



## Vendor/Contractor Guidelines & Expectations

CHOC is committed to keeping our patients, families, associates, providers, volunteers and visitors as safe as possible. In order to keep our population safe and comply with the most recent state mandates, we created this communication for vendors/contractors who would like to perform onsite business at any of our CHOC locations. To do so, vendors/contractors are required to provide proof of vaccination in one of the following ways:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided, and date last dose administered); OR
2. photo of a Vaccination Record Card as a separate document; OR
3. photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type.

**If you are a vendor with Vendormate access**, vaccination information should be uploaded into the Vendormate system as soon as possible.

**If you are a vendor with a CHOC ID badge**, please present your proof of vaccination documentation to our Associate Health department for a COVID-19 Vaccine sticker that you will need to add to your badge to work on our campus.

**If you are a vendor without a CHOC ID badge or Vendormate access**, you may present your documentation to appropriate CHOC screening personnel before visiting.

**Beginning September 6, 2021**, any vendor/contractor personnel who are not fully vaccinated will be required to undergo regular COVID-19 testing as outlined in the enclosed memo. For those workers subject to testing, the following is required:

- Please provide your negative PCR COVID-19 test results, taken from a sample collected within the last 48 hours, upon arrival at our Main Hospital 1st Floor lobby for a badge.
- If no available documentation is available upon your entry, the individual will be denied entry to our campus and will need to immediately notify the department representative for further instruction.

Beginning September 30, 2021, all vendor/contractor personnel are required to be fully vaccinated against COVID-19 to continue on-site assignments at a CHOC location. Should a worker have an approved medical exemption or religious accommodation from receiving the COVID-19 vaccination, the worker should follow the exemption and accommodation process prescribed by the vendor/contractor. Approved exemptions and accommodations should be communicated to your **CHOC contact** for tracking purposes as soon as possible, but no later than September 30. Vendormate will not accept any declinations of vaccinated status in the system and, therefore, will not provide a badge if a worker enters a declination.

CHOC will require and enforce that all vendors/contractors wear face masks or appropriate PPE in any facility where patients, visitors and members of the public are present. If a vendor/contractor arrives on campus without the appropriate face mask or PPE, the proper equipment will be provided. A notification will go out to the vendor/contractor representative of incident with a copy of these guidelines.

We appreciate your patience, partnership and understanding as we adjust our practices to ensure a safe and healthy environment for our patients, families, staff, and community.