



May 2022

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](#)), 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 develop a COVID–19 preparedness plan that is specific for each project, task, or service being provided and be prepared to provide same to Caltech upon request. 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.
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, and consistent with federal contracting guidance, vendors must 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.
 - b. The vendor shall advise employees who access Caltech property (including the Jet Propulsion Laboratory) that they should be prepared to show or provide 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 who are under its control and who access Caltech property (including the Jet Propulsion Laboratory) are familiar with the City of Pasadena Health Orders currently in effect (<https://www.cityofpasadena.net/covid-19/#health-orders>) and the Caltech COVID-19 prevention protocols published at together.caltech.edu, including any rules or requirements in effect concerning masking or physical distancing.
 - e. All vendors shall designate a person or persons to coordinate implementation of and compliance with the workplace safety protocols detailed herein.
4. All vendors shall notify Caltech 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.
 5. Vendors working on multiple projects at Caltech shall include in their report other projects that may be affected by a potential or positive case.
 6. All vendors shall have the ability to contact trace for all staff entering the project site.

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 _____