



Dear Vendor Representative:

Since the emergence of COVID-19, Premier Health has remained committed to safely caring for our patients, staff, and communities and expects the same of our vendors. To ensure the safest environment possible, Premier Health is requiring the following.

Vaccination Requirements:

- **Clinical and/or Patient Facing** – All clinical representatives coming physically onsite at a Premier Health facility will be required to receive an approved one-dose COVID-19 vaccination (e.g., J&J) or receive both doses of an approved two-dose vaccine (e.g., Pfizer, Moderna) by **December 1, 2021**.
 - Definition of Clinical – Any person coming within 6 feet of a patient for more than 15 cumulative minutes in a 24-hour period.
- **Non-Clinical Suppliers/Contractors** – The COVID-19 Vaccine is highly encouraged but **not required at this time. Additionally, the influenza vaccine is strongly recommended but not required.**
- **Exemption Process for Required Vaccinations** – If a representative is requesting an exemption for either vaccination, they are required to provide documentation from the Vendor Company indicating that they have received an appropriate medical or religious exemption in accordance with the vendor company's policy.
- **Influenza Vaccine** - As in previous years, applicable vendor representatives will also be required to receive an approved influenza vaccination by December 1, 2021.

Onsite Requirements:

- **Masking** - All vendor representatives, regardless of vaccination status, must wear an FDA-approved isolation mask issued by the Premier Health facility they are visiting. The mask must cover the nose and mouth and be worn at all times while physically onsite at a Premier Health facility.
- **Self-Monitoring** - Each Company must have a self-monitoring process for its employees to perform prior to entering a Premier Health facility and provide data upon request verifying its employees are appropriately self-monitoring for COVID-19 symptoms. Suppliers/Contractors should be asked each day the following standard questions at a minimum. Have you:
 - Felt feverish or had a measured temperature > 100.4?
 - Had a new or unexplained cough, shortness of breath, difficulty breathing, sore throat, congestion, runny nose, or another symptom of respiratory infection?
 - Had any new muscle aches, diarrhea, vomiting, or loss of taste/smell?
 - Taken any medication to reduce any of the symptoms listed above?
 - Been in close contact with a confirmed or presumptive case of COVID-19?
 - You gone against any state or local stay-at-home orders?
- **Safety Requirements** - In addition to these requirements, all vendor representatives are expected to comply with all Premier Health safety requirements defined for COVID-19.



Tracking & Reporting:

Premier Health is required by CMS to track all suppliers coming onto the Premier Health campuses. As a result, we are asking our suppliers to assist us with this process.

- **Clinical/Patient Facing Vendors Currently in RepTrax**
 - Our current policy and practice of credentialing vendors through our automated system (RepTrax) will continue. This system will track all immunizations, including COVID vaccination and exemptions.
- **Clinical/Patient Facing Vendors Currently NOT in RepTrax**
 - Company will provide required documentation for reporting purposes. (See separate document on reporting process.) Premium Membership and utilization of RepTrax Secure Go! Badge is an option to forgo monthly reporting.
- **Non-Clinical Vendors/Contractors**
 - Company will provide required documentation for reporting purposes (see separate document on reporting process). **OR**
 - **Company may sign up with RepTrax Base (free) program. Suppliers/Contractors will be required to sign-in/out using RepTrax. This will track access to our facilities. However, COVID-19 vaccine data will not be collected. If you are interested in signing up for RepTrax, please go to www.sec3ure.com/login to register for the base program.**

Vendor organizations are responsible for ensuring their representatives and agents are fully compliant with our vaccination policies and safety requirements. As a condition of maintaining an active physical presence at a Premier Health facility, vendor representatives may be required to acknowledge their obligation to comply with this vaccination requirement. Premier Health may also prohibit any vendor representative who does not comply with these policies from entering our facilities.

If you have any questions regarding the vaccination information, please contact:

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Premier Health encourages all vendor representatives who have not been vaccinated to get their shots now. Thank you for your support in keeping Premier Health patients, staff, and visitors, and communities safe.

Yours sincerely,

Handwritten signature of Grace Jackson in black ink.

Grace Jackson
System VP & Chief Purchasing Officer