

GCU COVID-19 WORKPLACE SAFETY PROTOCOLS FOR SUPPLIERS



Grand Canyon University Policies & Standards

Policy Name:	COVID-19 Workplace Safety Protocols for Suppliers	Pages:	1
Department:	Procurement	Policy Number:	
		Effective Date:	June 23, 2020

Overview: Grand Canyon University is closely monitoring the changing landscape in response to COVID-19. We have and continue to take action to protect our students, faculty and employees as we continue to operate. This includes changes that affect you as our valued partners.

We ask for your patience, understanding and flexibility as we navigate the coming weeks and months. Our priority is the health and well-being of the University personnel and your employees. We are grateful to have strong partners like you to assist us with appropriate response measures and to prevent the spread of the virus.

Scope: All University Vendors, Suppliers, or Contract Partners

Policy: The following measures are implemented effective immediately and all vendors, suppliers, service, or contract partners coming onto the University's campus shall abide these measures while on-site:

- No vendor, supplier, service or contract partner may send employees or representatives to our campus who are ill or exhibit symptoms of illness.
- Should any of your employees or representatives who have been on our campus in the past 14 days test positive for COVID-19, we request that you notify your main University contact of the dates and areas of the campus that may have been exposed.
- Should any of our staff or residents in areas where you provided service in the last 14 days test positive for COVID-19, we will notify you as soon as we are aware.
- We request that your employees, if not medically restricted, wear a mask at all times while on campus.
- We ask that your employees clean and sanitize as they leave an area they have been working in, if applicable.
- Advise workers to avoid physical contact with others and direct them to increase personal space to at least six feet, where possible.
- If your workers do not have immediate access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol.
- Food deliveries (pizza, Uber eats, etc.): Food delivery is allowed; however, students will be required to meet any food delivery service at one of our gates or at the uber lot just east of Colter Circle.

Revision History

Date	Version: Original or Revised	Approved By
6/23/2020	Original	Brian Roberts