

University of Georgia

Expectations for Contractors, Vendors and Suppliers in Response to COVID-19

The University of Georgia's top priority in these uncertain times remains the health, safety and wellbeing of all members of our campus community. In order to facilitate safe and efficient business processing, the University of Georgia has established the following expectations for all suppliers, contractors, and vendors ("Contractors"):

1. Contractors that receive a UGA purchase order should submit invoices electronically to facilitate timely processing. Invoices should be submitted via actpay@uga.edu.
2. When on University campuses and other University facilities, all Contractors, their subcontractors, or potential Contractors are expected to comply with the guidelines established by [OSHA](#) and the [Center for Disease Control \(CDC\)](#), as updated, to prevent and control the spread of COVID-19, as well as all other federal, state, and local regulations and guidelines. In the best interest of the health and safety of our community and based on instructions from the University System of Georgia regarding employees, Contractors are required to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.
3. Conduct meetings with University personnel virtually whenever possible. If such meetings cannot be conducted virtually, minimize attendees and maintain social distancing. Contractors are required to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.
4. Unscheduled Contractor visits to campus are not permitted for any reason. Contractors must contact their University point of contact prior to providing onsite services.
5. Contractors should contact the Georgia Department of Public Health (844) 442-2681 immediately should they become aware of a worker who is suspected or confirmed to have COVID-19 and is or has been on a University campus or University facility. The Department of Public Health oversees contact investigation and notification of persons who have had close contact with the individuals in question. Should University or Campus facility staff learn of a Contractor who has a worker who is suspected or confirmed to have COVID-19 they should use the campus' COVID-19 notification process as they would for an employee or student.
6. Contractors should provide their contact at the University as much advance notice as possible of any anticipated impacts related to the spread of COVID-19. Examples of potential impacts include delays in order fulfilment due to supply chain disruptions, travel bans resulting in the need to reschedule on site services or to provide services online rather than in person, etc.

Please be advised that this situation is evolving rapidly, and we are updating policies and procedures regularly to maintain the safety of our community. To that end, the above-referenced expectation may be revised or extended as appropriate. The current version of these expectations maybe found at: <https://busfin.uga.edu/procurement/expectationsforsuppliers.pdf>. For the most up to date information regarding the University's response to COVID-19 please visit the University's [Coronavirus Information and Resources page](#) and [Procurement website](#).

We are grateful for your cooperation and understanding as together, we work diligently to deliver services in a manner that protects all the members of our community.