

# Coronavirus (COVID-19) Guidelines for Suppliers & Vendors



*Updates from Prior Version Appear Highlighted*

April 8, 2020

Dear Valued Suppliers,

The Golden Gate Bridge, Highway & Transportation District (District) is committed to the safety of the workers at our facilities, both the District's and yours. We trust that it is a goal and priority we both share. The District has enacted precautions and restrictions related to the coronavirus (COVID-19) that apply to both our employees and all suppliers and contractors who access our facilities in alignment with the guidance issued by local authorities.

This page provides our suppliers and vendors, including those who furnish contractor workers to the District with the latest precautions and requirements related to our response to COVID-19<sup>1</sup>.

Refer regularly to Districts [Doing Business](#) webpage for latest updates and information applicable to suppliers and vendors.

## District Facilities

At this time, the District is complying with County or State Public Health orders related to social distancing or sheltering in place. Entry to District property and facilities by non-employees and contractors may be controlled, and once on site social distancing may be enforced. We expect essential meetings will continue to occur, however meetings may be held virtually via conference call, video conference or similar means. Large groupings of non-employees and contractors are discouraged, although outdoor projects may be permitted per County or State Public Health orders. Therefore, all suppliers and contractors are advised:

- Access to District facilities is generally limited to those performing District-critical functions.
- Suppliers and contractors should communicate with their District point of contact for specific access directions and reporting instructions.

In some cases, the orders that allow or encourage the District to continue essential operations and functions also allow the supporting District supply chain to continue to operate. In the event any such order creates issues that affect your work at a District facility or your supply chain supporting such work, please engage your District point of contact to determine the nature of your work to the District and possible next steps prior to shutting down. In some cases, the District may contact you directly where we believe the supplier supports our critical infrastructure/key resource functions as defined by the Department of Homeland Security or other Federal authorities.

## The Following Requirements Apply To All Suppliers And Contractors Who Access Our Facilities:

- All of your employees must arrive with the Personal Protective Equipment required by current public health orders, which at the time of this notice include a face mask to be worn.
- Your employees will be required to go through a health screening station for temperature and symptom checks. Any employees that have symptoms or fever will not be permitted entry.
- If any of your employees or contract workers scheduled to access a District facility who are under quarantine or isolation, and as a result are unable to fulfill an upcoming service, you should immediately notify District's Procurement Office at 415-257-4481 or [mwaterman@goldengate.org](mailto:mwaterman@goldengate.org).
- Cancel or suspend business travel to and from areas with widespread or ongoing community spread of COVID-19 (Level 3 Travel Health Notice). The District recommends checking the [CDC COVID 19 Travel Warning](#) website for the latest level 3 travel warnings.

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<sup>1</sup> Adapted from Southern Company website.

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- Your **employees or contract workers** returning (or those with a household member returning) from either business or personal travel to a Level 3 country must stay home for 14 days and avoid contact with District employees. This includes anyone who has returned from Level 3 countries in the last 14 days.
- **Before returning to work**, your employees or contract workers must contact their employer for approval.
- Upon employer approval to return to work, employee is to contact their District on-site point of contact or contact District's Procurement Office at 415-257-4481 or [mwaterman@goldengate.org](mailto:mwaterman@goldengate.org) to inform the District they will be resuming provision of services

## Submit Invoices via Email & Utilize Electronic Payments

Suppliers and vendors are encouraged to submit invoices electronically to [accountspayable@goldengate.org](mailto:accountspayable@goldengate.org) instead of via U.S. mail. Additionally, consider receiving electronic payments instead of paper checks. Please contact Accounts Payable at [accountspayable@goldengate.org](mailto:accountspayable@goldengate.org) or 415-923-2215 to make the switch.

## Environmental Health and Safety

We are increasing the cleaning of high-touch areas for sanitation at all District facilities, vehicles and vessels.

In addition to the restrictions above, individuals assigned to work at a District entity should observe the following [CDC recommendations](#) on personal hygiene:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water aren't available use a hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw it in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Stay home if you are sick and avoid contact with others as much as possible.

## Social Distancing

Consistent with the recommendations from the CDC, these social-distancing strategies are encouraged:

- Gatherings of large groupings of individuals are discouraged. Meetings that can be effectively performed via telephone rather than in-person should be.
- Avoid close contact with other workers and the public. Avoid shaking hands, hugs, etc.
- Maintain a six-foot distance from others.

Thank you for supporting and cooperating with these efforts to keep our sites safe. You are a valued business partner and we value your well-being.

## Contact for Suppliers and Vendors

Email questions or concerns to [BGarrity@goldengate.org](mailto:BGarrity@goldengate.org).