

Vendors, Contractors, and Suppliers COVID-19 Guidance

Revised: August 10, 2021

Campus Modified Services: Normal on-campus operations are increasing, and many campus facilities will begin to have more open access.

This guidance document provides UCI-specific information for vendors, contractors, and suppliers -- working for or providing services to UCI while normal on-campus operations and campus services are increasing and as UCI returns to full operations. Access to UCI facilities will start increasing to support essential research, work, or instruction. As campus facilities start to open, non-emergency vendor visits and deliveries can resume as previously conducted and if possible, be scheduled with UCI personnel in advance.

Continue current delivery process for the various departments, unless instructed differently by the individual departments. Alert UCI if you experience any delivery challenges by emailing Procurement Services at procurement@uci.edu. Check with your UCI contact on any re-occurring automatic deliveries to confirming that the recipient is actively in the office or lab to receive delivery of goods. All other access, including sales calls and product demonstrations, should be conducted remotely, if possible. UCI continues to encourage web-based or telephone meetings during this period of increasing campus services.

All vendors, contractors, and suppliers must comply with the following while at UCI:

- Review and comply with the UCI [Executive Directive on Face Coverings](#) that provides information on when to wear a face covering. This directive applies to all individuals, including employees of vendors, suppliers and contractors, on UCI-controlled property.
- Adhere to the [June 17, 2021, Cal/OSHA revisions to the Emergency Temporary Standards and any other standards published](#)

UCI will deem vendors, contractors, and suppliers to have self-attested to meeting the face covering exemption, if they enter a UCI building and are not wearing a face covering.

- Monitor your health daily. **Do not enter a UCI facility if:**
 - Your temperature exceeds 99 degrees F when measured with a household thermometer.
 - If you are unable to take your temperature, **evaluate whether you have signs/symptoms of COVID-19**, including chills, muscle aches, cough, shortness of breath, unexpected fatigue, sore throat, loss of taste or smell, headache, diarrhea, vomiting, nausea, or other cold symptoms within the last 14 days (see list at [CDC](#) website. If you have chronic conditions (e.g., migraines) and are experiencing symptoms identical to your usual symptoms, do not report those here.

- If you are not fully vaccinated and anyone in your household has been diagnosed with COVID-19 or has demonstrated COVID-19 symptoms in the past fourteen (14) days.
 - If you are not fully vaccinated and you have had close contact (within six (6) feet for fifteen (15) or more minutes cumulatively over a 24-hour period) within the last 14 days with anyone who has a confirmed COVID-19 diagnosis or COVID-19 symptoms.
 - If you are **unvaccinated**, individuals need to quarantine if they are a close contact and should not come to campus if they have had an exposure in the past 14 days.
 - Fully vaccinated individuals who are asymptomatic and close contacts do not need to quarantine. For more information, please visit the [CDC Website](#) and [Orange County Health Care Agency](#).
- Notify UCI if any of your employees who have worked on campus have tested positive for COVID-19, provide the following details by sending an email to covid19@uci.edu or call (949) 824-9918:
 - Dates on campus, listed by day, during positive individual's [infectious period](#). Individuals are considered infectious two days before symptoms onset. If there are no symptoms present, the infectious period is two days before a COVID-19 test is taken.
 - Campus locations where the positive individual worked or visited during their infectious period.
 - Any UCI employees or students with whom the positive individual may have had contact during their infectious period.
 - UCI expects the positive individual(s) to refrain from coming on the UCI campus until they are released to work as directed by their health care professional and public health guidance.
 - Follow all campus signage and posted requirements.
 - Review federal, state, and local guidance and/or requirements regarding travel and quarantine.
 - Develop and enforce a plan for your workforce to follow federal, state, and local guidance and/or requirements regarding travel and quarantine and to adjust your workforce at UCI accordingly.

All vendors, contractors, and suppliers must regularly review UCI's [COVID-19 website](#) and comply with directives and guidance posted there.

Pursuant to public health directives and current prevailing circumstances, UCI may modify its directives and/or guidance with little or no notice.