



<b>PUBLIC HEALTH MANAGEMENT CORPORATION</b>	
<b>POLICY AND PROCEDURE</b>	
<b>Category: Procurement</b>	<b>Policy # 104</b>
<b>Date Last Updated/Reviewed: NEW</b>	<b>Pages: 1 of 3</b>
<b>Title: Vendor Policy and Protocols for Working on site at a PHMC Location</b>	
<b>Department/Program/Site: All PHMC Programs/Affiliates and Subsidiary Programs</b>	
<b>CEO Signature: _____</b>	

## I. Purpose

The safety protocols established by PHMC in response to COVID-19 are designed to ensure the safest possible workplace for employees, members, vendors and any PHMC guests. This includes policies related to external vendors. Adhering to the COVID-19 protocols as outlined is essential to enable a safe and effective return to site.

## II. Definitions

### **Vendor:**

A person undertaking the provision of materials, labor or services pursuant to a purchase order or vendor contract at a PHMC site that involves more than a quick delivery.

### **Fully vaccinated:**

To be fully vaccinated with a World Health Organization (WHO)-approved vaccine means that the individual is more than 2 weeks after receiving the final dose in a two-dose series (either Pfizer or Moderna) or the single-dose vaccine (Johnson and Johnson's Janssen). Individuals who have not completed the dose requirements of a vaccine, and individuals who have not received a WHO-approved vaccine are not fully vaccinated. Exception: Proof of COVID-19 infection in the last 90 days.

## III. Policy

PHMC requires all PHMC vendors to comply with pandemic-related federal, state and local public health orders as well as PHMC's policies. Effective immediately, all vendors on site at a PHMC location must be fully vaccinated.

## IV. Procedure

Vendors are expected to enforce PHMC and the related federal, state and local public health vaccination mandate for their own employees, including determining

whether their employee qualifies for an exemption, ensuring their employee's vaccination status, maintaining the vaccination records of their employees, arranging testing for exempt employees, and ensuring that any exempt employees comply with testing requirements. Vendors who are not in compliance with this policy will not be permitted onsite.

### **A. Mask Mandate**

In addition, until further notice, all vendors entering PHMC facilities and worksites are required to wear a face covering indoors, regardless of vaccination status, unless alone in an office or an enclosed area. These requirements reflect recent CDC guidance regarding face coverings at facilities and worksites.

### **B. Covid-19 Symptoms Update**

If anyone should develop COVID-19 symptoms or is diagnosed with COVID-19 within 14 days after the visit to a PHMC location, please let us know at [coronareport@phmc.org](mailto:coronareport@phmc.org) to ensure appropriate measures are taken within our organization.

### **C. Vendor Compliance**

Vendors are expected to enforce PHMC, the City of Philadelphia, state and federal vaccination mandate requirements for their own employees, including determining whether their employee qualifies for an exemption, ensuring their employee's vaccination status, maintaining the vaccination records of their employees, arranging testing for exempt employees, and ensuring that any exempt employees comply with testing requirements. Vendors who are not in compliance with this policy will not be permitted onsite.

We ask that you provide an attestation to this effect in the PHMC Vendor Portal. Please email [procurement@phmc.org](mailto:procurement@phmc.org) for a link to the portal if not an already registered vendor.

Thank you in advance for your cooperation and understanding as we adopt procedures that will contribute to our collective safety.

### **D. Office Procedures**

Below is a summary of other relevant office procedures that you should also be aware of:

*Building Lobby and Elevator Procedures:*

- *Please wear a mask in the common areas and elevators.*
- *Please physically distance while onsite whenever possible.*

*Office Protocols:*

- Everyone must wear face masks when in common areas in our office and in the building lobby.
- Physical distancing of at least 3 feet between you and others will be observed in the office and when entering and exiting any area.
- Please refrain from using hands to touch high surface areas such as doors and buttons to the extent possible.
- Please regularly wash your hands and otherwise observe proper hygiene.

Thank you very much. If you have any questions, please reach out to [procurement@phmc.org](mailto:procurement@phmc.org)

**Revision/Approval Table (a new row is added to this table for each revision/approval)**

#	Document Owner(s)	Date	Approved by: Signature of Department Director(s)	Detailed Description of Change
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