

## Non-UCR Affiliates Guidance During Campus Modified Services

This guidance document is intended to provide UCR specific information for suppliers, vendors, contractors, and all non-UCR affiliates working or visiting Campus. During campus modified services, non-UCR affiliate access to UCR buildings will be limited to support essential research/work or repair and/or calibrate equipment critical to life safety. Sales calls and product demonstrations, even those related to critical research, should be conducted remotely when possible. UCR encourages web-based or telephone meetings during this interim period.

**Non-emergency vendor visits should be scheduled with UCR personnel in advance. Normal on-campus operations have been greatly reduced, and many campus buildings have limited access.**

### All vendors/suppliers coming on campus must abide by the following:

- Vendors/suppliers must monitor their health daily.  
UCR self-monitoring guidance: [COVID-19 Prevention Guidance for Essential UCR Personnel On-Site](#)

#### Do not enter a UCR facility if:

- Your temperature exceeds 100.4° F when measured with a household thermometer.
  - If you are unable to take your temperature, **evaluate if you have signs/symptoms of a fever:** sweating, chills and shivering, headache, muscle aches, loss of appetite, irritability, dehydration, and general weakness. Shortness of breath or cough within the last 14 days. Loss of smell or taste and sore throat.
  - Anyone in your household has been diagnosed with COVID-19 or has demonstrated COVID-19 symptoms within the last 14 days.
  - You have had close contact (within 6 feet for ten or more minutes) with anyone outside your home who has a confirmed COVID-19 diagnosis or COVID-19 symptoms within the last 14 days.
  - For more information, please visit the [CDC Website](#).
- Maintain at least six feet or greater separation; this is everyone's responsibility, but you are ultimately responsible for your own behavior. Be aware of your surroundings, pay attention to others, and maintain your separation by yielding to others. For example, if entering a small space and you see that it's occupied, yield to the other person, step back, and give them at least six feet of separation so they may leave the room.
  - Please review the UCR [guidelines for wearing a face covering](#).
  - Follow all signage and UCR posted requirements including traffic patterns identified in buildings. You may have to enter through a specific door.
  - Where corridors or spaces are less than 6 feet in width are in use, and another individual is present, stay as far apart as possible if you are traveling in the opposite direction, and remain at least six feet apart when traveling or moving in the same direction.
  - Do not make re-occurring automatic deliveries without first confirming the recipient is actively in the office to receive the delivery.
  - Critical operations remain open on campus. Therefore, deliveries for those departments should be maintained. Please alert UCR if you experience any delivery challenges by emailing Procurement Services at [purchasing@ucr.edu](mailto:purchasing@ucr.edu)
  - Report all suspected/probable cases of COVID-19 to [ehspublichealth@ucr.edu](mailto:ehspublichealth@ucr.edu) or call (949)824-6200 (24 hours).
  - If you or one of your employees has a confirmed case of Coronavirus, and close contact investigation reveals that University employees were identified, send an email to [ehspublichealth@ucr.edu](mailto:ehspublichealth@ucr.edu) with the subject line "COVID-19: Confirmed Case - Affiliate."