Instruction for Vendor Representative:

Fill out the below checklist completely and return to the Stanford Representative PRIOR TO COMING TO CAMPUS.

Vendor Name & Contact Info: ________________________________________________________________

Stanford Representative & Contact Info: _____________________________________________________

Job(s) Description: _______________________________________________________________________

Location (Building, Room Number(s)): __________________________________________________________________

Service Date Range: ________________________________________________________________________

1. Vendor Responsibilities

- Vendor has confirmed compliance with local Social Distancing Protocol requirements, including:
  - Completion of a daily health screening for onsite personnel.
    - NOTE: Positive COVID-19 case report of a vendor employee who was on campus within 48 hours prior to symptoms onset must immediately be reported to:
  - Use of a face covering at all times within the building that covers the nose and mouth.
  - Maintaining 6 feet physical distancing at all times.
  - Follow all posted signage throughout the building (i.e., room occupancy, elevator use, traffic flow).

- Vendor takes the most direct path of travel to the job site, or as specifically directed by the Stanford representative.

- In-person interaction with Stanford personnel is limited to the greatest extent feasible (i.e., substitute in-person meetings with electronic-based platforms).

- Vendor is not to access breakrooms or workplace kitchens.
  - Vendor to inquire with Stanford representative on designated restroom(s) location(s).

- Before leaving the worksite, the vendor will clean and disinfect surfaces in the immediate job area(s) (i.e., equipment, table top) using a disinfectant indicated on EPA List N.

- Notify the Stanford contact as soon as the job is completed.

2. Vendor Acknowledgement

X_________________________________________ Date: _________________________

(vendor representative)

EH&S OSH #20-045 7/7/2020