September 9, 2020

RE: Vendor COVID Safety Protocol

Attention Chief Business Officer:

- The health and well-being of the greater Tufts community and vendors working for Tufts is our highest priority. Therefore, effective immediately, all vendors coming onto a Tufts campus are required to adhere to this Tufts protocol and CDC, DPH and/or WHO recommendations for protecting their personnel and the Tufts community from Coronavirus. Your key business contact for Tufts is required to receive by written reply your intended adherence to this protocol prior to your personnel returning to any Tufts campus.

All Vendor & Contractor Visitors

- No vendor/contractor visitors are allowed on campus without the advanced knowledge and permission of Tufts University.

- Using the Tufts Mobile App (found at https://m.tufts.edu/tufts_mobile/) you are required to be cleared for access to campus by completing a series of brief health attestation questions located on the “Covid-19 Screening” icon on the morning of your campus visit.

- Vendors are required to provide and ensure their personnel wear PPE’s, including facemasks that are to be worn at all times both indoors and out while on campus property.

- To the extent recommended by the CDC, DPH and/ or WHO, vendors are also required to provide and insure the proper use of the following PPE’s: eye protection and gloves.

- Physical distancing must be adhered to at all times.

- All Tufts University area instructional signage is to be followed.

- Any vendors displaying Coronavirus or other flu type symptoms will be turned away or asked to leave. Anyone who has come in contact with someone with Coronavirus or is otherwise required to be quarantined or isolated will not be allowed on campus.

- If you become aware that any Tufts University faculty, staff, students, agents, consultants or other invitees were identified as a close contact of a confirmed case of Coronavirus in your organization, you must email covid19@tufts.edu with “Confirmed Case” in the subject line. Tufts will promptly work with your company to notify close contacts of the affected individual(s). This is led by the health department with our assistance. Close contacts will be informed of their risk status and advised specifically as to what (if any) added measures or precautions to take, which may include self-quarantine.

- If the confirmed case within your company did not have contact with a Tufts faculty, staff, students, agents, consultants or other invitees, but was on Tufts campus while having symptoms, email covid19@tufts.edu to inform the university of this case.

- Privacy: Except to the extent, disclosure is legally permitted or to the extent necessary for the
health and safety of Tufts community, Tufts University will take reasonable steps not to disclose the name of the affected individual.

- Adherence to this protocol is a requirement for continued engagement with Tufts for any on-campus work. No other dispensation or accommodation can be made to this protocol without the written consent of Tufts University.

Should you have any questions in relation to the above, please feel free to contact a member of our office.

Thank you for your attention to this matter.

Sincerely,

John Homich | Sr. Director, Procurement | 617-627-6333

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