Non-UCI Affiliates/Vendor Guidance
Revised: June 24, 2021

Campus Modified Services: Normal on-campus operations are increasing, and many campus buildings will begin to have more open access.

This guidance document provides UCI-specific information for non-UCI affiliates -- including suppliers, vendors and contractors -- working or visiting UCI during campus-modified services. Non-UCI affiliate access to UCI buildings will start increasing to support essential research, work or instruction. As campus buildings start to open up, non-emergency vendor visits should continue to be scheduled with UCI personnel in advance.

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 non-UCI affiliates must comply with the following while at UCI:

- **Monitor your health daily. Do not enter a UCI facility if:**
  - Your temperature exceeds 99.0 F when measured with a household thermometer.
  - If you are unable to take your temperature, **evaluate whether you have signs/symptoms of COVID-19**, including chills, muscle aches, cough, shortness of breath, unexpected fatigue, sore throat, loss of taste or smell, headache, diarrhea, vomiting, nausea, or other cold symptoms within the last 14 days (see list at [CDC website](https://www.cdc.gov)). If you have chronic conditions (e.g. migraines) and are experiencing symptoms identical to your usual symptoms, do not report those here.
  - Anyone in your household has been diagnosed with COVID-19 or has demonstrated COVID-19 symptoms in the past fourteen (14) days.
  - You have had close contact (within six (6) feet for fifteen (15) or more minutes cumulatively over a 24 hour period) within the last 14 days with anyone who has a confirmed COVID-19 diagnosis or COVID-19 symptoms.
  - For more information, please visit the [CDC Website](https://www.cdc.gov).

- If any of your employees who have worked on campus have tested positive for COVID-19, provide the following details by sending an email to covid19@uci.edu or call (949) 824-9918:
  - Dates on campus, listed by day, during positive individual’s infectious period.
  - Campus locations where the positive individual worked 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.
Non-UCI Affiliates should:

- Review the UCI Executive Directive on Face Coverings that provides information on when to wear a face covering. This directive applies to all individuals, including non-UCI Affiliates, on UCI-controlled property.
- Note that under the June 17, 2021, Cal/OSHA revisions to the Emergency Temporary Standards:
  - employers are required to document the vaccination status of their employees to determine whether an employee is fully vaccinated and therefore excused from wearing a face covering. § 3205(b)(9) and § 3205(c)(6)(A).
  - any employee not wearing a face covering or non-restrictive alternative must either: (a) be fully vaccinated or (b) be tested at least weekly for COVID-19. §§ 3205(c)(6)(D)(4,5); 3205(c)(6)(E).
- Follow all signage and posted requirements.
- Not make re-occurring automatic deliveries without first confirming that the recipient is actively in the office or lab to receive the delivery.
- 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.
- Report all suspected or positive cases of COVID-19 to UCI Human Resources at: https://new.hr.uci.edu/form-report-new-coronavirus-cases/
- 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 non-UCI affiliates must regularly review UCI’s COVID-19 website 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.