



CONTRACTOR/VENDOR/SUPPLIER ON-SITE REQUIREMENTS DURING COVID-19 PANDEMIC

The University's top priority is the health and safety of students, faculty and staff. The University is committed to the safety and security of all individuals working on campus, and to doing its part to slow the spread of COVID-19. All University locations and facilities under University management are included in the following guidance effective immediately and until further notice.

When working on site, contractor/vendor/supplier personnel and/or any subcontractors working on behalf of the University's primary supplier must comply with the below requirements. Each employer is responsible for distribution of and adherence to the university's requirements by its employees.

All coming to campus are encouraged to periodically check the University's [Smart Restart website](#) for the most current information.

Non-Essential Campus Visits Suspended

Suppliers must temporarily suspend ALL in-person campus visits and/or meetings unless those meetings are deemed essential by University departments in advance of hosting the visit. Supplier delivery personnel are exempt from this restriction. Virtual meetings may be scheduled as needed with requesting University departments. If needed, contact [Purchasing Services](#) for help arranging a virtual meeting, or confirming that an in-person meeting has been authorized.

Any procurement solicitations that would normally require a site visit may be revised to waive the requirement or include a virtual option at the University's sole discretion.

Scheduling of Supplier Services

General access to areas where services are required will be coordinated by requesting University department and monitored by University personnel.

If applicable, alternative schedules of service(s) may be conducted during times where minimal exposure may occur.

Personnel Moving through and Working in University Spaces

All contractor/vendor/supplier employees moving through or working indoors in public spaces in campus buildings are subject to campus [policy](#) requiring face coverings. Reusable cloth face coverings and single-use disposable masks differ from personal protective equipment (PPE) such as N-95 respirators and surgical masks. At this time,

employees are not required to wear face coverings while outside and within campus boundaries, unless it is not possible to maintain proper physical distancing. Hygiene practices must be followed including the safe work practice [controls](#) included in guidelines published on the University's website.

Supplier Reporting Notification Responsibilities

Vendors/Contractors and Suppliers must instruct all employees to refrain from reporting to the University work site if they are experiencing symptoms, [isolate](#) themselves and contact their health care provider, and to [self-quarantine](#) if potentially exposed to COVID-19 but not experiencing symptoms.

Vendors/Contractors and Suppliers are required to notify the University by completing the Board of Regents of the University of Wisconsin System Vendor / Contractor Employee COVID-19 Reporting Form <https://www.wisconsin.edu/coronavirus/download/COVID-19-Exposure-Reporting.pdf> and submitting to covidresults@wisc.edu; while maintaining confidentiality as required by applicable State of Wisconsin and federal law. If an employee begins to exhibit symptoms while on site, the employee must leave the University site as quickly as possible to reduce risk of exposing other individuals on site.

Vendors/Contractors and Suppliers are required to notify the University if any employee or subcontractor employee including supply delivery personnel, working on site at the University, the supplier or subcontractor's work site, and providing goods or services to the University, tests positive for COVID-19. Notify the University by completing the Board of Regents of the University of Wisconsin System Vendor / Contractor Employee COVID-19 Reporting Form and submitting to covidresults@wisc.edu, while maintaining confidentiality as required by applicable State of Wisconsin and federal law.

Other General

The University expects vendors, contractors and suppliers to comply with current public health guidance. While general business and workplace guidance can be found at the [Centers for Disease Control and Prevention's website](#), additional regulations or guidance from [state](#) or [local](#) authorities at the supplier's workplace locations must also be followed to the highest standard of compliance.