
DATE: September 22, 2021

TO: All ZSFG Suppliers and Vendors

FROM: ZSFG Executive Leadership

SUBJECT: ZSFG Supplier/Vendor COVID-10 Vaccination Requirement

On August 24, 2021, Health Order No. C19-07y was updated to include a vaccine mandate for all personnel, including suppliers and vendors who physically enter Zuckerberg San Francisco General Hospital (ZSFG) buildings.

Beginning on September 30, 2021, all suppliers and vendors must ensure that their employees who enter ZSFG buildings, even if only occasionally, intermittently or for short periods of time, are fully vaccinated against COVID-19. This does not include vendors who drop off deliveries at defined drop off locations (e.g., loading dock) and who are not required to spend time inside ZSFG buildings.

Qualified medical or religious exemptions (per the Health Order criteria) submitted by the vendor will be accepted by ZSFG. These exemptions must be vetted and approved by the vendor and submitted on company letterhead. Exemptions provided by individual vendor representatives without going through the proper vetting will not be accepted.

Per the process below, acceptable documentation for a vendor representative to enter ZSFG includes either 1) a Vendormate badge; or 2) a yellow ZSFG Contractor badge with a vaccination confirmation sticker provided by ZSFG.

To ensure compliance, please follow the steps below:

- Vendor representatives must be enrolled in ZSFG's, vendor credentialing system, Vendormate or have a yellow "Contractor badge" issued by ZSFG.
- If you have access to ZSFG's vendor credentialing system, Vendormate, all COVID-19 vaccination requirements and other system requirements must be updated in the system to enter ZSFG (see page 3 for more details).
- If you need to be added to Vendormate, please follow the steps below on pages 3 and 4.

- Fully vaccinated vendor representatives must always wear the Vendormate or a yellow Contractor Badge visibly.
- Vendor representatives without full vaccination or a qualified medical or religious exemption will not be allowed to enter ZSFG.
- Enter through Building 25 main lobby or Building 5 loading dock for deliveries only (ground floor).
 - Vendors in Vendormate will need to check-in at the kiosks in one of the two entrances listed above.
 - Vendors with a yellow Contractor Badge can only enter through Building 25 main lobby.
- Prior to arriving onsite, self-screen for COVID-19 symptoms (see pages 4 and 5).
- Continue to follow ZSFG's masking guidance while onsite. Isolation masks provided at the designated entrances must be always worn.

Thank you for your cooperation. If you have additional questions, please follow-up with your ZSFG designated point person.

Vendor Entrances

- Vendors are required to enter through Building 25 Main Lobby or Building 5 Loading Dock for deliveries (Ground floor, in front of the receiving warehouse freight elevators). See yellow stars on map.
- Vendormate kiosks are in the lobby of Building 25 and loading dock of Building 5.



Vendors Enrolled in Vendormate

- Ensure all documentation and requirements are verified and updated in the system for all vendor representative employees.
- Fully vaccinated representatives must upload vaccination documentation into the system to ensure compliance, per system instructions.
- When onsite, check-in at the Vendormate kiosk in Building 25 main lobby or Building 5 loading dock.
- If Vendormate does not approve access due to non-compliance, a badge will not be permitted, and the vendor representative may not enter.

How to Enroll in Vendormate

To create a new registration, vendors can follow the steps below:

1. Start at <https://registersupplier.ghx.com>
2. Enter your email address

3. Enter your company's Tax ID or Legal Name of Business. Have your employer's Tax ID (also known as an EIN number) available before you begin. Enter the 9 digits without dashes or spaces.
4. You may be directed to the payment screen to pay the credentialing fee on behalf of your company. Payment is accepted online via credit card.
5. A confirmation message will be sent to the email address you used for registration. You must confirm your email address by logging in; then acknowledge any required policies and supply any required documents based on your business relationship with the hospital system.

Prior to Each Campus Visit

You are required to complete a daily symptom screening.

For vendors in Vendormate: log onto the **Vendormate mobile app** to complete the following declaration, under the 'Plan a Visit' tab:

1. I **HAVE NOT** had any of the following symptoms in the last 24 hours: sore throat, congestion or runny nose, shortness of breath, loss of taste or smell, fatigue, nausea, vomiting, diarrhea, headache, body aches, cough, fever (100 F) or chills. can we amke symptoms bold and in red?
 - a. True - Can enter
 - b. False - Cannot enter
2. I live with someone who is waiting COVID-19 test results
 - a. True - Can enter
 - b. False - Cannot enter
3. In the past 14 days I **HAVE NOT** tested positive for COVID-19
 - a. True - Can enter
 - b. False - Cannot enter
4. In the past 14 days I **HAVE NOT** been in contact with someone diagnosed with COVID-19
 - a. True - Can enter
 - b. False - Cannot enter

For vendors not in Vendormate, please review the "Daily Symptom Checklist" (on page 5) and do not enter if you replied "Yes" to any.


Daily Symptom Checklist



Daily Symptom Checklist Stay Home When Sick

To help protect you and your family, your coworkers, our patients, and to slow the spread of COVID-19, all staff and providers are required to perform a daily symptom check before reporting to work.

If you have any of the following SYMPTOMS or TEST POSITIVE, stay home **AND** call OHS 628-206-4100 or scan QR code for assistance



STAY HOME
Call OHS or Scan QR code for assistance

If you have had any of the following EXPOSURES call OHS 628-206-4100 or scan QR code



Live with someone who is waiting for COVID-19 test results



In the past 14 days been in unprotected close contact with someone diagnosed with COVID-19

