



VCU

Vendor Access Disclosure

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. As a VCU vendor, you play a part in helping VCU provide a safe and healthy environment. When providing essential services on campus, VCU asks that all vendors provide the below information specific to the service being provided to help us better align our goals with our shared success.

Please return this form to your respective VCU point of contact.

Company name

Company contact name and phone number (specific to the service provided)

Project name or description of work

Project location (Specific) and anticipated amount of time spent working at the location

Number of individuals on site (including sub-contractors)

Please indicate the safety measures associated with COVID-19 that are being implemented to perform the contracted scope of work:

Vendor safety guidelines

Vendor health

- Vendors must ensure that their employees who exhibit symptoms of COVID-19 (i.e., fever, cough or shortness of breath) notify their supervisor and not report to the VCU campus.
- Vendors must ensure that their employees report to them if they live or have been in close contact with someone who has tested positive for COVID-19. If they are asymptomatic, vendors should also take the precautionary measures per [CDC guidance](#).
- 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 are able to safely discontinue home isolation per the [CDC's guidance](#).
- The vendor must immediately alert their VCU point of contact if an employee exhibits symptoms of COVID-19. The vendor should take precautions recommended by [the CDC](#).
- Vendors should routinely clean and wipe down high-touch surfaces in the areas within their work zone(s) per [CDC guidance](#).

Face coverings

- VCU requires vendors to wear face coverings (e.g. cloth face coverings) at all times while in common areas (e.g. corridors, restrooms and lobbies) and any occupied space while working alongside VCU staff in VCU facilities to slow the spread of COVID-19 and reduce asymptomatic transmission.
 - Cloth face covering should be worn and maintained according to CDC recommendations.
- Vendors should practice physical distancing by maintaining at least six feet of distance from others, when possible, regardless of whether a face covering is worn.
- 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.