

To: Vendor Representatives
From: Doug Bowen, Vice President Supply Chain Services
Date: May 20, 2020
Subject: Guidelines for Vendor Visits to Banner Health's Facilities

As our response and recovery related to the COVID-19 pandemic continues, facilities are continuing to control visitor access to provide a safe and secure environment, and to assure the proper use of personal protective equipment. Below are guidelines you should follow related to vendor representatives requesting entry to your facility.

These guidelines have been communicated to Banner Health's vendor community.

Existing Policy and Procedure

Definition of a Vendor: Any non-Banner provider of goods or services, also known as a "supplier", which will expect payment for supplies delivered or services rendered.

Enhanced Guidelines

Facility visits by Vendor Representatives for the purpose of solicitation, product or service introduction or demonstration, business review, or any other purpose other than those defined below are prohibited until further notice.

Until further notice, vendor representatives may enter Banner Health facilities ONLY under one or more of the following circumstances;

- The vendor representative is contractually obligated to perform a purchased service. Examples include (but are not limited to); hazardous waste collection, document shredding, equipment or facility maintenance, delivery of specialty beds and other rental equipment, pickup of supplies for reprocessing.
- A physician has requested the representative to be present for a specific patient's medical procedure to assist with the management of supplies or instruments, AND the request has been approved by a department leader.

Vendor representatives are expected to enter only through designated safe points of entry, and are subject to the same precautions and requirements as those for Banner Health employees entering the facility.

Vendor representatives shall provide their own PPE as required for building entry, such as social or procedural masks. PPE and other consumable supplies used in clinical procedures will be provided by Banner Health.

Any approved exception to the above policies and guidelines will be communicated to the facility C-Suite, Supply Chain Services leader, and affected departments. If you have questions or concerns, please contact the facility's Supply Chain Services leader, or Corporate Supply Chain at 602-747-1500. Thank you.