



To our Vendors, Sales Representatives, Consultants and Contractors:

As always, our primary focus is the safety and well-being of our students, faculty, staff and visitors. In our current public health landscape, individuals conducting business on our campuses present unique challenges for maintaining a safe and productive environment.

To that end and consistent with university guidelines and the recent [federal action plan](#), all vendor employees, subcontractors and subconsultants identified as embedded within The Ohio State University, as defined below, are required to be fully vaccinated against COVID-19 by December 8, 2021. Some exceptions are allowed and are outlined on our Safe and Healthy Buckeye website. ([COVID-19 Vaccine Requirement | Safe and Healthy Buckeyes \(osu.edu\)](#)).

## DEFINITIONS

Vendor: For the purpose of this document, the term “vendor” includes vendors, sales representatives, consultants, contractors, subcontractors, subconsultants and any other such service providers as the university designates. Typically, these vendors have electronic or other advanced access to our facilities and systems. Vendors are also required to affirm that their subcontractors and subconsultants comply with this requirement.

Embedded: Embedded status applies to those vendor employees who routinely share an indoor environment with students, faculty or staff for three consecutive hours or more, more than once in a calendar week, or for more than six consecutive hours on any one day in a calendar week.

Campus: This requirement applies to any Ohio State campus and in any location where the university conducts business, including all Wexner Medical Center facilities.

## VENDOR REQUIREMENTS

Vendors are expected to evaluate whether they meet the definition of embedded and, when applicable, self-identify as an embedded vendor. Vendors who meet the definition of embedded are required to affirm that their embedded employees and embedded subcontractors and subconsultants are vaccinated against COVID-19 or meet the requirements for an exemption.

- Vendors who self-identify as embedded should notify their regular university contact and respond to an [online affirmation](#) of compliance as soon as possible.
- The university may require vendors that it believes to meet the definition of embedded to complete an agreement confirming their compliance with this requirement. Those vendors must also notify their regular university contact and respond to an [online affirmation](#) of compliance as soon as possible.
- For any vendor registered in the Wexner Medical Center’s Vendormate system, credentialing should be verified and submitted similar to other criteria (flu, measles, TB, etc.), with a badge printed and worn while in patient care areas. If not credentialed in the system, badges will not print and access to Wexner Medical Center facilities will be denied.
- After a vendor completes an agreement confirming their compliance, the vendor is responsible to ensure its on-going compliance. The vendor is not required to submit an additional attestation.



**TIMING**

- Vendor employees, including their subcontractors and subconsultants, meeting the definition of embedded as previously defined will be required to be fully vaccinated by December 8, 2021, or otherwise in compliance with the university's vaccine requirement.
- The university, in its sole discretion, may require additional public health measures, if it deems them appropriate and important to protect the health and safety of the university, its students, faculty and staff.
- New vendors who become university vendors after the December 8<sup>th</sup> deadline will have 30 days to come into compliance.
- After the December 8<sup>th</sup> deadline, all embedded vendor employees and embedded subcontractors and subconsultants who are not fully vaccinated will be required to test for COVID-19 once a week. More information about testing will be made available to any vendor needing to meet that requirement.

**Vendors, including their subcontractors and subconsultants that do not meet the definition of embedded are still strongly encouraged to comply with all CDC guidelines.**

If you have any questions or concerns, please review the FAQs found [here](#). If you still have questions not addressed by the FAQs, submit your questions [here](#).

Sincerely,

Kristine Devine  
Vice President of Operations and  
Deputy Chief Financial Officer

Nathan Andridge  
Senior Director  
Purchasing Administration