July 31, 2020

Hello Colleagues,

This is to advise of a new procedure associated with contracting that is now effective due to COVID-19.

When you create any contracts for vendors, suppliers, contractor’s, consultants, etc. who will be working on campus, including any Chapman University location throughout the country and worldwide, it will be necessary to incorporate special wording into the Statement of Work (SOW) for the specific engagement. In addition to your specific statement of work, please include the following:

Consultant/Contractor agrees to comply with any special safety measures, policies or procedures, including its own specific COVID-19 Safety Plans, requested by the University that relate to the requirements or health and safety guidelines of the Centers for Disease Control and Prevention, the State of California, County of Orange, Orange County Health Care Agency, and any other regulatory authority in which the University operates, as well as any such measures promulgated by the University to assure the necessary safety of the Chapman University community in connection with the risks of COVID-19 and/or any other public health risk. This may include, but is not limited to, safety plans and precautions, education and training, testing, reporting, and tracing requirements.

The new procedure is as follows:

1. University Project Manager will have vendor sign the contract template, including the above noted language.

2. University Project Manager will direct vendor to additional resources on Chapman University EH&S website. You may download these two files for your ease in use. After arriving at the EH&S website Home Page, then, click on the dropdown for CU Safely Back.

Environmental Health & Safety

- Understanding Environmental Health and Safety
- Reporting Safety Concerns
- CU Safely Back
  - Checklist – CU Back Safety Checklist (DOC)
  - LearnUpon Training Registration Form
  - Service Provider COVID-19 Safety Plan Agreement
  - Service Provider COVID-19 Safety Plan Template
See the two PDF’s identified below:

a. **Service Provider COVID-19 Safety Plan Agreement.** This document describes the **COVID-19 Safety Plan** that will be required of the Vendor to help assure the safety of all parties when they are on campus. Note that this is not required if they are working remotely, and have no personnel at any Chapman University location. It is important that the Chapman University Project Manager and the Vendor understand the nature and importance of this Agreement. Note that there is also a link in that document to a Qualtrics Health Survey that will need to be completed by **any and all of their workers, each and every day** that they will be physically on campus, i.e. Each day that any company employee is on campus or any other job site operated by the University, all such employees will report by completing the survey found at this link. (Feel free to “test” the Qualtrics Survey to see how it works so you can explain it to them.)

b. **Service Provider COVID-19 Safety Plan Template.** This document provides the vendor with a template that contains the minimum standards of a COVID Safety Plan. The vendor may use the core document and they should further customize it to meet their needs. If they have their own custom COVID-19 Safety Plan that meets those minimum standards, they may submit that Plan for consideration.

3. The vendor will need to sign the contract and the two Agreements described above and return them electronically to the Project Manager. The Project Manager will follow established procedures and email all three (3) documents, with the required Certificate of Insurance, etc. to both Chapman University Legal Affairs and Risk Management for further processing.

4. Note that the Qualtrics survey described herein will mirror (with minor changes) a survey that will be required each day by all students, faculty and staff of the University. In this version of the survey each employee/representative of the Vendor will identity the name of their company, and they will also enter in the name and email address of their Chapman Project Manager. This is very important, as this will allow Qualtrics to notice the Project Manager when one of their employees/representatives submits the survey. It will be the responsibility to the Project Manager to make sure that no vendor employees come to campus without having completed the Survey and getting clearance, i.e.
5. If you have any questions on these forms or the Qualtrics Survey, please email risk@chapman.edu.

With kind regards,

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