



Procedural Steps to Ensure UVM Essential Suppliers/Contractors are COVID-Compliant

- 1) UVM Originating Department Contact (UODC) identifies a need for a service that can only be performed by an external supplier/contractor (this includes vendors and consultants, as well)
- 2) UODC, in conjunction with the unit safety officer determines if the visit fits the definition of “essential travel” in place at the time. If the visit is considered “essential” to perform work for businesses that are currently allowed to operate, UODC/safety officer will confirm that the product/service is essential for the continued operation or for the overall health and safety of the campus and its community.
- 3) Supplier/contractor is identified, contacted, and asked to complete the [UVM Essential Supplier/Contractor Form](#) and any required training. If this is an “out of state” supplier/contractor, UODC will need to complete the Work Authorization section of the form.
- 4) Supplier/contractor returns the completed/signed form to the UODC and, if applicable, the training certificate.
- 5) Form/certificate is sent to Purchasing Services to be added to the overall UVM Supplier List, and UODC will store a copy locally within home college/division.
- 6) Site visit scheduled.
- 7) Supplier/contractor is escorted in and out of UVM facility by UODC.

See [our website](#) for more information or contact [Purchasing Services](#)