Updated Vendor Guidelines for Work on Campus in Response to COVID-19

As of September 28, 2021

Virginia Commonwealth University (VCU) is committed to supporting the health and safety of its students, faculty, staff, and visitors. Vendors have a role to play in preventing the spread of COVID-19 and are expected to follow VCU’s updated health and safety guidelines available at together.vcu.edu.

VCU has established health and safety guidelines based on guidance from the Office of the Governor of Virginia, the Virginia Department of Health, the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and VCU Health System. As the COVID-19 situation continues to evolve, Vendors should continue to monitor and comply with the updated guidance issued by these governmental entities and by VCU.

Updated Guidelines
These updated guidelines apply to Vendors, including consultants and independent contractors, who work on-site at VCU owned or operated facilities or who perform public-facing services on behalf of VCU, including but not limited to:

- Delivery vendors (e.g., U.S. Postal Service, UPS, FedEx and office supply vendors)
- Vendors and their subcontractors on construction sites and renovation sites
- Vendors and their subcontractors performing dining services, custodial services, maintenance, training, system upgrades, or consulting services

COVID Mitigation Requirement for Vendors’ Employees
VCU requests that vendors who work on-site at VCU owned or operated facilities or who perform public-facing services on behalf of VCU follow the same requirements that VCU employees and students follow:

- Required vaccination for employees without a medical or religious exemption; and
- Weekly\(^1\) PCR testing for employees who are unvaccinated.

VCU requests that Vendors support VCU’s goals of a healthy and safe community by working to meet these same requirements that VCU employees and students have met.

\(^1\) Weekly testing requires employees to be tested within the 7 days prior to the employee working on site in a VCU-owned or operated facility or performing public-facing services on behalf of VCU.
VCU requires, at a minimum, Vendors must certify that their employees who work on-site or perform public-facing services on behalf of VCU:

1) have reported their vaccination status to Vendor; and
2) are either (a) fully vaccinated\(^2\), or (b) if not fully vaccinated\(^3\), will be required by Vendor to maintain social distancing and adhere to all other VCU safety protocols; and
3) wear a mask.

In addition:

- Vendors must submit an email to PSPurchasing@vcu.edu certifying that Vendor has met the above 3 requirements.
- Vendors who work on-site at a VCU Health System owned or operated facility should expect to follow VCUHS policy in addition to these VCU requirements.
- Vendors must require that all employees who test positive for COVID-19 or experience symptoms of COVID-19, as enumerated by the CDC, (a) notify their supervisor immediately, and refrain from reporting to VCU-owned or operated facilities or performing public-facing duties on behalf of VCU, or (b) leave immediately and not return until they have fully complied with CDC guidelines and protocols, as the case may be.
- Vendors must immediately alert their VCU Point-of-Contact (POC) when an employee exhibits symptoms while performing work at VCU-owned or operated facilities or performing public-facing duties on behalf of VCU.
- Vendors must require that all employees provide notice if they live with or have been in close contact with someone who tests positive for COVID-19
  - Vendors must additionally require such employees follow CDC guidelines regardless of whether they are symptomatic.
  - Vendors must immediately alert their VCU POC when an employee who performs work at VCU-owned or operated facilities or performs public-facing duties on behalf of VCU reports such exposure.

**Face coverings**

- Vendors must require all employees performing work at VCU-owned or operated facilities or performing public-facing services on behalf of VCU cover their mouth

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\(^2\) “Fully vaccinated” means that the individual has received all doses of a Federal Drug Administration or World Health Organization approved vaccination series and at least two weeks have elapsed since the final dose.

\(^3\) “Not fully vaccinated” means that the individual does not meet the definition of “fully vaccinated” regardless of the reason for not being fully vaccinated.
and nose with a mask in accordance with current VCU and CDC guidelines. 

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.

Hygiene Best Practices

- Vendors should follow hygiene best practices recommended by the CDC to limit the spread of COVID-19, including CDC guidelines for wiping down high-touch surfaces.

Reporting On-campus Vendor Operations

- Vendors should coordinate with their VCU POC to report and arrange for on-campus access, to report when access is no longer needed, or in the event they have limitations or requirements not addressed by these VCU guidelines.

VCU reserves the right to update these guidelines and implement additional precautionary measures at any time. Vendors should contact their VCU POC in the event this updated VCU guidance is not clear or appears to conflict with other guidelines.

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