



## **SALVE REGINA UNIVERSITY**

### Vendor, Visitor and Delivery plan

**Purpose:** In the event of a pandemic emergency, Salve Regina University will play an integral role in protecting the health and safety of students, faculty, staff, their families and our surrounding community. Using information from the Centers for Disease Control and Prevention (CDC), the Rhode Island Department of Health (RIDOH) and other professional organizations, the University has developed the following plan as a framework to keep the University community safe from outside community spread.

During the course of normal operations, the university welcomes numerous visitors to our campus, including, but not limited to: guest speakers, vendors, delivery personnel and consultants. All of these visitors do not qualify as “community members”, therefore they are not subject to the daily health screening protocols that have recently been established. In order to mitigate health risks in our community from visitors, like the transmission of COVID-19, this policy has been created to ensure our visitors are healthy and properly screened before entering our campus buildings.

*NOTE: At the time of this publication, the university maintains a policy of “No Visitors on Campus” of a personal nature.*

#### **DEFINITIONS:**

- Coronavirus – (COVID-19) is a virus that has only spread in people since December 2019. It is a respiratory illness that has presented with mild to severe respiratory symptoms of fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome and sometimes death
- Vendor – Seller, broker, dealer, merchandiser.
- Client/Consultant – a person who engages the professional advice or services of another
- SRU Health Screening Sticker – 3”X5” sticker worn on the outside of clothing on your right/left upper chest area. Hi Vis green black writing.

***NOTE: For purposes of this policy, clients, vendors, delivery drivers, consultants, etc... will be referred to as “visitors”.***

### **Three Major Vendor Check-in Locations:**

There are three different locations that the majority of vendors/deliveries check into on campus. These three locations have been identified because of the large number of outside contractors, food deliveries or regular deliveries of items received on campus:

1. Facilities
2. Sodexo loading dock
3. Mailroom

### **POLICY:**

- All scheduled and unscheduled visitors to campus MUST wear a mask and are required to check in with the respective university office prior to entering any campus buildings.
- Check in's on the day of the visit will be performed via email, telephone, pre-determined meeting or knocking at an exterior door.
- Visitors will be instructed to remain outside of the building until a university employee can greet them with the necessary health screening form (addendum A) and health screening pass (Addendum B).
- University employees may choose to distribute the health screening form via email or hard copy ahead of time, requiring the form to be filled out within one hour of their arrival to campus. Issuance of the health screening pass will still be required to enter a campus building.
- If all health screening answers are negative, the university employee will sign and date the pass, which will be issued and affixed to the outer clothing of the visitor's upper chest.
- If a visitor answers in the affirmative to any of the health screening questions, the university employee will request the visitor to leave campus and cease contact immediately.
- Some visitors in facilities will be issued a badge and/or access card AND a health screening pass. Some badges will be labeled as vendor, some are labeled General Contractor.
- Most facilities badges can card swipe into Salve buildings, although some will require a call to the security office to request access.
- While on campus the visitor is required to wear their health screening pass at all times and their badge when applicable.
- When the facilities visitor has completed the job on campus they will return the badge to the facilities office. Facilities badges will be returned to security after 4pm.
- All other visitors may dispose of the health screening pass upon departure from campus.
- A new screening pass will be required for each visit to campus and may not be used for more than one day.
- All university offices will maintain a file of all visitors to their respective areas, including a copy of the visitor's health screening form. This record will be kept on file for a period of 30 days or until otherwise requested by a university official for purposes of Contact Tracing.

### **Deliveries for Campus:**

- Most deliveries go through the university mailroom at the McKillop Library and are delivered by the mailroom staff.
- When possible, all departments should use the 100 Ochre Point Ave address, to assist with health screening compliance and consistency.
- The mailroom can then distribute packages to campus offices or employees may respond to the mailroom and take receipt of packages.
- Mailroom staff will issue health screening passes for visitors when delivery drivers are required to enter different buildings on campus. (ie: Pitney Bowes Technicians or RICOH Technicians)
- At times, larger deliveries come directly to the Facilities Office or the mailroom and are off loaded by the driver of the truck and signed for by staff. Facilities and mailroom staff will screen delivery drivers and issue a health screening pass for any driver proceeding to other buildings on campus to deliver said items.
- Sodexo food deliveries will go directly to the loading dock at Miley Hall. Sodexo managers or their designee will be responsible for screening these outside visitors. If these food vendors go to another building such as O'Hare or the Library, they will be screened by Sodexo and issued a health screening pass prior to going to another campus building for food delivery.

***Note: Facilities, Mailroom and Sodexo will continue to use similar processes currently in place, with the addition of Health Screenings and issuing a University Health Screening Pass.***

### **Meeting with Vendors/Clients:**

- The university recognizes that business on campus often requires meeting in person with vendors, visitors, clients, consultants, etc... In person meetings are permitted, but all visitors will be properly screened, issued a health screening pass and MUST be wearing a mask.
- It is recommended and preferred that whenever possible, meetings be conducted via WebEx or Zoom, in lieu of visitors coming to campus.

### **University Health Screening Passes:**

- Recognizing the potential for outsiders to visit many different offices on campus, the university will supply Health Screening Forms and Screening Passes for every office to utilize for visitors to their respective areas.
- The pass will be displayed on the outside of visitor clothing on the upper left or right chest area. This pass is a sticker, bright green in color and highly visible. The pass will have the name of the University on it, as well as the date and name of the issuing employee. The pass may only be used one time.
- In conjunction with the requirement for all visitors to display their screening pass, all university employees will be required to visibly wear their Salve ID cards on their outer clothing at all times while on university property. In addition to contributing to the health and safety of our

community, this requirement is also outlined in the University's COVID-19 Workplace Safety Policy.

- Acknowledging that we are all in this together as a community, it is the responsibility of every university employee to recognize when a visitor in our campus buildings is not wearing a mask or visibly wearing a Salve ID Card or a health screening pass. All employees are encouraged to educate the visitor on campus policy regarding masks, proper health screening protocols and how to obtain a health screening pass from an appropriate office on campus.
- As always, whenever a visitor is resistant to education or requests to comply with our policies, employees are asked to notify the Office of Safety and Security immediately for assistance.

**Equipment Needed:**

- ID badges on a lanyard or clip that are easily identifiable to the campus community.
- ID badges that have building swipe access.
- ID Badges that have no swipe access, serve as ID purposes only.
- SRU Health Screening Passes (stickers) for every department on campus
- Visitor health screening forms for every department on campus

MAC – D1: 8/11/2020