Subject: COVID-19 Caltech requirements for Suppliers coming on to Campus

Suppliers who need to conduct essential on-campus functions should do so in accordance with health professionals’ guidance on social distancing, and https://coronavirus.caltech.edu/ as well as the CDC, City of Pasadena and LA County. Note that following criteria below which may be in addition to the guidance cited:

1. All vendors shall submit a COVID 19 preparedness plan that is project specific for each project. The plan shall contain drawings of the project location that shows path of travel. Path of travel shall be limited to one means of travel in and out of the site that avoids contact with Caltech students, faculty and staff. Plan shall include detailed prevention measures and exposure and potential exposure protocols, the clearance process for workers to return to Caltech and communication protocols to Caltech in all situations.

2. All vendors, consultant, contractors, and subcontractors shall wear face coverings inside and outside while at Caltech.

3. All vendors, consultant, contractors and subcontractors shall notify the Caltech PM and Design and Construction Director of potential and positive COVID 19 cases on campus with details of where and when they worked, dates who they came in contact with and follow on actions. This shall be done by providing a written detailed report to Caltech upon discovering a potential or positive case.

4. Contractors and subcontractors working on multiple projects at Caltech shall include in their report other projects that may be affected by a potential or positive case.

5. All vendors, consultant, contractors, and subcontractors shall need to sanitize the area affected using appropriate COVID-19 cleaning practices as provided by the City of Pasadena in response to a potential and confirmed case.

6. All potential and confirmed cases will not be allowed on campus until they are appropriately cleared by Pasadena Public Health and the Caltech Health Center.

7. All vendors, consultant, contractors, and subcontractors shall have the ability to contact trace for all staff entering the project site, this will include a daily log of staff on site.

8. All positive cases will need clearance from Pasadena Public Health Department (PPHDD) to return to work in Pasadena if it is a company based in Pasadena. Company names shall be provided to PPHD for all positive cases by Caltech for companies not based in Pasadena.

In all cases, anyone who is ill should not come on to Campus.
This form must be signed and returned to Caltech as acknowledged and that your firm has distributed and shared this information with all of your employees and subconsultants/subcontractors.

Acknowledged_____________________________________ Date___________________