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Memorandum

Date: July 7, 2020

To: Vendor Community

From: Nicolette N. Bateson, CPA, Chief Financial Officer & Treasurer

CC: Sonya Collins, Director of Procurement

RE: Coronavirus Update #54 – COVID-19 Vendor Requirements Updates and Clarifications

Reducing the impact of the coronavirus (COVID-19) means that GLWA team members and vendor community must model the highest level of safety precautions. To do this, GLWA has instituted operational changes as recommended by the Centers for Disease Control and Prevention (CDC) and others which go beyond our typical operating procedures.

Chief among the many procedures in place at GLWA are the COVID-19 Visitor Questionnaire and the one-time, Mandatory Vendor COVID-19 Testing Requirements.

As these operational procedures have taken effect, we have been in continuous communication with our vendor community. We want to offer a few updates and several points of clarification on these and other COVID-19 related procedures. A brief snapshot of the information contained in this document is shown in the chart below.

| | |
|----|---|
| 1. | Update: Second option for compliance with the one-time, Mandatory Vendor COVID-19 Testing Requirement (with updated Vendor Testing Submittal Form) which does not require submittal of individual test results |
| 2. | Clarification: Information Security Protocol |
| 3. | Clarification: Testing Requirements for Delivery Drivers |
| 4. | Clarification: Process and Approval Routes for Visitor Questionnaire and Vendor COVID-19 Testing Documentation |
| 5. | Update: Critical Infrastructure Provider Letters No Longer Necessary |

Please note that the following document does NOT describe changes in protocol to the vendor testing requirements and visitor questionnaire as outlined in the previously issued GLWA Coronavirus Update #42 and #43 memorandums – *this memo simply provides further information and clarification on them.*

We thank our vendor community for their cooperation with these operational changes as we collectively work to maintain the health and safety of the workplace. Any additional questions regarding these operational matters should be directed via email to Michael Lasley (Michael.Lasley@glwater.org) or Megan Torti (Megan.Torti@glwater.org).

1. UPDATE: Second Option for Compliance with the One-Time Mandatory Vendor COVID-19 Testing Requirement (with Updated Vendor Testing Submittal Form)

On May 22, 2020, GLWA mandated that all visitors requiring access to GLWA facilities or worksites provide one-time documentation of a negative COVID-19 test result within the 14 days preceding their return to a GLWA worksite.

The documentation requirement for negative COVID-19 test results provided concern for some employers. For this reason, we request that documentation either be submitted as previously requested OR that the vendor provide signed confirmation that all individuals providing on-site services at GLWA have received a negative COVID-19 test result within the 14-day period preceding their return to a GLWA worksite.

There are now TWO WAYS to comply with the one-time, mandatory vendor COVID-19 testing requirements:

Option #1 – Submittal of Individual COVID-19 Test Results: Vendors may provide documentation of negative COVID-19 test results from a licensed testing facility for each employee providing on-site services at GLWA facilities.

Option #2 – Written Confirmation of Negative COVID-19 Test Results: In lieu of submitting individual test results, vendors may provide written confirmation that all employees and subcontractors working on-site at GLWA have received negative COVID-19 test results within the appropriate time frame.

An updated Vendor Testing Submittal Form is attached. The completed form will continue to be submitted to GLWA Procurement at vendor.testing@glwater.org.

Please note that this second option is to enhance compliance with the testing requirements. Submittal of a visitor's negative COVID-19 test result, or written confirmation of it, remains mandatory. ***Non-compliance will result in that visitor's denial of access to GLWA facilities or worksites and may be considered a breach of the vendor's contract.***

2. CLARIFICATION: Information Security Protocol

Several vendors have inquired about how GLWA will safeguard their employee and contractor COVID-19 testing information. GLWA offers the following points of clarification:

- GLWA will keep the test results in a secure file location with limited access;
- GLWA will **NOT** release test results to anyone or any entity outside of GLWA;
- GLWA presumes that *all personal information other than name, testing facility, and statement that test produced a negative result will be redacted* from submitted testing documentation;
- GLWA maintains a list of vendor personnel who are “cleared to work on-site.” This list contains only the individual’s name, employer and whether they are approved for access to GLWA worksites. It will NOT contain test results or dates;
- GLWA believes that this information is NOT subject to Freedom of Information Act (FOIA) requests;
- GLWA presumes that employers will NOT submit positive test results as this prevents individuals from entering GLWA facilities and worksites;
- GLWA presumes that employers have a process in place to obtain the employees’ written consent to provide this information.

3. CLARIFICATION: Testing Requirements for Delivery Drivers

Several vendors have asked if GLWA’s one-time, mandatory Vendor COVID-19 testing and Visitor Questionnaire protocols apply to drivers making deliveries to, or pick-ups from, GLWA facilities. Please refer to the following chart and points of clarification below.

| Type of Delivery Driver Interaction | COVID-19 Testing Required? | Visitor Questionnaire Required? |
|--|----------------------------|---------------------------------|
| Routinely scheduled delivery: <i>driver exits vehicle</i> | Yes | Yes |
| Non-routine contactless delivery: <i>driver does not exit vehicle</i> | Yes | Yes |
| Non-routine contact delivery: <i>driver exits the vehicle (FedEx, USPS, UPS, DHL)</i> | No, but preferred | Yes |

- ***Routinely scheduled delivery drivers (i.e., drivers who visit GLWA facilities at least twice per week):*** must submit documentation of COVID-19 test results, as well as the GLWA Visitor Questionnaire to be admitted onto GLWA properties.
- ***Non-routine delivery drivers – contactless delivery (i.e., drivers who provide contactless delivery):*** must submit documentation of COVID-19 test results, as well as the GLWA Visitor Questionnaire to be admitted onto GLWA properties. These drivers may NOT exit the vehicle and must wear appropriate PPE where documents are exchanged.
- ***Non-routine delivery drivers – contact delivery (i.e., FedEx, UPS, USPS, DHL, and other deliveries where no routine business relationship with GLWA has***

been established): documentation of COVID-19 test results is preferred but NOT required based on the expectation that these employees have already been tested/screened by their employer. However, these drivers must still complete the GLWA Visitor Questionnaire to be admitted onto GLWA properties.

- **NOTE:** In most instances, GLWA is also conducting temperature checks at the entrance to GLWA facilities that are regularly staffed.

4. CLARIFICATION: Process and Approval Routes for Visitor Questionnaire and Vendor COVID-19 Testing Documentation

The process and approval routes for the **Visitor Questionnaire (completed every two weeks)** is separate and distinct from the process and approval route for the one-time, mandatory **Vendor COVID-19 testing requirement** documentation. Please refer to the chart below for clarification.

| ACTION | VISITOR QUESTIONNAIRE | VENDOR COVID-19 TESTING REQUIREMENT |
|---------------|--|---|
| COMPLETED BY: | All vendor personnel requesting access to GLWA facilities or worksites <i>(including routinely scheduled delivery drivers)</i> | All vendor personnel requesting access to GLWA facilities or worksites <i>(except non-routinely scheduled delivery drivers)</i> |
| EMAILED TO: | GLWA Project Manager | Vendor.testing@glwater.org |
| APPROVED BY: | GLWA Project Manager/Area Chief | GLWA Procurement |
| FREQUENCY: | Every 14 days (two weeks) | One-time <i>(no additional testing is required at this time)</i> |

4.1. Process and Approval Route for Visitor Questionnaire

If you are a delivery driver requesting temporary access:

1. Vendor arrives at gate of GLWA facility and receives the Visitor Questionnaire from GLWA Security personnel.
2. Vendor completes the Questionnaire and returns it to GLWA Security.
3. GLWA Security reviews the Questionnaire and approves/denies visitor access.
4. GLWA Security emails the completed and approved Visitor Questionnaire to COVID19VisitorQuestionnaire@glwater.org.
5. GLWA Procurement logs the Questionnaire and updates list/report of individuals “cleared for on-site work.”

If you are a vendor with a GLWA-issued badge providing on-site services on a new or continuous project:

1. Vendor completes Visitor Questionnaire prior to returning to a GLWA worksite.
2. Vendor emails the completed Questionnaire to their GLWA project manager.
3. GLWA Project Manager/Area Chief approves the Visitor Questionnaire and emails it to COVID19VisitorQuestionnaire@glwater.org.
4. GLWA Procurement logs the Questionnaire and updates list/report of individuals "cleared for on-site work."

4.2. Process and Approval Route for Vendor COVID-19 Testing Documentation

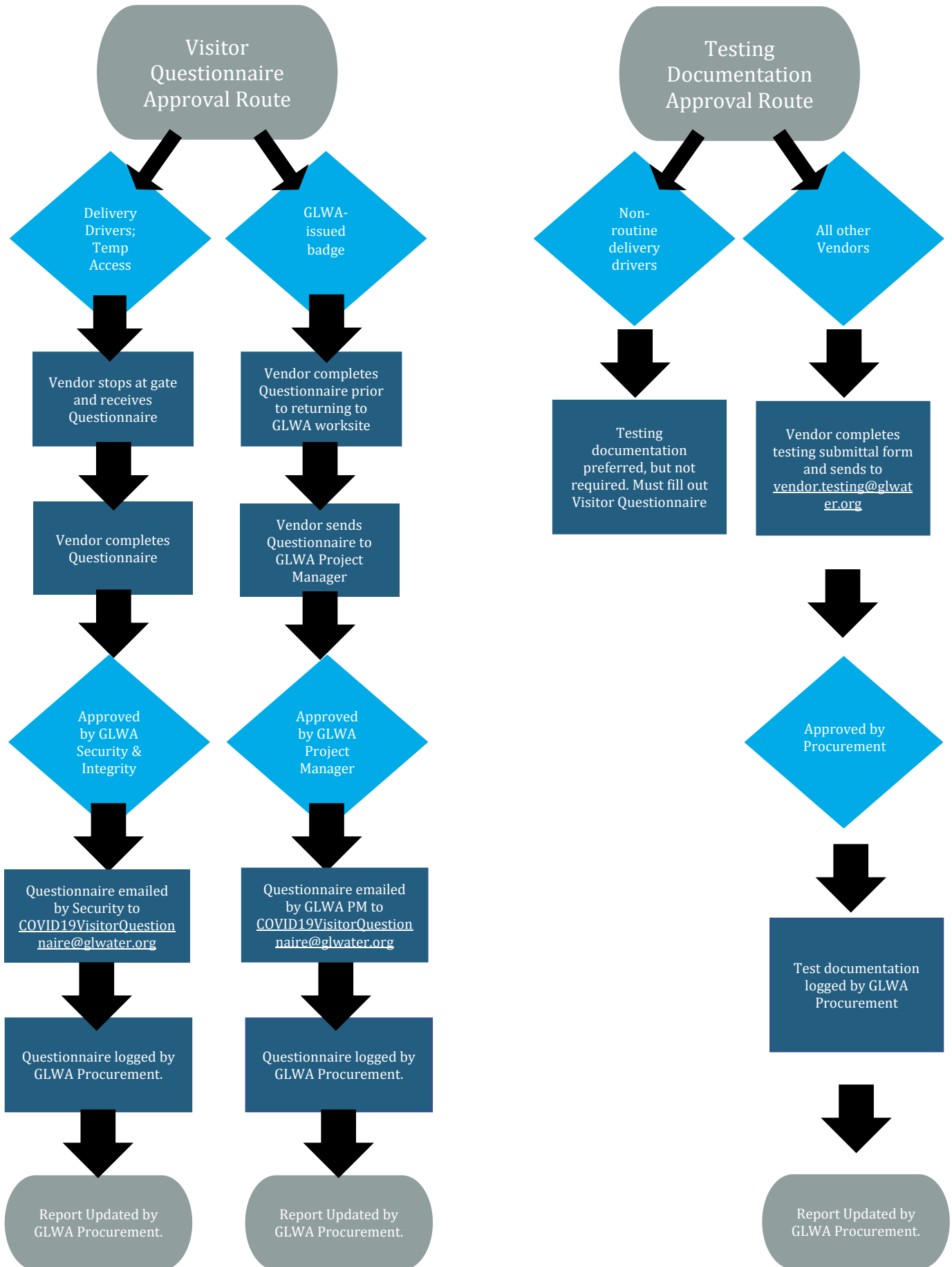
1. Vendor's Project Manager/Vendor Employer completes testing submittal form and sends to vendor.testing@glwater.org.
2. GLWA Procurement reviews the COVID-19 testing documentation and approves/denies.
3. GLWA Procurement logs the testing documentation and updates list/report of individuals "cleared for on-site work."

Please see the attached flowchart for a visual representation of these processes.

5. UPDATE: Critical Infrastructure Provider Letters

On March 26, 2020, GLWA began issuing critical infrastructure provider letters for those vendors that provided essential, life-sustaining services. This was in response to Governor Whitmer's "Stay Home, Stay Safe" Executive Order, which prohibited all individuals except for critical infrastructure providers to continue working.

With the rescinding of Governor Gretchen Whitmer's "[Stay Home, Stay Safe" Executive Order 2020-21](#), these critical infrastructure provider letters are no longer needed and therefore will no longer be used or distributed by GLWA.





Approval Routes for Vendor COVID-19 Forms

Effective July 7, 2020

Approval Routes: Roles and Responsibilities

| ROLES | RESPONSIBILITIES |
|---------------------------------|--|
| GLWA Project Manager/Area Chief | Approves/denies Visitor Questionnaire for Vendors with GLWA-issued badges (i.e., vendors on new or continued GLWA project sites) |
| GLWA Security and Integrity | Approves/denies Visitor Questionnaire for Vendors requesting temporary access to GLWA worksites (i.e., delivery drivers) |
| GLWA Procurement | Approves/denies COVID-19 Testing Documentation for all Vendors ; logs, maintains, and reports out list of individuals cleared for onsite work |

***NOTE: This document corresponds with Coronavirus Update #54.**