



Vendor Guidelines for Work on Campus in Response to COVID-19 Vendor Responsibilities As of: 8/5/2020

Virginia Commonwealth University (VCU) is committed to preventing the spread of COVID-19 to ensure the health and safety of its staff, faculty, students and affiliates. Therefore, VCU has developed the following guidelines for services conducted on the VCU Monroe Park Campus and the MCV Campus by vendors and expects that vendors comply with these guidelines.

The guidelines below are based on guidance from the [Office of the Governor of Virginia](#), [Virginia Department of Health](#), the [Centers for Disease Control and Prevention](#) (CDC), the [Occupational Safety and Health Administration](#) (OSHA), and [VCU Health System](#).

NOTE: As the COVID-19 situation evolves, vendors should monitor and comply with further guidance issued by these governmental entities, including but not limited to the topics addressed in these guidelines.

Vendor responsibilities

Vendors play an essential part in helping VCU provide a safe and healthy environment. VCU expects that all vendors will comply with these guidelines.

These guidelines apply to vendors, including consultants and independent contractors, who conduct operations on campus such as:

- Delivery vendors (e.g., U.S. Postal Service, UPS, FedEx and office supply vendors)
- VCU affiliate contractors (e.g., custodial and dining staff)
- Construction vendors on active, long-term construction sites
- Vendors and their subcontractors on short-term renovation sites
- Vendors and their subcontractors that maintain or upgrade systems on campus (e.g., information technology and telecom vendors)
- Vendors conducting emergency and non-emergency maintenance
- Consultants (e.g., engineering, environmental and training consultants) and independent contractors

Vendor health

- Vendors must ensure that employees exhibiting symptoms of COVID-19, as enumerated by [the CDC](#), notify their supervisor and do not report to the VCU campus.

- Vendors must ensure that employees report to them if they live with or have been in close contact with someone who has tested positive for COVID-19, and that such employees follow [CDC guidelines](#), regardless of whether they are symptomatic.
- Vendors must ensure that their employees who exhibit symptoms of COVID-19 while on the VCU campus leave campus immediately and not return to campus until they have fully complied with [CDC guidelines and protocols](#).
- The vendor must immediately alert their VCU point of contact (POC) in any of the above situations.
- Vendors should routinely clean and wipe down high-touch surfaces in the area(s) within their work zone(s) per [CDC guidance](#).

Face coverings

- VCU requires that vendors ask their employees to wear face coverings (e.g., cloth face coverings) while performing work in VCU facilities to slow the spread of COVID-19 and reduce asymptomatic transmission.
 - Face coverings should be worn and maintained according to [CDC recommendations](#).
- Vendors must practice physical distancing by maintaining at least six feet of distance from others, when possible.
- Please note that VCU is not able to supply vendors with face coverings or other personal protective equipment unless stated otherwise in their VCU contract.

Meetings, inspections and other work gatherings

- Vendors must practice physical distancing and not gather in groups in compliance with the [CDC](#), [Office of the Governor of Virginia](#) and [OSHA](#) recommendations, where applicable.
- Vendors should consider holding meetings and inspections virtually (i.e., videoconferencing or teleconferencing), when possible.
- If a meeting or inspection cannot be held virtually and must be held in-person on campus, such as a construction inspection (e.g., DEB and AE inspections), VCU requires the meeting to be:
 - Scheduled ahead of time and not conducted unannounced
 - Only attended by essential employees
 - Scheduled over multiple sessions if many individuals must attend the meeting

- Held in open, well-ventilated spaces maintaining at least six feet of space between attendees
- If a construction inspection, conducted during off-shift hours, when possible, to limit interactions

Hygiene best practices

- Vendors should follow hygiene best practices recommended by [the CDC](#) to limit the spread of COVID-19.

Reporting on-campus vendor operations, as necessary

- Vendors should coordinate with their VCU POC to report and arrange for on-campus operations and confirm once work is completed, as necessary.

VCU reserves the right to update these guidelines and implement additional precautionary measures at any time.

For more information about VCU's efforts to prevent the spread of COVID-19, visit together.vcu.edu.