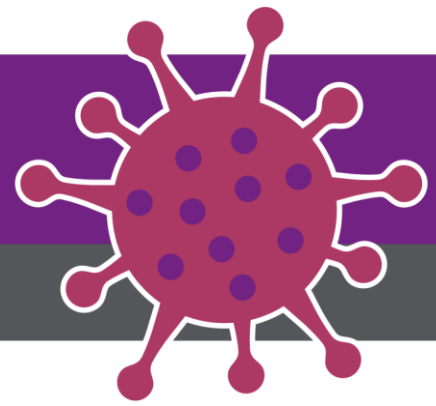


CORONAVIRUS DISEASE 2019 (COVID-19)

Required COVID-19 Vaccination for Trinity Health Vendors



Audience: Colleagues

Revision Date: July 15, 2021

Version: # 1

COVID-19 Response Team Owner: Logistics

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Our Core Value of Safety means we do everything we can to protect people. With the safety of our patients and colleagues in mind, the following guidance is provided to assist with implementing procedures to ensure vendor compliance to our policy requiring COVID-19 vaccination.

For years, we have required the flu vaccine for vendors and the same vendor compliance procedures apply for the COVID-19 vaccine requirement.

The Trinity Health colleague who authorized or invited the vendor representative into the facility (Primary Contact) is responsible to ensure vaccination status. As a guide for consistent consideration of the various vendor representatives calling on our facilities, vendor visitation can be categorized by Location, Frequency and Duration:

- Location: Area of the facility where the vendor will visit.
 - Patient care area
 - Non-patient care area (OSHA “Well Define Area”) or,
 - Remote contact via phone, virtual meetings, etc.
- Frequency/Duration: Number of times the vendor will be in the location.
 - Routine: daily or weekly visitation typically for a shift or procedure
 - Episodic: unscheduled and/or shorter duration visits
 - Emergent/One-time: unscheduled and often emergent single visits

Note: many vendors entering our facilities are under no contractual obligation to Trinity Health. Vendors delivering flowers or food, for example, are visitors and should abide by the visitor policy. Also, government and accreditation organization representatives are to be considered visitors as it relates to our COVID-19 vaccination requirement.

The following table outlines guidance as to when a vendor representative’s vaccination status should be verified by providing proof of vaccination or by attestation. Collection and storage of vaccination status documentation can be facilitated through the Vendor Registration Systems (IntelliTrax formally known as RepTrax or VendorMate) or other means at the discretion of the Ministry or the Primary Contact.

Vendor Visitation Location	Frequency/Duration	Vaccination Verification Guidance
1. Patient Care Area	Routine	Vendors with access to Vendor Registration Systems should upload their vaccination status or make other arrangements with their Primary Contact to verify they have met this vaccination requirement. Vendors who have an exemption from their employer will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC).
	Episodic	Vendors with access to Vendor Registration Systems should upload their vaccination status or attest to their vaccination status or make other arrangements with their Primary Contact to verify or attest that they have met this vaccination requirement. Vendors who have an exemption from their employer will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC).
	Emergent/One-Time	Vendors with access to Vendor Registration Systems should attest to their vaccination status or make other arrangements with their Primary Contact to attest that they have met this vaccination requirement. Vendors who have an exemption from their employer will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC).
2. Non-patient Care Area	Routine, Episodic or Emergent/One-Time	Vendors should make arrangements with their Primary Contact to attest that they have met the vaccination requirement. Vendors who have an exemption from their employer will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC).
3. Remote Contact	Any	Vaccination verification not required

Examples of the different vendor visitation categories can be found in the table below:

Vendor Visitation Location	Frequency/Duration	Vendor Visitation Examples
1. Patient Care Area	Routine	<ul style="list-style-type: none"> • Implant representatives in the OR or Cath Lab • Supplier providing dialysis services • Medical sharps container change-out by vendor staff
	Episodic	<ul style="list-style-type: none"> • Technical sales representatives conducting in-services or training • Staples desk top delivery
	Emergent/One-Time	<ul style="list-style-type: none"> • Technical representative called in to

		<ul style="list-style-type: none"> Environmental disaster (flood) response vendors
2. Non-patient Care Area	Routine	<ul style="list-style-type: none"> Distributor truck driver delivering supplies Building Automation System technician Lab, Pharmacy and Blood Bank delivery
	Episodic	<ul style="list-style-type: none"> Sales representative calling on supply chain Medical gas cylinder delivery and pick up from storage room
	Emergent/One-Time	<ul style="list-style-type: none"> Engineer called in to service a copier in administration Interviews with 3rd party consultants.
3. Remote Contact	Any	<ul style="list-style-type: none"> Sales representative negotiating a contract

All contracted vendors are required to comply with our policies and procedures as set forth in our agreements and the [Supplier Code Of Conduct](#). If a supplier representative exhibits disrespectful behavior or refuses to comply with our COVID-19 vaccination requirement, they should be refused access and reported to Ministry Integrity and Compliance and Supply Chain leadership.

Vendors who do not fulfill the requirement to be vaccinated or have an approved medical or religious exemption by Tuesday, Sept. 21, 2021 will not be allowed to visit any Trinity Health office, ambulatory, acute or senior living facility to conduct business.

The related "COVID-19 Vaccine Requirement Vendor Communication Memo" has been distributed via email to our largest product suppliers' leadership, via USPS to the address on file for all suppliers that we have paid in the last six months and will be posted on our supplier portal on our website. **Additional distribution is encouraged.**

Questions

SupplyChainRequestsandQuestions@trinity-health.org