

**Vendors/Contractors Protocol Update  
Effective September 30, 2021**

A person is unvaccinated when they have not received any doses of a COVID-19 vaccine.

A person is partially vaccinated with one dose of a two-dose COVID-19 vaccine series plus 21 days.

A person is fully vaccinated who is  $\geq 14$  days after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series.

**Vaccination Status and Required Isolation after Travel**

**An unvaccinated vendor/contractor who travels outside of PEI is required to isolate for 8 days from the date they return to PEI, with testing on day 8. A negative test result is required before isolation can be discontinued.**

**A partially vaccinated vendor/contractor who travels outside of PEI is required to isolate for 8 days from the date they return to PEI, with testing on day 8. A negative test result is required before isolation can be discontinued.**

**A fully vaccinated vendor/contractor who travels within Canada does not have to isolate.**

**A fully vaccinated vendor/contractor who travels outside of Canada does NOT have to isolate if they have been exempted federally from isolation.**

**A fully vaccinated vendor/contractor who travels outside of Canada who is required to isolate for 8 days from the date they return to PEI with testing on day 8. A negative test result is required before isolation can be discontinued.**

**A fully vaccinated vendor/contractor who travels outside of Canada and has not been exempted federally is required to isolate for 14 days from the date they return to Canada, with at least 8 days of isolation in PEI. Test as per current testing guidelines.**

**Testing Guidance for vendor/contractors**

Please note vendors/contractors fall under the “Other Workers” section in the Testing Guidance for COVID-19. If a vendor/contractor is isolating, a negative test result is required prior to the entering a facility. As per current testing guidelines, point of entry testing is an acceptable test prior to entering our facilities.

**In the event a vendor/contractor has previously tested positive for COVID, they do not need to be tested prior to entering our facility; but they do need to be deemed recovered in their home province.** 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 and out of the facility.

A facility administrator or designate shall create a process whereby by all **vendors/contractors** shall be assessed for signs and symptoms for COVID-19 prior to being allowed entry by completing the self-assessment tool (see appendix A Risk Assessment: COVID-19 Initial 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 COVID-19 Initial Screening Questions.

### **Vendors/contractors who are required to isolate**

- 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. Work completed in clinical areas shall have an infection control consultation prior to work being completed;
- 3) Once determined, the Department will provide the following information and send to the Planning Division (**Janessa Pitre**)
  - Name(s) of the individual and email address of service provider
  - The Company they represent and the Nature of Work to be completed
  - Date and time the work will occur

A letter will sent directly to the service provider. This letter is to be presented at the provincial borders to allow for interprovincial travel when the vendor does not have a PEI pass;

- 4) The contractor/vendor shall limit travel within the facility by going directly to and from the areas of work 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 identified 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 in the front lobby 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 and go directly to the department they are working in.

*NOTE: If the service is required in clinical areas- the contractor/vendor shall don booties (if unable to clean footwear), isolation gown/scrubs and mask are required.*

*If the service is required in a non-clinical area- hand hygiene, mask and physical distancing are required.*

- 5) While performing work, the provider will be expected to practice physical distancing and frequent hand hygiene;
- 6) All work spaces must be kept as clean as possible;
- 7) Bring only required tools/equipment to complete the job and ensure tools are clean and in good repair;
- 8) Once work is complete, the department representative will call Environmental Services (if required) to clean the work area and;
- 9) Once work is completed, the provider must leave the building via the designated vendor entry location and sign out.

**NOTE: Vendors/contractors who are isolating must follow testing schedules while on PEI as per Chief Public Health Office guidelines.**

### **General Guidelines for Vendors/Contractors**

The department in consultation with Materials Management or Maintenance if appropriate will determine the date and time that any work inside the facility will occur.

Upon arrival at the facility the construction worker/technician must:

- 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. Work completed in clinical areas shall have an infection control consultation prior to work being completed;
- 3) Maintenance or designate will meet the service provider in the front lobby;
- 4) Service Provider will be asked to wash their hands and practice good hand hygiene while in the hospital;
- 5) While performing work the provider will be expected to practice physical distancing and frequent hand hygiene;
- 6) All work spaces must be kept as clean as possible;
- 7) Bring only required tools/equipment to complete the job and ensure tools are clean and in good repair;
- 8) Once job is complete, the department representative will contact Environmental Services, if required, to clean area and
- 9) Once work is completed the provider must leave the building via the designated entrance and sign out.

**Appendix A**

**Effective September 30, 2021**

**Risk Assessment: COVID-19 Screening Questions for Contractors/Vendors**

		CIRCLE ONE	
1.	Do you have any of the below symptoms of COVID?	YES	NO
2.	Have you had close contact (face-to-face contact within 2 metres (6 feet) with someone who has COVID symptoms?	YES	NO
3.	Have you or anyone in your household been in contact, in the last 14 days, with a person under investigation or confirmed to be a case of COVID-19?	YES	NO
4.	Are you work/self isolating?	YES	NO

**If you have answered “Yes” to questions 1-3, you will be refused entry.**

**If you have answered “Yes” to question 4, you will have to follow work/self isolation measures.**

\_\_\_\_\_

Print Name and Company

\_\_\_\_\_

Contact Number

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

HPEI Representative

\_\_\_\_\_

Date