



Current COVID-19 Guidance – last updated 4/29/2020

Vendor Screening Process

Initiated by Department who is requesting vendor services, prior to arrival to facility. Used for vendors who are to present to a SIH facility to repair or service a critical piece of equipment during COVID-19 Pandemic.

Directions:

Requesting department completes the top section of form prior to Vendor arrival. Vendor is notified to call requesting department upon arrival to facility (prior to entering). **Please notify Vendor of symptom screening that will be completed on arrival and that if any symptoms present, Vendor will not be allowed into facility. Vendor will also be asked to wear a mask while in facility.**

Manager/Asst Manager/Supervisor/Biomedical Engineer Tech will meet Vendor at the employee entrance. When Manager/Asst Manager/Supervisor/Biomedical Engineer Tech gets call that Vendor is on site, inform Vendor where employee entrance is and bring this form to get remainder of screening completed.

Prior to Arrival

Vendor Company: _____

Vendor Representative Name: _____
Last First

What department is equipment located: _____

Equipment to be repaired/serviced: _____

What makes this critical or urgent? _____

Upon Arrival (Symptom Screening):

- ☐ Fever > 100°F [Recorded Temp: _____]
- ☐ Medicated to treat a fever over 100°F in the last 4 hours
- ☐ Cough or shortness of breath, new or worsening in the last 7 days
- ☐ Sore throat, nasal congestion, headache; new loss of taste/smell
- ☐ Nausea, vomiting or diarrhea; chills or repeated shaking
- ☐ Fatigue or muscle aches/pains, new or worsening within last 7 days
- ☐ Vendor or someone vendor has been in close contact with (<6 feet for more than 10 minutes) is confirmed to have COVID-19 or awaiting confirmation of COVID-19 lab result within 14 days of symptom onset

* If Vendor has any checks in the Symptom Screening, Vendor will not be allowed into facility *

Facility Rep Printed Name (First Last)

Date/Time

SEND COMPLETED FORM TO CORINNA WARREN, INFECTION PREVENTION

Author: Infection Prevention Med Tech Specialist