

# November 11, 2020

## Contractor and Vendor Visitation Guidelines

Limiting the number of people entering our facilities is an important safeguard to protect our staff and patients, and reduce the spread of COVID-19. Below is guidance regarding necessary on-site visits by contractors and vendors.

*Note:* This guidance, similar to other restrictions, is constantly being reviewed and may change at any time.

**ALL RRH LOCATIONS:** Visits by vendors and contractors to RRH facilities should be limited to interactions that are necessary for normal operation or for necessary construction activities.

- Refer to Restricted States Contractors/Vendors, below, for guidance on restricted state requirements.
- If possible, contractors/vendors should have a “sponsor” identified who can speak to the need for their visit and answer any questions by screeners or other staff.
- Vendors/contractors should know the name and contact information of their sponsor.
- **Staff should first speak to the sponsor about the necessity of the visit before turning away vendors/contractors.**

### **ACUTE CARE:**

- Routine contractors/vendors who have RRH ID badges should have received communication regarding self-monitoring for symptoms. They are able to enter through any entrance, similar to employed staff.
- Non-routine contractors/vendors or contractors/vendors who are not badged should enter through a visitor screening entrance and follow the same screening that visitors receive.

*Note:* Each facility should define routine versus non-routine contractors/vendors and issue badges as appropriate.

### **LONG TERM CARE:**

- Contractors/vendors arriving for necessary services (service/maintenance of resident care equipment, building services, utilities, etc.) must have proof of being testing within seven days from the current date in order to comply with the per NYS Executive Order as well as being masked before entering the facility.
- Contractors/vendors at LTC facilities are requested to complete their work as soon as practical and limit contact with residents and staff.

### **Restricted States Vendors/Contractors**

Vendors/Contractors coming from any state other than those that are contiguous with New York (New Jersey, Pennsylvania and Connecticut) should be discouraged from visiting unless their work is necessary and can't be deferred. Vendors/contractors from these states who do visit must abide by the New York quarantine requirements before visiting an RRH facility. These requirements are:

1. All travelers entering New York from a state that is not a contiguous state shall quarantine for a period of 14 days, consistent with Department of Health regulations for quarantine, unless:
2. For travelers who traveled outside of New York for more than 24 hours, such travelers must obtain testing within 72 hours prior to arrival in New York,

- AND Such travelers must, upon arrival in New York, quarantine according to Department of Health guidelines, for a minimum of three days, measured from time of arrival, and on day 4 may seek a diagnostic test to exit quarantine.

*For travelers that meet the criteria above, the traveler may exit quarantine upon receipt of the second negative test result.*

Certain exceptions may be made for essential contractors/vendors when approved by RRH system incident command. Scan the QR code at right or right-click the code and select open hyperlink to visit New York’s travel guidance page.



Essential and necessary vendors/contractors are defined below. Vendors/contractors are responsible for determining if they are essential staff as defined by New York State and for following all state requirements.

Essential Vendors/Contractors – meet the criteria as New York state [essential businesses](#) and are required for the ongoing normal operation of RRH facilities or patient care.

Necessary Vendors/Contractors – do not meet the criteria as New York state [essential businesses](#) but are required for the ongoing normal operation of RRH facilities, patient care or other RRH priorities.

| Vendors and Contractors | Visit < 12 hours  | Visit < 36 hours  | Visit > 36 hours  |
|-------------------------|---|---|---|
| <b>Necessary</b>        | Quarantine for a period of not less than 14 days upon entry into New York unless traveler opts to “test out” of the mandatory 14-day quarantine.  |   |   |
| <b>Essential</b>        | <ul style="list-style-type: none"> <li>Must stay in their vehicle and/or limit personal exposure by avoiding public spaces as much as possible.</li> <li>Must monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.</li> <li>Required, to the extent possible, to avoid extended periods in public, contact with</li> </ul> | <ul style="list-style-type: none"> <li>Must monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.</li> <li>Required, to the extent possible, to avoid extended periods in public, contact with strangers, and large congregate settings.</li> </ul> | <ul style="list-style-type: none"> <li><b>Must seek diagnostic testing for COVID-19 on day 4 after arriving.</b></li> </ul> |

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Vendors/contractors who are required to have COVID-19 testing are encouraged to delay work until test results are available and those results are negative. When a delay isn't practical contractors/vendors may work without test results so long as they can provide proof of testing and must comply with all RRH guidelines for PPE. If a contractor/vendor has a positive COVID-19 test result they must immediately quarantine themselves.

It is the contractor/vendors responsibility to follow this guidance and any other guidance from the state of New York. Any fines or penalties from failing to follow NYS requirements are solely the responsibility of the vendor/contractor. It is the sponsor's responsibility to communicate these requirements to the vendor/contractor.