absolutely no Stanford personnel will be present in the room(s) where all vendor work will be conducted (Stanford Workplace COVID-19 Risk Matrix).

- **IF YES**, proceed to Step 6.
- **IF NO**, move to Risk Level 2.*

**IF RISK LEVEL 2 CRITERIA ARE UNABLE TO BE MET**, implement measures for Risk Level 3.

Step 6: Can the room or work area be restricted throughout the duration of service?

- **IF YES**, proceed to Step 7.
- **IF NO**, (e.g. shared space) can a minimum distancing of 10 feet be maintained between the vendor’s work area and the nearest Stanford personnel at all times?* If yes, continue to Step 7.

Step 7: All extended conversations with Stanford personnel will be relegated to phone, Zoom, or other remote means.

- **IF YES**, proceed to Step 8.
- **IF NO**, explore option to move into Risk Level 2.*

Step 8: Will a restroom be dedicated solely for the service vendor to use, and cleaned after?

- **IF YES**, you may proceed with bringing this vendor to campus.
- **IF NO**, discuss options with your facilities/building manager. At a minimum, designate one restroom for contractors in the building. Then proceed with bringing the vendor to campus.

**IMPORTANT REMINDERS**

**PRIOR TO SCHEDULED WORK ON CAMPUS:**
- Confirm the vendor has completed the Procurement Services contract process.
- Send the vendor the Service Vendors Expectations Checklist to the vendor who must complete and return to you. Keep the checklist on file for one year.

**CONSIDERATIONS FOR STEPS 5, 6 & 7**

Minimum requirement for Risk Level 3 interactions are:
- Face shield in addition to face covering (and any other PEP dictated by the work), AND
- Maximum one other person within 6 to 10 feet for short duration during that period. At all other times, maintain physical distancing.