



VACCINATION REQUIREMENT POLICY FOR CONTRACTED VENDORS

Updated 8.05.21

Background

Vendors operating on the campus of San Diego State University are subject to all current and future public health directives from the California State University (CSU) and SDSU. On July 27, the CSU announced that all campus employees will be required to be fully vaccinated for COVID-19 by a deadline determined by each campus. At SDSU, that deadline is August 16. SDSU has expanded the requirement and deadline to include contracted vendors of SDSU.

Requirements

Contract vendors are required to obtain a signed Vaccine Verification Statement (attached) along with documentation of vaccination completion for all employees, including SDSU students, who are required to access SDSU facilities on a regular basis. SDSU facilities include all buildings owned and operated by SDSU, Associated Students, Aztec Shops, or SDSU Research Foundation, and includes facilities located on SDSU's campus subject wherein the vendor leases a space within the larger campus facility.

Acceptable documentation is a completed CDC vaccination card or other verification provided by a healthcare provider or state or county jurisdiction. SDSU student employees also have the option to show proof of vaccination by providing a print out from their SDSU HealthConnect account showing that the student is compliant with the vaccination requirement.

Vendors should inform all employees, regardless of vaccination status, that they should not access campus if they have COVID-like symptoms unless they test negative for COVID-19, or their symptoms resolve. In the event an employee tests positive for COVID-19, they must communicate this to the employer who will share the information with SDSU or SDSU Auxiliary administration within 2 hours. Employees who test positive for COVID-19 must not come to campus until they have been cleared by a physician.

Signed Vaccine Verification Statements along with documentation must be maintained in a secure spot onsite at the vendor's location. SDSU, as well as other campus health and safety departments, maintain the right to audit compliance documents at any time. Contract vendor locations found not to be in compliance with this policy are subject to closure by SDSU until all employees are in compliance.

Exemptions

It is up to the contract vendor to determine whether to grant any medical or religious exemptions to the vaccination requirement. Any employees granted exemptions, though, will be required to test at least every 14 days using the campus testing protocol for exempted university faculty, staff and students in order to be cleared to access campus. Contract vendor must have a process for ensuring employees who have been granted a vaccination requirement exemption to complete their tests in a timely manner.

Contract vendor is responsible for ensuring that employees are cleared prior to campus access. Employees who are participating in a testing program consistent with SDSU's campus testing protocols must submit their test results every 14 days to the vendor's senior management. Positive test results with campus contract must be submitted to Libby Skiles, Director of Student Health Services within two hours of notification.

I understand the Vaccination Requirement Policy and will ensure compliance by my company.

General Manager or senior campus point of contact

Date