

# CORONAVIRUS DISEASE 2019 (COVID-19)

## COVID-19 Vaccination for Trinity Health Vendors Frequently Asked Questions (FAQs)



**Audience: Colleagues**

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**COVID-19 Response Team Owner: Logistics**

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### What's Changed: New FAQs to Support Guidance

Question	Answer
If vendors are not in our vendor registration systems, do we collect and store the vaccination card or exemption document?	No. The Primary Contact (colleague who authorized or invited the vendor into the facility) should work with the vendor to verify vaccination status.
If a vendor representative is routinely in patient care areas, can we have them register in the vendor registration system?	Yes. However, there may be a cost to the representative's company, and we incur costs to maintain each representative in the system. Contact your local supply chain leader to see if registration is feasible.
Do we need to review vendor exemptions for appropriateness?	No. The employer (not Trinity Health) is responsible for granting an authorized/approved exemption. Vendors with an exemption are to be treated as visitors and will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC).
How should we answer a vendor if they ask about criteria for an acceptable exemption?	The criteria for an exemption are up to the vendor organization. We will respect their policy and if an exemption is granted to a representative, we'll treat them as visitors, and they will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC).
What should we do if a vendor representative sends us a copy of a vaccination card or exemption document?	If you are the Primary Contact (colleague who authorized or invited the vendor into the facility), you should acknowledge the status, thank them and return or destroy the copy. If you are not the Primary Contact, you should send the document to the Primary Contact for follow up with the vendor.
How should colleagues in the system office or other administrative areas direct questions from vendors?	The vendor should be directed to pose their question to the colleague who authorizes or invites the vendor into the facility (their Primary Contact). If that is not possible, the vendor can email their question to: <a href="mailto:SupplyChainRequestsandQuestions@trinity-health.org">SupplyChainRequestsandQuestions@trinity-health.org</a>

Are Labor Unions and Public Sector Organizations (regulatory agencies, utility companies, state and local government, etc.) subject to this requirement?	No. Unfortunately, we did inadvertently send the vendor letter to some of these organizations. We are sending a retraction letter and apologizing for our error.
Are private ambulance companies required to follow Trinity Health's Covid-19 vaccination requirement?	Ambulance companies not owned by Trinity Health are not subject to the Trinity Health Covid-19 vaccine requirements. When they enter the building, they are to be treated as visitors and will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC)
What are our expectations regarding academic schools who send their students to us for rotations?	Our agreements require that our safety policies and procedures be followed. It is the school's responsibility to assure vaccination status or process exemption requests of students, as they are not our employees. We will accept attestation from the schools. The exceptions are the four nursing schools which we own, for which we will review exemption requests. Student attestations are on the same timeline as vendors and colleagues.
What are our expectations regarding tenants who lease space?	We strongly encourage vaccination. Our lease terms do not allow us to impose our vaccination requirement upon lessees or their employees. As new leases are negotiated, we will work to incorporate the requirement into our contracts.
What are our expectations regarding joint ventures?	We strongly encourage vaccination of our partners and ask business owners to engage in conversations with our JV partners regarding the importance of vaccination and Trinity Health's perspective. We do not have the authority to require vaccination unless we are the employer of record.
What is the vendor COVID-19 vaccine requirement if the vendor only performs services outside of the building (construction, landscaper, snow removal, sprinkler repair, etc.)?	Vendors who perform services outside of the building are not subject to the Trinity Health Covid-19 vaccine requirements. They are required to follow any local city, state requirements if they exist. If the vendor enters the building for any reason they are to be treated as visitors and will be required to wear a mask and maintain physical distancing as recommended by the Centers for Disease Control and Prevention (CDC).