Self-Guided Vendor Approval Planning Tool

**How to use:** Departments/building managers can use this tool to ensure a safe vendor experience. To help guide you, proceed through the steps below to determine if you are able to host a vendor. If you have questions or need additional instruction, please email health-alerts@stanford.edu.

**REVIEW TRAVEL RESTRICTIONS BEFORE BRINGING A VENDOR ON SITE.**

**Step 1:** Has the PI/Department determined that this vendor service is **critical** for continuing operations?

- **IF YES,** proceed to Step 2.
- **IF NO,** postpone.

**Step 2:** Has the vendor reviewed all requirements listed within the **Service Vendors Expectations Checklist** and submitted a signed copy to you?

- **IF YES,** proceed to Step 3.
- **IF NO,** continue to plan, but you cannot host the vendor until the completed checklist is received.

**Step 3:** Has the vendor confirmed they will clean the immediate work area surfaces when the job is completed?

- **IF YES,** proceed to Step 4.
- **IF NO,** arrange alternative cleaning strategies, then continue to Step 4.

**Step 4:** How many technicians will be on site? 1 or 2, or 3 or more?

- **IF 1 or 2,** proceed to Step 5.
- **IF 3 OR MORE,** have the Department justify the number of personnel and how distancing will be maintained, then continue to Step 5. If in a laboratory, refer to Cardinal Recovery for **Research Recovery Density Policy.**
Step 5: Absolutely no Stanford personnel will be present in the room(s) were all vendor work will be conducted.

IF YES, proceed to Step 6.

IF NO, move to Risk Level 2.*

IF STILL NO, implement measures for Risk Level 3.

Step 6: Can the room or work area be restricted throughout the duration of service?

IF YES, proceed to Step 7.

IF NO, (e.g. shared space) can a minimum distancing of 10 feet be maintained between the vendor’s work area and the nearest Stanford personnel at all times?* If yes, continue to Step 7.

Step 7: All extended conversations with Stanford personnel will be relegated to phone, Zoom, or other remote means.

IF YES, proceed to Step 8.

IF NO, explore option to move into Risk Level 2.*

Step 8: Will a restroom be dedicated solely for the service vendor to use, and cleaned after?

IF YES, you may proceed with bringing this vendor to campus.

IF NO, discuss options with your facilities/building manager. At a minimum, designate one restroom for contractors in the building. Then proceed with bringing the vendor to campus.

IMPORTANT REMINDERS

PRIOR TO SCHEDULED WORK ON CAMPUS:
☑ Confirm the vendor has completed the Procurement Services contract process.
☑ Send the vendor the Service Vendors Expectations Checklist to the vendor who must complete and return to you. Keep the checklist on file for one year.

*CONSIDERATIONS FOR STEPS 5, 6 & 7
Minimum requirement for Risk Level 3 interactions are:
☑ Face shield in addition to face covering (and any other PPE dictated by the work), AND
☑ Maximum one other person within 10 feet for short duration during that period. At all other times, maintain physical distancing.