

Safety, Security and Communications

COVID Pandemic – Temporary Regulation
Contractor, Vendor, Supplier Check-In/Registration

Owner – Director of Facilities Management
Contact – Facilities Management Office

ALL contractors, vendors and suppliers providing services or materials to the college shall check-in and register PRIOR to engaging in activities, deliveries, work or servicing of any kind on the college campus.

- Registration will be at the Physical Plant, Office of Facilities Management, 8am-5pm M-F
- Building Access/Key Requests shall comply with any applicable policies, regulations, or procedures at the time of check-in
- All persons shall agree to comply with any safety mandates such as face covering, physical distancing and other safety measures in effect at the time of their arrival
- Such persons shall check-in each subsequent day they are on campus

All employees who summon, engage, invite, and schedule such work or deliveries shall notify the respective company and advise them of this requirement.

Exceptions:

- Emergency Service personnel in the execution of their duties.
- Public utilities, such as, but not limited to, electric, water, sewer, gas, telephone, cable and internet services need not adhere to this regulation UNLESS they are entering a building.
- UPS, USPS, FedEx, and any delivery services as regulated by separate regulations & procedures
- Extended Campus sites shall handle their own registrations/check-ins as deemed appropriate for their facility.

After-hours, weekends, holidays and emergencies shall negate the immediate need for registration, BUT employees shall provide the information to the Facilities Management Office at facilities@sfccmo.edu as soon as possible to update the registration log.

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