



November 2021

**Subject: COVID-19 Caltech Requirements for Vendors Coming onto Campus**

Vendors, consultants, contractors, and subcontractors (hereinafter referred to as “vendor” or “vendors”) who need to conduct essential on-campus functions should do so in accordance with [CDC requirements for workplaces and businesses](#) and Caltech’s COVID–19 prevention protocols ([together.caltech.edu](https://together.caltech.edu)), as well as rules and regulations promulgated by the City of Pasadena and LA County.

Note the following criteria below, which may be in addition to the guidance cited:

1. All vendors shall submit a COVID–19 preparedness plan that is specific for each project, task, or service being provided. The plan shall include detailed prevention measures and exposure management protocols, the clearance process for workers to return to Caltech, and communication protocols to Caltech in the event of a positive case of COVID–19. All vendors shall have the ability to contact trace for all staff entering the site, including the use of a daily log of staff on site.
2. In all cases, anyone who is ill should not come onto Caltech property (including the Jet Propulsion Laboratory).
3. Caltech is a federal contractor. Consequently, all vendors shall comply with all guidance for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (“Task Force Guidance” or “Guidance”). The Guidance can be accessed via [https://www.saferfederalworkforce.gov/downloads/Draft%20contractor%20guidance%20doc\\_20210922.pdf](https://www.saferfederalworkforce.gov/downloads/Draft%20contractor%20guidance%20doc_20210922.pdf) and is incorporated by reference. For purposes of this contract, the Guidance requires vendors to agree to the following:
  - a. The vendor must ensure that all its employees who access Caltech property (including the Jet Propulsion Laboratory) are fully vaccinated for COVID–19. All such employees must be fully vaccinated no later than January 18, 2022.
  - b. The vendor must require all its employees who access Caltech property (including the Jet Propulsion Laboratory) to be prepared to show or provide the appropriate Caltech representative with one of the following documents:
    - a copy of the record of immunization from a health care provider or pharmacy;
    - a copy of the COVID–19 Vaccination Record Card (CDC Form MLS-319813r, published on September 3, 2020);
    - a copy of medical records documenting the vaccination;
    - a copy of immunization records from a public health or State immunization information system; or



- a copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of the health care professional or clinic site administering the vaccine.
- c. Employees will be permitted to show or provide a digital copy of such records, including a digital photograph, scanned image, or PDF of such a record.
- d. The vendor must ensure that all individuals for which it is responsible, including all its employees who access Caltech property (including the Jet Propulsion Laboratory), comply with published CDC guidance for masking and physical distancing while on the Caltech campus, as well as the health and safety protocols set forth herein. Among other things, all vendors must ensure that all their employees who access Caltech property:
- Wear appropriate masks consistently and correctly (over mouth and nose);
  - Wear appropriate masks in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms);
  - For individuals who are not fully vaccinated, wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated, consistent with CDC guidance.
- e. All vendors shall designate a person or persons to coordinate implementation of and compliance with the Guidance and the workplace safety protocols detailed herein.
4. All vendors and their employees shall wear face coverings in all indoor spaces while at Caltech and otherwise comply with both the Institute Guidelines on the Use of Masks ([https://together.caltech.edu/documents/17525/Institute\\_Guidelines\\_on\\_Use\\_of\\_Masks.pdf](https://together.caltech.edu/documents/17525/Institute_Guidelines_on_Use_of_Masks.pdf)) and the City of Pasadena Public Health Order For Wearing Of Face Masks In Public Settings (<https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Order-Face-Masks-Indoors.pdf?v=1636731067201>).
5. All vendors shall notify the Caltech PM and Design and Construction Director of potential and confirmed 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.
6. Vendors working on multiple projects at Caltech shall include in their report other projects that may be affected by a potential or positive case.
7. All vendors 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 the Pasadena Public Health Department (PPHD) 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 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 your employees and subconsultants/sub-contractors.**

Acknowledged \_\_\_\_\_ Date \_\_\_\_\_