

Vendors, Contractors, and Suppliers COVID-19 Guidance

Revised: October 2024

Campus Modified Services: Normal on-campus operations have increased, and many campus facilities have more open access.

This guidance document provides UCI-specific information for vendors, contractors, and suppliers -- working for or providing services to UCI while normal on-campus operations and campus services are increasing and as UCI returns to full operations. Access to UCI facilities are increasing to support essential research, work, or instruction. As campus facilities open, non-emergency vendor visits and deliveries can resume as previously conducted and if possible, be scheduled with UCI personnel in advance.

Continue current delivery process for the various departments, unless instructed differently by the individual departments. Alert UCI if you experience any delivery challenges by emailing Procurement Services at procurement@uci.edu. Check with your UCI contact on any re-occurring automatic deliveries to confirming that the recipient is actively in the office or lab to receive delivery of goods. All other access, including sales calls and product demonstrations, should be conducted remotely, if possible. UCI continues to encourage web-based or telephone meetings during this period of increasing campus services.

All vendors, contractors, and suppliers must comply with the following while at UCI:

- Face coverings are strongly recommended indoors on UCI-controlled property, but not required, regardless of vaccination status. Individuals should feel free to continue to wear face coverings if they desire. Face coverings are optional outdoors.
- Student Health Center, Counseling Center, and UCI Health properties will continue to adhere to face covering guidance for healthcare settings.
- The California Department of Public Health (CDPH) recommends all Californians wear a mask:
 - Around others if you have respiratory symptoms (e.g. cough, runny nose, and/or sore throat).
 - If you've had a significant exposure to someone who has tested positive for COVID-19, wear a mask for 10 days.
 - If you test positive for COVID-19.
- Adhere to the February 3, 2023 Cal OSHA [COVID 19 Prevention Non-Emergency Standard](#) and any other standards published.
- Monitor your health daily. Stay home if you are experiencing [symptoms of COVID-19](#) and test for COVID-19 via PCR or home antigen test. If you are positive, follow [California Department of Public Health isolation guidelines](#) until you meet criteria for release from isolation. If you are a close contact to a case, follow [California Department of Public Health guidance for close contacts](#) testing within 3-5 days after last exposure and wearing a well-fitting mask indoors around others for a total of 10 days after your last exposure. If symptoms develop, stay home and test.

- Notify UCI if any of your employees who have worked on campus have tested positive for COVID-19, and provide the following details by reporting your case on the [UCI Working Well](#) page.
 - Dates on campus, listed by day, during positive individual's [infectious period](#). Individuals are considered infectious two days before symptoms onset. If there are no symptoms present, the infectious period is two days before a COVID-19 test is taken.
 - Campus locations where the positive individual worked or visited during their infectious period.
 - Any UCI employees or students with whom the positive individual may have had contact during their infectious period.
 - UCI expects the positive individual(s) to refrain from coming on the UCI campus until they are released to work as directed by their health care professional and public health guidance.
- Follow all campus signage and posted requirements.
- Review federal, state, and local guidance and/or requirements regarding travel and quarantine.
- Develop and enforce a plan for your workforce to follow federal, state, and local guidance and/or requirements regarding travel and quarantine and to adjust your workforce at UCI accordingly.

All vendors, contractors, and suppliers must regularly review UCI's [Working Well](#) webpage and comply with directives and guidance posted there.

Pursuant to public health directives and current prevailing circumstances, UCI may modify its directives and/or guidance with little or no notice.