

May 27, 2020

To: All WVU Suppliers

From: Ted Svehlik, Assistant Vice President and Chief Procurement Officer

Subject: Revised COVID-19 On-site Work Rules

As West Virginia University begins to reopen its campuses, we have revised many of our onsite work rules in response to COVID-19. These rules are intended to promote your safety and the safety of our students, faculty and staff.

Effectively immediately, we ask all suppliers to WVU and their workforce adhere, at a minimum, to these onsite rules and follow current Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for maintaining safe working conditions.

As used herein, “suppliers” shall mean all suppliers, contractors and vendors of WVU and any of their respective subcontractors.

WHEN TO VISIT WVU:

Suppliers should only visit WVU’s campus when the performance of the supplier’s services cannot otherwise be effectively performed remotely or when it is required for the delivery of goods. Examples might include services such as construction, maintenance, repair and operations, dining services, mail or delivery services, etc.

All non-essential visits to campus are strongly discouraged. For example, supplier sales visits should be limited only to scheduled appointments requested by WVU where a product cannot be adequately demonstrated without in-person interaction.

WHILE ON CAMPUS:

- Suppliers should regularly review and follow recommendations from the CDC and OSHA for workplace best practices. It also is expected that suppliers will comply with all WVU workplace policies, including those found at coronavirus.wvu.edu.
- It is expected that a supplier’s onsite workforce will wear personal protective equipment (PPE) in accordance with WVU’s policies and guidelines. As necessary, it is expected that suppliers will provide their onsite workforce with the required PPE.
- WVU’s current safety practices include but are not limited to:
 - **Face Masks/Coverings** – A supplier’s onsite workforce will wear face masks or cloth face coverings on campus when in the presence of others and in public settings where social distancing measures may be difficult to maintain. Cloth face coverings should:
 - Fit over the nose and mouth and fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
 - Only be worn for one day and must be properly cleaned before they are used again.
 - Not be used if they become wet or contaminated.
 - Be replaced with clean substitutes, as needed.
 - Be handled as little as possible.
 - Not be worn with or instead of respiratory protection when respirators are needed.

- **Social Distancing** – A supplier’s onsite workforce should keep space between individuals to avoid COVID-19 exposure and slow its spread.
 - Whenever feasible, stay at least six feet (about 2 arms’ length) from other people and wear a face covering at all times on campus.
 - Do not gather in groups of 10 or more.
 - Stay out of crowded places and avoid mass gatherings.
 - Eliminate contact with others, such as handshakes or embracing.
 - Avoid touching surfaces touched by others (to the extent feasible).
 - Avoid anyone who is coughing, sneezing or appears to be sick.
- **Hand Hygiene** – A supplier’s onsite workforce should wash their hands often with soap and water for at least 20 seconds (especially after they have been in a public place or after blowing their nose, coughing, sneezing or touching their face). If soap and water are not readily available, individuals should use a hand sanitizer that contains at least 60% alcohol.
- A supplier’s onsite workforce should stay contained to their work area. During lunch breaks, individuals should eat lunch either in their work area or go offsite.
- If a member of a supplier’s onsite workforce has been exposed to a known COVID-19 patient or is showing symptoms of the disease, the individual is required to immediately leave the premises and they will not be allowed onsite for a minimum of 14 days. Please notify your University contact of this event immediately.
- If a member of a supplier’s onsite workforce has been asked to self-isolate by any local or state public health department, the individual will be required to immediately leave the premises and they will not be allowed onsite for a minimum of 14 days. Please notify your University contact of this event immediately.
- If WVU is aware that one of its students, faculty or staff is being tested/has tested positive for COVID-19 and the individual has been in contact with a member of a supplier’s onsite workforce, WVU will notify the supplier as soon as possible.

We sincerely appreciate your patience and understanding during this evolving situation. Many of you have shared your proactive plans, which is a testament to the dedication of your teams to WVU.

We will communicate new information and processes as they develop. Please keep your WVU representative informed of any changes with your staff and do not hesitate to reach out with any questions or concerns.