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| **Delivery Systems for Vendors in Pandemic** | **Subject: Pandemic Plan** |
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| **Effective:** | **Revised:** |

**POLICY**: In the event of a pandemic the Facility will adjust procedures to managing critical outsourced supplier services and deliveries.

The facility will ensure that critical services continue. If an in-person meeting or onsite service is critical (e.g., a vendor needs to come onsite to fix a piece of equipment or provide a service that can be done only in person), then a vendor may come only with prior approval of manager/point of contact.

**PROCEDURE**:

1. **All deliveries shall check in at front desk and wait with vehicle for (facility) staff. The deliveries will be dropped at the loading dock/delivery entrance.**
2. **Department staff shall sign for and transfer materials to proper storage room.**
3. We are screening all patients and staff at all our facilities. All vendors must be actively screened and tested in accordance with NYS and federal guidelines. **Any vendor feeling sick must stay home.**
4. All suppliers/contracted staff will be provided a face/procedure mask and any additional PPE required in accordance with CDC and NYS guidance.

All posted Policies and Procedures are current as of September 15, 2020 and are based on the current knowledge of COVID-19, CDC and NYS DOH guidelines, regulations, and NY Executive Orders as they exist.  The Policies and Procedures are subject to amendment in accordance with any change to regulations, guidance, and/or executive orders.