

## Vendors/Contractors Protocol Update

Updated April 18, 2023

A facility administrator or designate shall ensure enforcement of these protocols. Each facility should identify one main entry point to the facility where all vendors/contractors shall enter.

Vendor/contractors showing signs and symptoms shall not be allowed to enter the facility.

A facility administrator or designate shall create a process whereby all vendors/contractors must sign in/out of the facility and be assessed for signs and symptoms for **Respiratory Illness** prior to being allowed entry by completing the self-assessment tool (see appendix A Risk Assessment: **Respiratory Illness** Screening Questions) including their name, company name and contact number.

All vendor/contractors must make an appointment. The vendor/contractor must contact the designated facility representative while in the parking lot to ensure someone will meet them at the vendor entry point to complete the Respiratory Illness Screening Questions. (Vendors who are working onsite for multiple consecutive days, only have to be escorted in and out of the facility on the first day. They do have to continue to be screened daily for symptoms using Appendix A and follow the identified route).

- 1) The Department Manager, in consultation with Materials Management or Maintenance, if appropriate, will determine the date and time work will occur within the facility;
- 2) Infection Control must be notified prior to the visit, to allow for a risk assessment, if required.
- 3) Work completed in clinical areas shall have an infection control consultation prior to work being completed;
- 4) The contractor/vendor shall limit travel within the facility by going directly to and from the areas of work once they have completed appendix A Risk Assessment: Respiratory Illness Initial Screening Questions; and
- 5) Each facility shall designate one staff member or department to be responsible for maintaining and storing these documents.

Upon arrival at the facility the contractor/vendor shall:

- 1) Enter through the designated entrance;
- 2) Once the provider has been cleared to enter, the identified department representative will be contacted and meet them at the designated entrance;
- 3) A representative from the department will meet service provider at the designated door and escort them directly to the department. They are not permitted to go to areas outside of their work area within the facility;
- 4) Service Provider will be asked to wash their hands, physically distance from others when possible and go directly to and from the department they are working in.
- 5) All workspaces must be kept as clean as possible;
- 6) Bring only required tools/equipment to complete the job and ensure tools are clean and in good repair;
- 7) Once work is complete, the department representative will call Environmental Services (if required) to clean the work area and;
- 8) Once work is completed, the provider must leave the building via the designated vendor entry location and sign out.

**Health PEI**

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Appendix A

**Thought Risk Assessment: Respiratory Illness Screening Questions for Contractors/Vendors**

		CIRCLE ONE	
1.	Do you have any symptoms of Respiratory Illness?  Fever, chills Cough (new or worsening) Sore throat Runny nose, sneezing or congestion Shortness of breath or difficulty breathing Marked or unusual fatigue Muscle/body aches Headache Acute loss of sense of smell or taste	YES	NO

**If the vendor/contractor answered “Yes”, they are not permitted to enter.**

\_\_\_\_\_

Print Name and Company

\_\_\_\_\_

Contact Number

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

HPEI Representative

\_\_\_\_\_

Date