



## **Supplier Guidelines for Working on Campus in Response to COVID-19**

The University of Texas at El Paso (UTEP) is committed to preventing the spread of COVID-19 to ensure the health and safety of its students, faculty, staff, and suppliers. Therefore, the following guidelines have been developed for the performance of services conducted on the UTEP campus by suppliers.

### **Campus Responsibilities with Supplier Engagement**

Each member of the campus community is vital in ensuring that our campus is the safest environment for its students, faculty, and staff. If your department schedules a service call or appointment with a supplier, please communicate the University's protocols of safe social distancing, wearing a mask on campus inside and outside of buildings, following proper hygiene and sanitation procedures.

### **Supplier Responsibilities**

Suppliers play an essential part in helping UTEP provide a safe and healthy environment. UTEP expects that all suppliers will comply with these guidelines, and the information on [UTEP's Coronavirus webpage](#). Additionally, suppliers will be expected to monitor and comply with all COVID-19 related protocols, as updated or amended by UTEP's Coronavirus webpage.

The University's guidelines apply to suppliers, including contractors, consultants and independent contractors, who conduct essential operations on campus such as, but not limited to:

- Delivery suppliers (e.g., U.S. Postal Service, UPS, FedEx and office supply vendors);
- UTEP affiliate contractors;
- Construction vendors on active, long-term construction sites;
- Suppliers and their subcontractors on short-term renovation sites;
- Suppliers and their subcontractors that maintain or upgrade systems on campus (e.g., information technology and telecom vendors);
- Suppliers conducting emergency and non-emergency maintenance; and
- Consultants (e.g., engineering, environmental and training consultants) and independent contractors.

### **Health of Suppliers Employees**

- Suppliers must ensure that employees exhibiting symptoms of COVID-19, as enumerated by [the CDC](#), notify their supervisor and do not report to the UTEP campus.
- Suppliers' employees who have been in contact with someone or have been personally



diagnosed positive for COVID-19 should not be present on the UTEP campus, and shall be expected to self-isolate for 14 days and receive clearance by a medical professional before reporting/returning to the UTEP campus.

- If a Supplier's employees have been on the UTEP Campus within the last 14 days, and one of the following occurs:
  - Supplier's employee lives with or has been in close contact with someone who has tested positive to COVID-19, or
  - Supplier's employee has been diagnosed positive for COVID-19

The supplier should report it to UTEP at [covidaction@utep.edu](mailto:covidaction@utep.edu) as soon as possible.

### **Face Coverings**

- UTEP requires that **ALL** suppliers and their employees wear face coverings (e.g., cloth face coverings) while present on the UTEP campus, including when performing work within UTEP facilities.

### **Meetings, Inspections and Other Work Gatherings**

- Suppliers must practice physical social distancing, follow CDC guidelines and not gather in groups when possible.
- Suppliers should consider holding meetings and inspections virtually (i.e., videoconferencing or teleconferencing), when possible. If a meeting or inspection cannot be held virtually and must be held in-person on campus UTEP requires the meeting to be:
  - Coordinated with a designated UTEP point of contact;
  - Scheduled ahead of time and not conducted unannounced;
  - Only attended by essential employees;
  - Scheduled over multiple sessions if many individuals must attend;
  - Held in open, well-ventilated spaces, following social distancing guidelines, including maintaining at least six (6) feet of space between attendees;

### **Hygiene Best Practices**

- Suppliers should follow hygiene best practices recommended by [the CDC](https://www.cdc.gov) to limit the spread of COVID-19.

For more information about UTEP's efforts to prevent the spread of COVID-19, visit [Protect Yourself](#).