

## Guidelines for Vendors and Contractors During the COVID-19 Pandemic

The health and safety of our students, staff, faculty as well as their families are of the utmost importance to CSUDH. In accordance with federal, state and local guidance, the university has taken steps to reduce the number of people on campus and as such, vendors and contractors delivering goods and performing work on campus shall adhere to the following guidelines:

1. All vendors and contractors are expected to comply with the guidelines established by existing County of Los Angeles Department of Public Health Safety Order, and the Center for Disease Control and Prevention (CDC), <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>, as updated, to prevent and control the spread of COVID-19.
2. Vendors may perform work only with explicit approval from the Office of Procurement and Contracts or authorized representative.
3. Vendors shall ensure that a fully executed agreement is received prior to arriving on site to perform work.
4. Vendor and contractors authorized to perform work at CSUDH, and that require access to campus facilities, shall work with the Project Manager or contact designated on the contract to coordinate work and obtain access to facilities. If the designated CSUDH staff is unable to provide access to the vendor or contractor, the campus staff should contact work control Monday through Friday, from 8am-5pm at 310-243-3587 or 3804, or email [workcontrol@csdh.edu](mailto:workcontrol@csdh.edu), and the work control staff will assist with access. In the event of work being performed after hours, vendor or contractor shall work with campus staff to contact Campus Police for access.
5. Vendor and contractors shall provide Personal Protective Equipment (PPE), such as gloves, goggles, face coverings as appropriate for the work being performed.
6. Ensure all vendor and contractor employees wear proper PPE, required by current public health orders, **AT ALL TIMES** while on university property making deliveries or performing work. This include face covering and gloves. In addition, all vendor and contractor employees shall adhere 6-foot physical distancing directives.
7. If any of the vendor or contractor employees feels ill or has symptoms such as those enumerated by the CDC, they are to notify their supervisor, contact their health care provider, and not visit work site or university.

### Personal Hygiene

In addition to the guidelines above, individuals assigned to perform work on university property shall observe the following CDC recommendations on personal hygiene:

1. Wash your hands often with soap and water for at least 20 seconds. If soap and water aren't available use a hand sanitizer with at least 60% alcohol.
2. Avoid touching your eyes, nose and mouth with unwashed hands.
3. Cover your cough or sneeze with a tissue, then throw it in the trash.
4. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
5. Stay home if you are sick and avoid contact with others as much as possible.

### Construction Sites

Contractors and subcontractors performing work on university construction sites shall adhere to the CSU Safety Protocols found at <https://www.csudh.edu/procurement/vendors/>.

*Refer regularly to the Procurement and Contracts webpage for latest updates and information applicable to vendors and contractors.*