VENDORS

Prior to arriving on campus, all approved vendors MUST check in using the online Drexel Health Checker. Vendors must comply with all of Drexel’s public health policies and procedures and accept The Dragon Pledge, and are urged to review state travel advisories and health guidelines.

- **On the day you will be on campus**, 1–2 hours prior to your arrival, you must complete the online Drexel Health Checker. Based on your responses, you will be notified by email whether you are permitted to come to campus. If approved, print or screenshot your green check mark certificate and be prepared to show it to your host or other University staff.
- You must complete the online Drexel Health Checker and receive a green check mark certificate **every day** that you plan to be on campus.

Drexel University is issuing the following workplace controls for Drexel vendors to reduce the likelihood of spreading Coronavirus:

- Vendor’s employees must wear an appropriate face covering at all times when in Drexel University buildings and when interacting with Drexel personnel or the public, unless the face covering interferes with personal protection equipment (PPE) or causes a safety hazard. Vendor’s employees may remove the face covering to eat and drink in break areas but must maintain physical distancing.
- Vendor’s employees must maintain at least six (6) feet from all people at all times while in Drexel’s facilities or while interacting with Drexel personnel. Do not gather in groups. Stay out of crowded places and avoid mass gatherings.
- Vendor’s employees must adhere to directional signage including maximum occupancy rating in elevators and directional pedestrian traffic indicators.
- Occupants should be asked to vacate the immediate areas prior to initiating any task where other individuals are present, please ask them to leave the area and to maintain social distancing.
- Work areas should be isolated using plastic barriers or closing doors if feasible.
- Clean and disinfect workspace before and after use. Make sure all equipment and material used has been removed from the area.
- Prior to initiating any task in an occupied residence, you must follow the Drexel University Environmental Health & Safety (EH&S) screening procedures.
- Vendors must wear face shield and gloves (in addition to face covering) for tasks requiring work within 6 feet of another person. The vendor must supply their own PPE.
- Vendors must clean the work area thoroughly once work is complete.
- Vendors must practice good personal hygiene. Wash hands frequently using soap and running water for 20 seconds or utilize the hand sanitizer if soap and running water is not readily available.
- Vendor’s meetings should be conducted remotely. If not possible, the number of attendees must be kept to a minimum and physical distancing must be enforced.
- Vendor must monitor or track employees’ health daily and ensure that symptomatic employees do not come to work at the University.
- Vendor must keep track of when and where employees are on Drexel’s campus.
- Vendor must comply with all local, state and federal COVID-19 work control requirements.

These controls apply to all vendors coming on campus to perform work at Drexel University and must be implemented. Contact Drexel EH&S if you have any questions or concerns regarding these controls.