



Date: March 16, 2020

To: City of Long Beach Vendors

From: Tara Yeats, Purchasing Agent

Subject: **COVID-19 VENDOR GUIDELINES AND INFORMATION**

The Financial Management Department and Human Resources Department have collaborated to provide information to Long Beach vendors, both on-site and off, on appropriate precautions and work practices to minimize the risk of exposure to COVID-19. Additionally, this document provides clarity on procedures for vendors who may have interruptions to their operations or staffing shortages.

Precautions for On-site Vendors

Vendors are strongly encouraged to follow a few simple guidelines for your employees stationed at a City of Long Beach facility to minimize the risk of potential employee exposure, illness, and the spread of COVID-19:

- Encourage employees to stay home and/or send employees home who have symptoms consistent with the symptoms identified by the CDC, State, and Long Beach DHHS for COVID-19;
- Reinforce frequent **hand washing, use of hand sanitizers, routine cleaning of workstations**, and the practice of social distancing;
- If it is possible to provide service while telecommuting, please discuss with your City of Long Beach (City) Department Contact; and
- If you have a question or concern related to your organizations staff stationed at a City facility, please contact your Department Contact. If you can not reach your Department Contact, please call the Purchasing Division Customer Service hotline at (562) 570-6200, or email us at LBPurchasing@longbeach.gov.

Guidelines for Vendors with Potential Operational Interruptions

As all our organizations prepare for a ramp up in new COVID-19 cases, some may have interruptions to their operations and/or staffing shortages. To aid us in our planning, we ask that you adhere to the following guidelines:

- Vendors are asked to ensure their Continuity of Operation Plans (COOP) are up to date. Leaders, managers, and supervisors should keep themselves informed of the latest public health information released by the CDC, CDPH and local health officials, and plan for the possibility of increased employee absences.
- Update the contact information for those Departments your organization is providing service to, to ensure in the event of an issue, you can immediately reach the appropriate people.
- If you are experiencing or anticipating an interruption to your operations and will not be able to fulfill your obligations for products/services to the City of Long Beach, please contact your Department contact. If you can not reach your Department Contact, please call the Purchasing Division Customer Service hotline at (562) 570-6200.

We are all working together in this challenging time, and information on delays of services or goods gives us the ability to plan accordingly to ensure we can all provide our services to the community of Long Beach.

COVID-19 Information and Best Practices

The City is committed to providing a safe workspace for all. Attached please find two flyers related to COVID-19 preparation and prevention. Please distribute to all of your organization's employees as you continue your discussions on prevention.

Thank you for doing business with the City and your cooperation in proactively addressing this public health crisis. The City will continue to take steps to ensure a safe and healthy workplace for all and we appreciate your efforts to do the same. If you have questions that are not answered in this document, please direct them to the City's Purchasing Division Customer Service hotline at (562) 570-6200.