

To: All Supply Vendor Representatives  
From: Doug Bowen, Vice President Supply Chain Services  
Date: August 2, 2021  
Subject: Guidelines for Vendor Visits to Banner Health's Facilities

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During the pandemic, Banner Health Vendor policy was modified to align with the COVID-19 gating restriction guidelines, with Vendor presence limited, only to when presence was essential.

This enabled Banner Health to ensure the safety of all our patients, staff, and other essential personnel. We have seen a recent increase in vendor traffic into our facilities that does not support our current gating criteria guidelines, putting further strain on our PPE and Surgical Scrub supply. We have seen a drift in compliance with our policy as we have emerged from our last surge. As we strive to maintain continuous readiness for potential future surges, it is imperative that all Vendor Representatives adhere to our current policy.

### 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.

Banner Health Vendor Qualifications Policy 5908 requires all vendor organizations, and their representatives, to be screened for compliance with federal regulations before doing business with Banner Health.

Vendor representatives are prohibited from entering Banner Health facilities unless they have been specifically authorized and are enrolled in the Vendor Management System (Vendormate). Vendor representatives visiting Banner Health facilities must display a temporary badge printed from the Vendormate system at the time of arrival. Any non-compliant vendor representative should be asked to leave the facility immediately.

Vendors interested in doing business with Banner Health may reach Supply Chain Services via Banner Health's [webpage](#). Until further notice, and subject to the policies and guidelines indicated above, vendor representatives

- SHOULD ONLY BE IN THE FACILITY IF *SPECIFICALLY REQUESTED AS THEIR PRESENCE IS DEEMED ESSENTIAL AND APPROVED* FOR PROCEDURES. ONCE THE PROCEDURE IS CONCLUDED, YOU ARE TO LEAVE THE FACILITY IMMEDIATELY.
- NO IN-PERSON VISITS FOR ANY OTHER PURPOSE WILL BE APPROVED.
- VENDOR REQUESTS TO VISIT WITH LEADERSHIP, STAFF, PHYSICIANS OR SUPPLY CHAIN SHOULD BE DENIED.
- NO PRODUCT SAMPLES OR PRODUCTS SHOULD BE ACCEPTED OR USED.
- ALL VENDORS MUST SIGN IN THROUGH VENDORMATE PRIOR TO ENTERING ANY DEPARTMENT. IF YOU DO NOT HAVE A PICTURE VENDORMATE ID BADGE, YOU WILL BE ASKED TO LEAVE THE DEPARTMENT IMMEDIATELY.
- ISSUES OF NONCOMPLIANCE WILL BE DOCUMENTED AND MAY JEOPARDIZE YOUR ABILITY TO CONDUCT BUSINESS IN ANY BANNER FACILITY.
- ANY EXCEPTIONS TO THE ABOVE SUCH AS FOR NEW EQUIPMENT PURCHASES, AUTHORIZED EVALUATIONS, NEW PRODUCTS APPROVED NEED TO BE COORDINATED THROUGH SUPPLY CHAIN AND CLINICAL EDUCATION.
- ALL VENDORS WILL BE SUBJECT TO THE MANDATORY VACCINATION POLICY AND CURRENT SYSTEM PPE REQUIREMENTS.
- ROUTINE BUSINESS SHOULD BE CONDUCTED VIA TELEPHONE OR VIDEO CONFERENCE USING TOOLS SUCH AS MICROSOFT TEAMS.