



SAN DIEGO STATE
UNIVERSITY

Research Foundation

VACCINATION REQUIREMENT POLICY FOR CONTRACTED VENDORS

Updated 8.05.21

Background

Vendors operating on the campus of San Diego State University, related satellite campuses and auxiliary organizations 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, including employees of auxiliaries such as SDSU Research Foundation, will be required to be fully vaccinated for COVID-19. At SDSU, that deadline was August 16. SDSU has expanded the requirement to include contracted vendors who regularly access SDSU and SDSU Research Foundation (SDSURF) facilities.

Requirements

Contract vendors are required to obtain a signed [Vaccine Verification Statement](#) along with documentation of vaccination completion for all vendors who 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. Acceptable documentation is a completed CDC vaccination card or other verification provided by a healthcare provider or state or county jurisdiction.

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 SDSURF risk management within 8 hours. Notification should be sent to sdsurfriskmanagement@sdsu.edu. Employees who test positive for COVID-19 must not come to campus or SDSU Research Foundation buildings until they have completed their mandatory isolation or 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 Research Foundation, as well as other campus health and safety departments, maintain the right to audit compliance documents at any time. Contract vendors found not to be in compliance with this policy will be prohibited from accessing SDSURF facilities until all employees who access SDSURF facilities 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 vendors' employees granted exemptions, though, will be required to test at least every 14 days (subject to change based on current federal mandates) in order to access campus or SDSURF facilities. Contract vendors must have a process for ensuring employees who have been granted a vaccination requirement exemption complete their tests in a timely manner.

Contract vendors are responsible for ensuring that employees are cleared prior to campus and SDSU Research Foundation building access. Employees who are participating in a testing program consistent with SDSU's campus testing protocols must submit their test results every 14 days (subject to change based on current federal mandates and Cal OSHA requirements) to the vendor's senior management. Positive test results of individuals with campus contacts must be submitted to sdsurfriskmanagement@sdsu.edu within eight hours of notification.

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

Vendor's Senior Leader Acknowledgement

Date