



## Guidance for Vendors (Trades)

Following are the public health practices for vendors that will enter our campus during progressing stages of pandemic concerns and mandated or recommended public access controls. These practices are to provide protection to both the vendor and our students and staff. All question should be directed to the designated COVID-19 Safety Representative, Pearl Boelter, (714) 732-4222.

Vendors may include electricians, plumbers, HVAC technicians, carpenters, landscape workers, painters, pest control, computer, appliance and telecommunications repair technicians as well as other trades. All vendors must have a COVID-19 Safe Work Plan prior to coming onsite.



### HEALTH SCREENING

1. Vendors will conduct a COVID-19 illness symptoms self-assessment prior to conducting a service visit.
2. The self-assessment questions shall include the latest symptom/scenario assessment topics provided by CDC and shall be updated as needed.
3. The vendor must answer no to all questions on the self-assessment prior to proceeding to the service visit. Any vendor answering yes to any of the questions shall be directed to leave the property and plan for a return after they have been symptom-free for at least 14 days.



### PERSONAL HYGIENE

1. Vendors are required to perform hand hygiene frequently while onsite. Hand sanitizer stations and hand washing sinks will be provided where feasible. Use the sanitizer prior to entering a new location and immediately upon leaving. Signage with instructions for proper hand hygiene should be placed near all hand sanitizer dispenser and hand washing sinks.
2. Bring your own drinking water if feasible.
3. Wash all work clothes in accordance with current CDC guidelines:
  - a. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  - b. **Do not shake** dirty laundry.



### PHYSICAL DISTANCING

1. Provide a designated, single entrance, a designated single exit and prescribed traffic flow routes for vendors if applicable.
2. If multiple vendors are required, their work should be staged so they conduct their work at different times or different days.
3. Vendors shall be directed to maintain physical distancing from all others to the maximum extent feasible, but not less than 6 feet.
4. If a signature is required from the vendor, have them use their own pen to sign.
5. Direct vendors that they may not socialize or linger in public areas.



## PROTECTIVE EQUIPMENT

1. The vendor shall put on shoe coverings prior to entering a CSUF building.
2. Face covers, worn in accordance with the current CDC or local public health guidelines, should be worn upon entering the campus.



## COMMUNICATION

1. Communicate to all vendors the content of this guidance and the expectations that they will comply with their COVID-19 Safe Work Plan and this Guidance when on property.
2. Communicate with the vendor in advance as to what service will be provided and the protective measures that will be put into place.
3. Vendors should call a “safety stop” (i.e. stop work) if there are concerns about entering a building or location on campus. Notify the supervisor immediately.
4. Encourage any additional, onsite communication, to occur outdoors while maintaining physical distancing.



## ENVIRONMENTAL CLEANING

1. Avoid use of shared items such as pens, supplies and paperwork when possible. Disinfect any shared items that could not be avoided prior to and after use.
2. Vendors shall be directed to disinfect all surfaces they have been touched during the course of their work (doorknobs, faucet handles, light switches, tables, etc.) in accordance with current CDC or local public health department guidelines. Ensure disinfection follows the appropriate contact time. Disinfection for these surfaces shall be performed prior to leaving the work area.
3. If vacuuming is required, the vendor shall utilize a HEPA filtered vacuum while wearing a face covering and shall make every effort to limit vacuuming to when others are no closer than 10 feet or preferably when no others are present in the space.
4. Vendor shall collect, seal and carry out all trash generated.
5. Disinfect any work items used prior to and following each service visit.
6. Disinfect frequently touched surfaces in the service vehicle, as needed but not less than prior to and at the end of the shift.