

# MESSAGE TO SUPPLIERS AND CONTRACTORS REGARDING COVID-19

To our Partners in FIU's supplier community:

At FIU, we value the health and safety of our students, faculty, staff, visitors, and campus partners. Most of FIU faculty and staff is working remotely so if you must visit campus, please be sure you have an appointment.

If there is a specific need that requires you to come to campus, please contact Procurement Services prior to any visit at [suppliers@fiu.edu](mailto:suppliers@fiu.edu). We are encouraging "virtual" meetings (Zoom, GoTo, etc.) or teleconferences in the coming weeks. We appreciate your continued support of the University.

**IF** suppliers are required to work on campus, the following guidelines must be followed:

All suppliers that are providing services considered critical or essential, must fully comply with the [State of Florida Office of the Governor Executive Order 20-91](#). In addition, contracted resources are required to follow CDC COVID-19 screening guidance as defined on the CDC website.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Each supplier must have an agreed upon work plan with the appropriate project manager or designated contract manager to ensure that adequate physical distancing standards are maintained. Furthermore, the suppliers and the appropriate project manager or designated contract manager must strive to maintain the proper physical distance of workers from any Florida International University employees to the largest extent practicable.

Below is a sample workplan that must be submitted if working or coming on campus:

In order to comply with health and safety requirements due to COVID-19 we will be implementing the following while on FIU campuses.

1. Ensure employees do not have a fever or symptoms of COVID-19. Any employee exhibiting fever or symptoms will not be allowed on campus.
2. Practice Social Distancing.
3. Use hand sanitizer regularly.
4. Always wear face covering, use gloves and safety glasses as needed.

As more information becomes available, we will be sending updates. If you have specific questions, please feel free to reach out to your main contact in the procurement department.