

Non-UCI Affiliates/Vendor Guidance

Revised: November 20, 2020

Campus Modified Services: Normal on-campus operations are greatly reduced at this time, and many campus buildings have limited 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 be limited to the least access necessary to support essential research, work or instruction. **Non-emergency vendor visits should be scheduled with UCI personnel in advance.** All other access, including sales calls and product demonstrations, should be conducted remotely. UCI encourages web-based or telephone meetings during this interim period of campus-modified 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](#)). If you have chronic conditions (e.g. migraines) and are experiencing symptoms identical to your usual symptoms, do not report those here.
 - You have been tested for COVID-19 in the past 14 days.
 - 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) 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](#).
- Maintain at least six (6) feet of separation between you and any other person. Be aware of your surroundings, pay attention to others, and maintain your separation by yielding to others. For example, if you enter a small space and see that it's occupied, yield to the other person, step back, and give them at least six feet of separation so they may leave the room.
- Please review the UCI Executive [directive that requires everyone at UCI to wear a face covering](#).
 - Follow all signage and posted requirements.

- In corridors or spaces that are less than six (6) feet in width, when another person is present, stay as far apart as possible if you are traveling in the opposite direction, and remain at least six (6) feet apart when traveling or moving in the same direction.
- Do not make re-occurring automatic deliveries without first confirming that the recipient is actively in the office or lab to receive the delivery.
- Critical operations remain open on campus, and deliveries for those departments should continue. 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 (including the November 13 CDPH Travel Advisory and the November 19 CDC travel guidance).
- 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.