



## COVID-19 Mitigation Vendor Partner Procedure

<b>Department:</b>	All	<b>Position:</b>	All
<b>Division:</b>	All	<b>Effective Date:</b>	05/01/2020
<b>SOP:</b>	<a href="#">COVID-19 Mitigation Vendor Partner Procedure</a>	<b>Revised Date:</b>	

**POLICY:** Per guidelines issued by the Centers for Disease Control and Prevention (“CDC”) on April 3, 2020 encouraging the use face coverings to slow COVID-19’s spread, we **strongly encourage** all vendor partners to adopt these practices immediately.

Westgate Resorts’ top priority is the health and safety of our vendor partners, guests, and team members. We appreciate the steps you have taken to help slow the spread of COVID-19 while providing critical services. Per the April 3, 2020 recommendation by the Centers for Disease Control and Prevention (“CDC”) regarding the use of face coverings to slow the spread of COVID-19, we **strongly encourage** you to adopt this practice as soon as possible. We strongly encourage that our vendors adopt the recommended practices listed below as well:

Wearing a mask is **required** for any and all Westgate Resorts team members that interact with guests but is not intended as a replacement for social distancing, which should be practiced whenever possible, even while wearing a mask.

**REQUIRED PROCEDURES:** We appreciate you taking these steps to stop the spread of COVID-19 while working at and providing critical services to our property.

1. Avoid touching your eyes, nose and mouth.
2. Wear a face covering with at least two layers of protection. For complete information on the proper use of a mask, please go to [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)
3. Before touching or adjusting your mask, thoroughly wash your hands with soap and warm water for at least 20 seconds.
4. If soap and water are unavailable, use hand sanitizer.
5. Cough or sneeze into the crook of your elbow.
6. Wear any and all Personal Protective Equipment (PPE) required by your trade.
7. Only one person may ride in a man-lift or elevator at a time.
8. Keep windows and doors open whenever possible.
9. Clean commonly used tools several times per day.
10. Maintain at least six feet of distance from other people whenever possible.

**DO NOT COME TO A WESTGATE RESORTS PROPERTY if you have a fever, cough, shortness of breath or other cold and flu-like symptoms, and immediately contact your health care provider for further guidance and testing.**

You are required to complete the attached form, submit to a non-invasive temperature screen, and sign to show acknowledgement of our updated policies and procedures. Failure to complete this form will result in denial of access.

**DISCLAIMER:** Westgate Resorts can neither independently certify nor guarantee the effectiveness of masks in preventing virus transmittal, including but not limited to COVID-19. Westgate Resorts is not liable for any issues arising or relating to the use of a mask (directly or indirectly) including, but not limited to, transmittal of any virus.



## Vendor COVID-19 Mitigation Vendor Partner Screening Form

VENDOR PARTNER SCREENING FORM

Date: \_\_\_\_\_

Westgate Resorts' top priority is the health and safety of our vendor partners, guests, and team members. We appreciate the steps you have taken to help slow the spread of COVID-19 while providing critical services. Per the April 3, 2020 recommendation by the Centers for Disease Control and Prevention ("CDC") regarding the use of face coverings to slow the spread of COVID-19, we **strongly encourage** you to adopt this practice as soon as possible. We strongly encourage that our vendors adopt the recommended practices listed below as well:

1. Avoid touching your eyes, nose and mouth.
2. Wear a face covering with at least two layers of protection. For more information, please go to [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)
3. Before touching or adjusting your mask, thoroughly wash your hands often with soap and warm water for at least 20 seconds.
4. If soap and water are not available, use hand sanitizer.
5. Cough or sneeze into the crook of your elbow.
6. Wear all Personal Protective Equipment (PPE) required by your trade.
7. Only one person per man-lift or elevator.
8. Keep windows and doors open when possible.
9. Clean commonly used tools several times per day.
10. Maintain at least six feet of distance from other people whenever possible.

**DO NOT COME TO A WESTGATE PROPERTY if you have a fever, cough, shortness of breath or other cold and flu-like symptoms, and immediately contact your health care provider for guidance and testing.**

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You are **required** to provide the following information and submit to non-invasive temperature check to enter the property. Failure to complete this form will result in denial of access.

Your Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Employer/Company Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Please answer these questions:

- Have you experienced fever OR respiratory difficulty in the past 14 days (e.g. cough/shortness of breath): Y / N
- Have you had close contact with a COVID-19 patient within the last 14 days or onset of Symptoms? Y / N
- Are you presently experiencing any flu-like symptoms? Y / N

If you answered "Yes" to **any** of the questions above, please provide more information:

\_\_\_\_\_  
I hereby affirm the above information is true and correct to the best of my knowledge and consent to a non-invasive temperature check.

\_\_\_\_\_  
Vendor Employee Signature

\_\_\_\_\_  
Security Officer Signature / ID #

Temperature Reading: \_\_\_\_\_

Time & Date: \_\_\_\_\_ : \_\_\_\_\_ AM / PM | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ACKNOWLEDGEMENT:** By signing this document, I acknowledge that I have reviewed and understand Westgate Resorts policy. I acknowledge that any violations of this policy may result in progressive action as appropriate, up to and including termination of vendor contract.