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## Procurement and Contracts

January 28, 2021

California State University, San Bernardino  
Contractor/Vendor COVID-19 Language for All Purchase Orders and Contracts  
Revised January 27, 2021

Due to the COVID-19 pandemic, CSUSB is strictly following applicable federal, state, and local health and safety standards and guidelines for employees and students that are approved to come to campus. Similarly, we have the same expectations for external contractors and vendors when conducting official business on campus. Contractors/Vendors who do not strictly adhere to the CSUSB COVID-19 health and safety requirements are putting the university at risk and therefore will be at risk of having their university purchase order or contract cancelled.

Approved contractors and vendors for on-campus work are required to take the following health safety measures before and while working on the CSUSB campus.

The contractor/vendor must:

1. Have on file a written COVID-19 worksite plan in full compliance with [Cal/OSHA COVID-19 Emergency Temporary Standards 3205](#) and [California Assembly Bill 685](#). This plan must be made available to CSUSB on request.
2. Notify CSUSB within 24 hours when informed of a COVID-19 positive employee who worked on the campus within the 10 days prior to receiving the positive test result. This notification is to be made to the CSUSB Office of Risk Management via email at [riskmanagement@csusb.edu](mailto:riskmanagement@csusb.edu) or via phone at (909) 537-3937.
3. Require all owners, employees and their agents to continuously wear a face covering over their nose and mouth when they enter any indoor campus facility. Face coverings are also required outside on the campus when physical distance of six feet or more cannot be maintained.
4. Require all owners, employees and their agents to adhere to Center for Disease Control (CDC) COVID-19 prevention health and safety practices, including frequent handwashing, covering coughs and sneezes, and avoiding touching their face.

The contractor/vendor must NOT allow owners, employees or their agents to be on campus if:

1. They have tested positive for COVID-19 in the prior 10 days.
2. They are waiting on the results of a COVID-19 test due to a possible COVID-19 exposure.
3. They have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who has received a laboratory-confirmed positive test result for COVID-19 or someone who has symptoms consistent with COVID-19 within 14 days prior to being on campus.
4. They have experienced any of the following COVID-19 symptoms in the 48 hours prior to work: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, and/or nausea, diarrhea, or vomiting.

Additional information on CSUSB's response to the COVID-19 pandemic can be found at [www.csusb.edu/covid-19](http://www.csusb.edu/covid-19).

In the event that CSU considers it necessary or prudent to cancel this purchase order [or contract] due to circumstances related to the COVID-19 outbreak, CSU may do so and be relieved of any further financial obligation, risk, or other liability by providing seventy-two (72) hours prior written notice of cancellation to Contractor.

Sincerely,

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