



## MEMO

To: WRHA ICS Ops leaders

From: Dr. Joss Reimer, Medical Director, Population and Public Health, WRHA and Shelley Hopkins, Chief Financial Officer, WRHA

Date: April 23, 2020

Subject: COVID-19 – Suppliers/Vendors and Facility Business Visits

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To meet the challenges of COVID-19, public health officials and health system leaders have agreed to the following measures for suppliers/vendors/contractors/ company representatives (Supplier Representatives) conducting essential on-site service/repairs to support health-care operations.

The following Supplier Representatives are NOT permitted to visit a health-care facility at any time. Those who have:

- Returned from international or domestic travel in the last 14 days; OR
- Been instructed to self-isolate or self-monitor for 14 days; OR
- Have symptoms including fever or chills, a new cough or increase in the amount of coughing, sore throat, shortness of breath, headache or unusual headache, or sore muscles not related to overexertion or exercise.

**All supplier representatives will be screened upon entry of a health-care facility.**

### Supplier Representatives – Out of Province

Supplier Representatives **may be exempt** from inter-provincial travel restrictions in order to provide essential and/or critical equipment repairs, installations or construction. **Special exception requests must be made** by your department's executive team member *in advance* of the supplier entering a health care facility.

Requests should be made to Dr. Joss Reimer, Medical Director, Population and Public Health, WRHA.

Please include the following information in your special exception request:

1. What is the name of the company who will be on site?





2. What province(s) are they are coming from?
3. How many supplier representatives will be on-site?
4. Describe the project and type of service provided:
5. Where will they be working at the site (provide exact locations):
6. Will they need to walk throughout the site to perform their service?
7. Who will be escorting the supplier representatives on-site?
8. What PPE is required for the supplier representatives?
9. Who will ensure the supplier representatives are provided necessary PPE?
10. How will the Screening Team be notified in advance that supplier representatives are scheduled to be on-site?
11. Who is authorized to escort the supplier representatives from the screening area to the service area location?
12. Who will be the person responsible for briefing the supplier representatives on-site COVID- 19 protocols including social distancing and hand hygiene?

### **Supplier Representatives – Residing within Manitoba**

All non-essential meetings with supplier representatives shall be conducted via teleconference, Facetime or Skype or be suspended until further notice. Supplier Representatives providing essential and/or critical equipment repairs, installations or construction are to be screened prior to entering a health care facility as per visitor guidelines. While on site, supplier representatives are to be escorted by the host department and provided with a briefing on facility COVID-19 protocols, including social distancing and hand hygiene.

Please consult your site Infection Prevention and Control team **in advance** of the visit to determine whether Personal Protective Equipment (PPE) is required. Utilization of PPE must comply with the Provincial PPE Requirements document and cannot exceed what has been directed for use.

To ensure the health and safety of all individuals please ensure your staff are aware of and comply with the instructions in this memo.