**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.

Revision date 06/10/2020