



BROWN

Strategic Purchasing, Contract &  
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## MEMORANDUM

TO: Brown University Vendors, Contractors and Suppliers  
FROM: Brown University Strategic Purchasing, Contracts & Insurance  
DATE: March 18, 2020, **Revised April 14, 2020**  
RE: COVID-19 Brown University Expectations for Vendors, Contractors and Suppliers

### **Please Read this Important Notice in Its Entirety**

Brown University remains vigilant and ready to deal with COVID-19, also known as 2019 novel coronavirus. The University is following all relevant federal, state and municipal guidelines to protect our students, faculty, staff and visitors.

Everyone who enters any Brown University facility is responsible for helping to prevent and control the spread of the COVID-19 infection. In accordance with [Executive Order 20-24](#) issued by Rhode Island Governor, Gina Raimondo, cloth face coverings or facemasks will be required while working in Brown University facilities. All vendors, contractors, and suppliers are expected to provide face coverings and facemasks for their employees. Additionally, all vendors, contractors, and suppliers are expected to comply with the guidelines established by OSHA, (<https://www.osha.gov/Publications/OSHA3990.pdf>) and the Center for Disease Control (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>), as updated, to prevent and control the spread of COVID-19, as well as all other federal, state, and municipal regulations and guidelines.

Brown has policies and procedures to provide for business continuity and the safety of students, faculty, staff and visitors during an emergency event. Vendors, contractors, and suppliers are

expected follow Brown staff instructions when on campus working, especially under emergency situations such as this pandemic.

As part of the University's response to the COVID-19 pandemic, unscheduled vendor, contractor and supplier visits to campus are not permitted for any reason. Visits to campus must be coordinated with your Brown University liaison in advance.

All vendors, contractors, and suppliers and their respective employees are expected to follow the essential steps for continued prevention and care as Brown requires its faculty, students and staff to follow at <https://covid.brown.edu/self-care> to help prevent the spread of COVID-19 while on Brown's campus.

Jeanne Hebert  
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