
1. Standard Operating Procedures (“SOP”) Purpose
   The purpose of this SOP is to establish protocols for vendors, contractors, and suppliers visiting or working on the University’s campus for scheduled work. This SOP will follow the guidance established by the University’s COVID-19 Workplace Safety Policy as well as all relevant federal, state and municipal guidelines to protect our students, faculty, staff, and visitors.

2. SOP
   Vendors, contractors, and suppliers as well as University employees must follow the guidance established by the COVID-19 Workplace Safety Policy and all applicable guidelines set forth by Brown University. All vendors, contractors and suppliers, and their respective employees and subcontractors are expected to follow the same essential steps for continued prevention and care as Brown requires its faculty, staff, and students to follow, more specifically.

   2.1. Personal hygiene and responsibilities
   2.1.1. Vendors, contractors, and suppliers are required by State of Rhode Island Executive Order 20-24 to supply face coverings to their employees. Face coverings must be worn when in all University buildings and while in outside public areas where social distancing may be difficult. Face coverings must be worn by all persons before entering University buildings.

   2.1.2. Face coverings must be worn by all persons before entering University buildings and at all times when in all University buildings. Face coverings must be worn while in outside public areas where social distancing may be difficult.

   2.1.3. Social distancing must be maintained during the entire time the vendor, contractor, or supplier is on the University’s campus. This includes while the vendor, contractor, or supplier is being escorted through campus buildings and while working.

   2.1.4. Vendors, contractors, and suppliers must wash hands or use an alcohol-based hand rub (ABHR) or hand sanitizer that contains at least 60% alcohol upon arrival to campus, throughout the visit or workday, and before leaving at the end of the visit or workday. Other times to wash hands include: after blowing one’s nose, coughing, or sneezing, and after using the restroom.

   2.2. Workplace Requirements
   2.2.1. Assigned work locations or assigned work schedules may have to be rearranged to ensure that the minimum Social Distancing standard is followed.

   ○ Managers must schedule vendors, contractors, or suppliers for visits or work in advance. Unscheduled arrivals of vendors, contractors, and suppliers visits to campus are not permitted for any reason. Vendors, contractors, or
suppliers who show up without a scheduled visit or work plan or prior to the
start time for a scheduled work plan must be turned away.
  ○ It is the responsibility of the manager or department to ensure that schedules
and shifts of personnel do not overlap with the vendor, contractor, or
supplier’s visit.
  ○ All surfaces that were touched during the course of the vendor, contractor, or
supplier’s work must be disinfected when the work is completed. Before the
vendor, contractor, or supplier arrives on campus, the vendor, contractor, or
supplier and manager or department will establish who is responsible for
disinfecting surfaces when the work is completed.
  ○ It is the responsibility of the vendor, contractor, or supplier to disinfect any
materials that are turned over to University personnel upon completion of
work. These materials include tools, equipment, keys, key cards, and badge
identification cards.

2.3.  Personal Responsibilities

2.3.1.  Vendors, contractors, or suppliers must ensure their employees complete a self-
check before visiting campus.

2.3.2.  If any employee of any vendor, contractor, or supplier that is scheduled to visit
or work on the University’s campus is feeling unwell or experiencing any
COVID-19 symptoms, that employee must not come to campus and the
vendor, contractor, or supplier must send a different employee or reschedule
the visit or, to the extent agreed upon by the University, the work start date.

3.  Definitions

For the purpose of this SOP, the terms below have the following definitions:

3.1.  Face coverings: A material that completely covers the nose and mouth.

3.2.  Manager: A manager is whoever is directly responsible for overseeing or coordinating
the work being done. This could be a supervisor, laboratory manager, PI, department
representative, or other member of the Brown community who holds managerial duties.

3.3.  Principal Investigator (PI): An individual with the appropriate scientific and/or
scholarly training and expertise to assume direct responsibility for laboratory and
subsequent personnel.

3.4.  PPE: Personal protective equipment including appropriate gloves and eye protection.

3.5.  Social Distancing: Keeping a minimum of six feet of space between yourself and other
people outside of your home.
3.6. **Vendor, contractor, or supplier:** A company or person hired by or contracted to Brown University to complete scheduled construction, maintenance, repair or associated service work on Brown University property or airspace.

4. **Related Information**

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

4.1. **Related University Policies**
   - COVID-19 Workplace Safety Policy

4.2. **Related SOPs**
   - N/A

4.3. **Applicable Legal and Regulatory Requirements**
   - N/A

4.4. **Related Forms**
   - N/A

4.5. **Frequently Asked Questions (FAQs)**
   - N/A

4.6. **Other Related Information**
   - COVID-19 Face Covering Guidance
   - Center for Disease Control and Prevention (CDC) Community Guidance
   - OSHA
   - COVID-19 Memo to Suppliers Updated June 2020

5. **SOP Owner and Contact(s)**

5.1. **SOP Owners:** Environmental Health & Safety

5.2. **SOP Approved by:** List title only, not an individual’s name

5.3. **Contact Information:** The individual and/or the operating unit or department which are subject matter expert(s) and can answer most questions, or direct individuals to other resources, as appropriate.
   - Telephone: 401-863-3353
   - Email:
6. SOP History

6.1. SOP Effective Date: Date SOP was originally approved or content was updated

6.2. SOP Last Reviewed: N/A

6.3. SOP Update/Review Summary: N/A

Key Words: (vendor, COVID-19, protocol, visitor, maintenance work).