



Vendor COVID-19 Protocol and Agreement

Date: _____

Vendor Name: _____

Dear Vendor,

Irvine Campus Housing Authority's COVID-19 Plan complies with infectious prevention protocols in accordance with CDC, CAL-OSHA and CDPH. In an effort to reduce the risk of COVID-19 exposure to employees, residents, and vendors, all vendors must comply with the following.

Vendor Responsibility:

Vendors and their employees should take everyday actions to help prevent the spread of COVID-19 and all respiratory viruses, especially during cold and flu season, including:

- Stay at home when you are sick. Do not come to any ICHA work site if you present one or more of the following symptoms: cough, fever, congestion, runny nose, aches, and sore throat. Do not return to work until you are fever and symptom free.
- If suspected or diagnosed with COVID-19 do not come to any ICHA office unless cleared by a physician that you are no longer contagious with COVID-19.
- Stay at home if you've been directly exposed to COVID-19 or need to care for ill family or household members.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based sanitizer that contains 60-95% alcohol.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands. If a tissue is not available, cough in your arm.
- Clean and disinfect your office area and frequently touched objects and surfaces, including keys, phones, keyboards, desktops, handles, etc.
- Do not shake hands, hug, fist bump, or come within 6 feet of customers, other employees, or vendors.

You can also find CDC, OSHA, and OC Health recommendations, specific to Coronavirus, respectively here:

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

<https://www.osha.gov/SLTC/covid-19/>

http://www.ochealthinfo.com/phs/about/epidasmt/epi/dip/prevention/novel_coronavirus

Vendor shall provide employees with Personal Protective Equipment (PPE) to mitigate exposure. Employees are required to use all PPE as required by Cal-OSHA, CDC and ICHA.

Required PPE and practices:

- Wear CDC recommended face covering while working in any interior space. Wear fitted latex gloves while performing repairs inside any interior space.
- Shoe booties must be worn inside all occupied and vacant apartments.

- Thoroughly wash hands or use hand sanitizer after working in vacant or occupied apartments, trash receptacle areas, common areas, after performing any janitorial duties.
- If you enter an apartment and it is obvious that a resident is ill, whether with COVID-19 symptoms or not, politely leave the apartment immediately and call the Rental office.
- Prior to working at any ICHA location, vendor and employees must self-check:

Self-Declaration by Vendor		
	YES	NO
Have you checked your temperature, and is your temperature 100 or greater?		
Have you traveled to out of country or been in close contact with anyone who has traveled to those areas within the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath, or any other respiratory problem)?		

Vendors answering yes to any of the above questions will not be permitted access to any ICHA location.

Vendor agrees to comply with the above Vendor COVID Agreement.

Signature: _____ Date: _____

Printed Name: _____ Date: _____

ICHA Management Signature: _____ Date: _____