April 20, 2020

To our Vendor partners:

During this trying time of COVID-19 impact I would like to thank you for your continued support of the critical mission of Fred Hutch and our world-class Researchers and programs.

In order to reduce the spread of the coronavirus, we have instituted some screening protocols for those essential vendors who are coming onto our campus.

First, however, we want to remind all of our vendors not to come to campus if you’re experiencing any signs or symptoms of COVID-19. See list below or check this link on the CDC’s website for more information. If anyone is experiencing symptoms, it’s highly recommended they contact their healthcare provider and self-quarantine for 14 days.

In addition to monitoring for symptoms, we encourage everyone to wash their hands frequently, practice physical distancing and refrain from touching your face. We’re also following the CDC’s recommendation and asking all employees and visitors to wear a cloth mask while on campus, particularly if the nature of the service provided requires being within 6 feet of another person. Tips on masking and other preventative steps can also be found on the CDC’s website.

As noted above, we have instituted screening protocols for those coming onto our Seattle campus. These screening stations are set up at the entry of five of our buildings: Yale, Thomas, Hutchinson, Arnold and Eastlake.

Prior to admission to the campus all individuals must be processed through a screening station where our staff will ask the following questions:

1. Do you have any of the following symptoms?
   - Fever | Cough | Sore throat | Shortness of breath | Wheezing | Loss of smell or taste | New onset of diarrhea | Congestion (stuffy nose) | Runny nose | Muscle aches and pains

2. Have you tested positive for COVID-19 in the past 14 days?

If the answer to any of these is yes, your staff member will not be allowed on campus and your company should issue replacement staff or reschedule your campus visit at least 14 days in the future where they will need to comply with this intake process again.
Should you have any questions regarding this process please reach out to me at any of the contact information shown below.

Mark Burch
Senior Director
Materials And Operations