

Dear Valued Vendor/Visitor,

Pursuant to Governor Baker’s orders, the Commonwealth of Massachusetts is now in a phased re-opening process as a result of the novel coronavirus (COVID-19).

The health, safety, and well-being of our UMass Medical School (UMMS) employees, students, customers, and vendors is a daily focus, as we maintain a safe and gradual return to research and academic programs.

We are continuously updating our best practices and adopting new guidance from appropriate governmental and health agencies and officials, including, for example, implementing a universal mask policy, social distancing, self-health-monitoring, and visitor restrictions. We expect that you are taking all appropriate measures as well.

To be clear, we are relying on our vendors and visitors to do everything possible to mitigate the spread of the coronavirus while helping to ensure the continued supply of essential goods and services to the campus.

The UMMS Main Campus uses the SV3 vendor and visitor management system to invite and sponsor guests to the campus. At the time a visit is scheduled, you will receive an invitation to the campus via e-mail. Several hours before the appointed time, you will receive another e-mail requesting that you complete a daily self-reported health questionnaire. After successfully processing this questionnaire, a confirmatory email will be sent. All vendors and visitors, including those with badges, are expected to enter through an SV3 kiosk, located in the Medical School Lobby and at the loading docks at the Medical School and Albert Sherman Center. The SV3 kiosk at the Albert Sherman Center loading dock is available for self-check in 24/7. If you cannot access the SV3 system, the attached paper form may be used for the daily self-reporting health questionnaire. This form must be filled out, signed and then a scanned copy or a photograph of the form should be sent to the campus Point of Contact by e-mail. The form is available on our UMMS web page: <https://umassmed.edu/parking/visitor-management>

UMMS is expecting you, your firm, and your employees, agents and contractors, as well as visitors (noted as ‘vendor’ or ‘visitor’) to adhere to the following safety protocols, as well as all federal, state and local rules, guidance and regulations when you access our facilities:

1. Universal surgical mask policy: everyone must wear a surgical mask while on the UMMS campus (indoors and outdoors), and you are asked to provide surgical masks to your employees. Cloth masks are not an acceptable alternative.
2. Frequent hand washing/sanitizing.
3. Maintain at least six feet of distance between yourself and others.
4. You are required to self-monitor and report that you do not have any symptoms up to 72 hours prior to reporting to campus. **Any individual who is not feeling well or has any symptoms of COVID-19 should not come to any UMMS facility.** **If symptoms develop while at UMMS, you should leave the facility.**
5. You will be screened for COVID symptoms on campus entry. Inform the UMMS point of contact as well as the UMMS Infection Control Officer (email: [sharone.green@umassmed.edu](mailto:sharone.green@umassmed.edu)) immediately if you entered the school premises while displaying symptoms (or up to 72 hours prior to falling ill) and are then diagnosed with COVID. Symptoms of COVID-19 include:

* Cough
* Shortness of breath or difficulty breathing
* Fever or chills
* Fatigue
* Muscle or body aches
* Headache
* Sore throat
* Congestion or runny nose
* New loss of taste or smell
* Loss of appetite
* Gastrointestinal symptoms such as nausea, vomiting, or diarrhea

1. If you have had close contact (within six feet for 15 minutes or more over 24 hours) with someone who is confirmed to have COVID-19 in the previous 14 days or who has no symptoms but tested positive for COVID-19, you should not come to any UMMS facility without approval from UMMS Infection Control ([infection.control@umassmed.edu](mailto:infection.control@umassmed.edu)).
2. If you have been diagnosed with COVID-19, you are required to be cleared to return to work by your healthcare provider prior to entering any UMMS building or engaging with UMMS employees or students.
3. All vendors and visitors are expected to follow the [UMMS Travel Guid](https://www.umassmed.edu/coronavirus/travel-guidance/)ance and [UMMS Travel Policy](https://www.umassmed.edu/globalassets/coronavirus-new/generic-blocks/umms-travel-policy_04_16_2021.pdf), including submission of a UMMS Travel Form if they return from travel of greater than 24 hours’ duration in the 14 days prior to visiting a UMMS site. This policy applies to all visitors or vendors regardless of the duration of their visit to the UMMS site. Patients and study subjects visiting the Clinical Research Center (CRC) in the ACC building do not need to submit a Travel Form and will be screened by CRC staff prior to arrival.
4. Any travel testing that is required must be a COVID-19 PCR. COVID-19 rapid antigen test, rapid PCR and antibody tests are not acceptable. Visitors/vendors should present a copy of their negative COVID-19 PCR test to their host prior to arriving on campus for their visit.
5. Current travel policies may vary depending on vaccination status. Fully vaccinated is defined as 14 days or more after one dose of Johnson and Johnson or second dose of Pfizer or Moderna vaccine. Anyone who does not meet this definition is considered unvaccinated. Fully vaccinated visitors/vendors returned from travel of greater than 24 hours duration who plan to visit a UMMS site should send proof of vaccination to [theresa.kane@umassmed.edu](mailto:theresa.kane@umassmed.edu).
6. For critical infrastructure vendor visits that would otherwise be prevented by quarantine and/or testing requirements, the sponsoring department may request a waiver from Infection Control ([sharone.green@umassmed.edu](mailto:sharone.green@umassmed.edu), cc: [theresa.kane@umassmed.edu](mailto:theresa.kane@umassmed.edu)) **The visitor, vendor or UMMS host may not unilaterally make the determination for critical infrastructure work and they may not enter the campus without prior authorization from Infection Control**. This policy is subject to change and you should check our web site prior to visiting campus to ensure compliance:<https://www.umassmed.edu/coronavirus/travel-guidance/>.
7. Domestic Travel: Per the [UMMS Travel Policy](https://www.umassmed.edu/globalassets/coronavirus-new/generic-blocks/umms-travel-policy_04_16_2021.pdf), fully vaccinated vendors/visitors are not required to quarantine or obtain a COVID-19 PCR prior to arrival but should provide proof of vaccinated. Unvaccinated vendors/visitors are expected to submit a negative COVID-19 PCR test as per the [MA Travel Advisory.](https://www.mass.gov/info-details/covid-19-travel-advisory)
8. International Travel: Per the [UMMS Travel Policy,](https://www.umassmed.edu/globalassets/coronavirus-new/generic-blocks/umms-travel-policy_04_16_2021.pdf) vendors/visitors who return from any international travel must follow the  [CDC Travel guidance](https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html) for testing and quarantine regardless of vacation status. Travel guidance changes frequently so it is advised that the UMMS Travel Policy, the MA Travel order and the CDC Travel guidance be checked prior to, during and after travel to ensure compliance with all regulations.
9. For vendors only: Provide your UMMS point of contact or vendor manager with your company’s COVID-19 Safety Plan, which should include steps your company is taking in response to the pandemic and to mitigate the risk of spreading coronavirus. These plans should include, but are not limited to: (a) the method by which employees are screened for illness on a daily basis; (b) whether ill employees are routinely tested for COVID-19; (c) how ill employees are determined to be able to safely return to work; (d) protocols for contact tracing of your employees who are ill with or who have tested positive for COVID-19. These protocols should describe plans for timely reporting to UMMS with a report of those UMMS employees who may have been exposed to your employee as well as those locations at UMMS which were visited by the employee in the 72 hours prior to symptom onset and until the employee’s last day of work at UMMS.
10. For visitors and vendors: **If you test positive for COVID-19 during your visit to UMMS, or up to 72 hours after your last day at UMMS, please contact the Infection Control Officer immediately at** [sharone.green@umassmed.edu](mailto:sharone.green@umassmed.edu). Please be prepared to provide information about potential contact with UMMS employees or students as well as the campus site(s) visited.
11. We request that you sign this letter and return it to your UMMS campus point of contact or vendor manager as agreement of these terms. If UMMS determines that you have not followed these safety guidelines, you may not be allowed to return to campus.

If you require access to UMMS facilities for more than one day, you must obtain a UMMS contractor badge. This requires your UMMS sponsor to notify the [Parking and Access Control Office](https://umassmed.edu/parking/visitor-management/) and for each employee to visit the office for a photo ID. These photo IDs will allow access to campus buildings and specific areas per the request of the sponsor. If you are on site for less than one day, you must be sponsored and always escorted by a UMMS staff member.

We sincerely appreciate your continued support, and we wish you and everyone around you health and safety during these challenging times.

Name of UMMS Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UMMS Point of Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Point of Contact Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attestation for Vendors:

I certify that I have read and understand the above and agree that our company and on-site Employees / Agents / Contractors will abide by the requirements and conditions as listed above.

Vendor/Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attestation for Visitors:

I certify that I have read and understand the above and agree that I will abide by the requirements and conditions as listed above.

Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(REVISED April 26, 2021)