MEMO

August 6, 2020

To: Ohio State University Vendors & Contractors

From: Kristine Devine, Vice President of Operations & Deputy CFO
Nathan Andridge, Senior Director, Purchasing Administration

RE: COVID-19 Mask Requirement for Ohio State University Suppliers & Vendors

Thank you for your partnership as we navigate through the global pandemic. Safety remains a top priority and we appreciate your efforts on projects or daily work that support our campus.

University, City and State orders now require masks in many areas. This is a public health issue and masks help reduce the spread of COVID-19 by protecting others from aerosol drops released when exhaling, speaking, coughing or sneezing.

We have received complaints citing suppliers not wearing facemasks. As a reminder, the university will require any person who does not comply with mandates to be dismissed from campus. Moreover, we as individuals must be compelled to do the right thing, wear a mask and practice physical distancing to set the tone for a safe and healthy workplace. Facilities Operations and Development, and by extension our many valued contractors and vendors, are highly visible and can set the example for our campus community.

The Ohio State University requires face masks to be worn in indoor settings. Masks must be put on before entering enclosed or indoor spaces including, but not limited to, classrooms, common areas, conference rooms, shared office spaces, hallways, buses and shared vehicles. This includes enclosed spaces where cleaning, maintenance or construction work is being done.

Masks must be worn in outdoor spaces where individuals gather and cannot maintain physical distancing of at least six feet between each person.

Suppliers play an important role in our campus and we value your expertise and partnership. We must have your support and cooperation with the mask mandate to keep our campus safe.

You are advised to make additional exceptions only in compliance with State of Ohio orders and any orders issued by the local governments where your work is located. Questions about exceptions should be directed to the Ohio Department of Health or the local health department. Even where State or local orders do not require documentation for individuals subject to an exception, the university may require management verification that an exception complies with applicable orders and meets the contractor’s safety requirements.

Requirements for face coverings can be found at:

The Ohio State University:
https://safeandhealthy.osu.edu/personal-protection-hygiene

The Ohio Department of Health:

City of Columbus (for main campus):

Work performed for Ohio State outside of the City of Columbus should consult local health orders.

Please continue to advise individuals on your team that anyone feeling sick or with a fever must not report to work at Ohio State. Further, anyone who has signs or symptoms of respiratory illness consistent with coronavirus, has been exposed to an individual with coronavirus, or has been diagnosed with the virus should contact his or her primary care physician and must not report to work at Ohio State.