ASU guidance for contractors and vendors

Please provide contact information in the space below:

Vendor: _____________________________
Representative’s name: ________________ | Email: _______________________

**Employee health**

Are employees encouraged to stay home if they are ill?
Yes ☐ No ☐

Are employees encouraged to leave immediately if they become ill during the workday?
Yes ☐ No ☐

**Hand sanitizer availability**

Is hand sanitizer available and distributed?
Yes ☐ No ☐

Is hand hygiene signage displayed?
Yes ☐ No ☐

**Personal protective equipment**

Are employees required to wear a face covering when they are unable to maintain at least six feet of distance between themselves and other employees?
Yes ☐ No ☐

Are employees provided information on proper use of face coverings?
Yes ☐ No ☐

**Social distancing**

Are employees provided information about recommended CDC social distancing practices, including maintaining six feet of distance between themselves and others?
Yes ☐ No ☐

Have customer wait lines, staff needs, floor markings and barrier tape been considered at the workplace to help manage crowd movement?
Yes ☐ No ☐

Has ridesharing been discouraged?
Yes ☐ No ☐
Cleaning and disinfecting works spaces

Are the following items or workspaces below routinely cleaned and disinfected?

- Common areas | Yes ☐ No ☐ | Frequency? ____________________
- Equipment | Yes ☐ No ☐ Frequency? ____________________
- Lavatories | Yes ☐ No ☐ Frequency? ____________________
- Portable toilets being cleaned | Yes ☐ No ☐ Frequency? ____________________
- Tools | Yes ☐ No ☐ Frequency? ____________________
- Workstations | Yes ☐ No ☐ Frequency? ____________________

Is trash frequently collected and removed?
Yes ☐ No ☐ Frequency? ____________________

Employees educated on preventing the spread of COVID-19

Have employees been educated on the following topics below?

- Avoid touching face Yes ☐ No ☐
- Avoiding contact Yes ☐ No ☐
- Cough and sneeze etiquette Yes ☐ No ☐
- Hand washing Yes ☐ No ☐
- Wearing face covering Yes ☐ No ☐
- Social distancing Yes ☐ No ☐

Gatherings are restricted to less than 10 employees

Are employee gatherings restricted to less than 10 people?
Yes ☐ No ☐

Site coordinator for COVID-19

Has an onsite COVID-19 coordinator been identified?
Yes ☐ No ☐

Does the onsite COVID-19 coordinator communicate with ASU to report any COVID-19 positive employees?
Yes ☐ No ☐

Please provide the name and working title of the onsite COVID-19 coordinator in the space below.

Notes

Questions? Contact ASU Environmental Health and Safety at 480-965-1823 or email SafetyPartners@asu.edu.

Revision date 05/13/2020