

## **ERP Notification to all Suppliers (APRIL2022)**

**EFFECTIVE IMMEDIATELY:** In response to the evolving conditions related to COVID-19 and the current transmission rates, guidance from the CDC, and VOSHA's revocation of the Virginia Standard, as of **May 1, 2022**, all consultants, contractors, and suppliers' employees who will be on HRSD property, working around HRSD employees or at locations where HRSD employees could be expected to work will **not** be required to be fully vaccinated or perform weekly testing. This change is subject to and conditioned upon the CDC community levels of transmission rates remaining low.

### **Pre-Bid & Pre-Proposal Conferences, Site Visits, and other related meetings:**

HRSD has taken extra efforts to ensure all Solicitations have as much information as possible for potential Bidders/Offerors, including drawings and pictures where applicable. Depending on the complexity and technical nature of each Solicitation, we will determine the best course for viewing the site and gathering needed clarifications through Q&A via ERP or other electronic means.

Should onsite meetings be necessary, all Consultants, Suppliers and Contractors are being asked to do their part and must do the following:

1. Review **ALL** bid documents and attachments **PRIOR** to attending a meeting to be prepared as much as possible.
2. Ask any questions via email or through the HRSD ERP system before the meeting – after reviewing all bid documents and attachments.
3. **Not attend** if not feeling well, have any COVID-19 symptoms, or have been in close contact with someone who has COVID-19 or any COVID-19 symptoms.
4. Only company representatives who are, COVID-19 symptom free may enter HRSD property.

### **Requirements While on HRSD Property:**

Any consultant, contractor or supplier who has a current contract with HRSD or will be awarded a contract that requires on-site work must disclose any employee that has COVID-19 or has COVID-19 symptoms and is seeking a medical diagnosis.

**Before your contract begins:** If any of your employees have COVID-19 or COVID-19 symptoms and are seeking a medical diagnosis before the start of the contract, you must notify HRSD immediately to discuss alternative plans and request HRSD approval to begin work.

**During your contract work:** If at any time during the performance of your contract any employee has COVID-19 or has COVID-19 symptoms and is seeking a medical diagnosis, you must notify HRSD immediately and remove that employee and all other contractor employees that had close contact with the employee that has COVID-19 or has COVID-19 symptoms and is seeking a medical diagnosis. The employee that has COVID-19 or has COVID-19 symptoms and is seeking a medical diagnosis must cooperate with HRSD in identifying any HRSD employees or other personnel he/she was in close contact with while performing work for HRSD.

**After your contract has been completed:** If, after your contract has been completed you become aware an employee had COVID-19 or had COVID-19 symptoms and was or is still seeking a medical diagnosis

during the execution of your contract, you must notify the HRSD work center supervisor or HRSD's Project Manager immediately. The employee who had COVID-19 or had COVID-19 symptoms and was or still is seeking a medical diagnosis must cooperate with HRSD in identifying any HRSD employees or other personnel he/she was in close contact with while performing work for HRSD.

HRSD reserves the right to refuse admittance to anyone displaying COVID-19 symptoms. We appreciate your patience and understanding as we navigate through these situations on a case-by-case basis. If you have any questions, please contact Amy Murphy at [amurphy@hrsd.com](mailto:amurphy@hrsd.com).