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## Memorandum

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**Date:** March 5, 2021

**To:** Vendor Community

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

**CC:** Sonya Collins, Procurement Director

**RE: Coronavirus Update #105: New Visitor COVID-19 Access Requirements (Supersedes Coronavirus Update #54: COVID-19 Vendor Requirements Updates)**

**Background:** Reducing the impact of the coronavirus (COVID-19) pandemic means that the vendor community must model the highest level of safety precautions. To this end, GLWA has instituted numerous operational changes over the past year as recommended by the U.S. Centers for Disease Control and Prevention (CDC) and others to protect the health and safety of the workplace. Chief among these operational changes are the COVID-19 Visitor Questionnaire and the COVID-19 Visitor Testing Requirements.

**New Information:** Effective **April 5, 2021** GLWA will be instituting changes to the Visitor Questionnaire and the Visitor Testing Requirements. GLWA is streamlining these procedures to mirror the process currently being utilized by GLWA Team Members. Though COVID-19 infection rates are decreasing, and COVID-19 vaccine distribution is in process, GLWA's visitor access requirements will remain in place for the foreseeable future.

Please see the table below for an overview of the key topics and information covered in the remainder of this document:

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We appreciate the vendor community’s compliance with GLWA’s COVID-19 access requirements and safety protocols. Any additional questions regarding these matters should be directed via email to Michael Lasley ([Michael.Lasley@glwater.org](mailto:Michael.Lasley@glwater.org)) and Megan Torti ([Megan.Torti@glwater.org](mailto:Megan.Torti@glwater.org)).

## 1. Visitor Access Levels: Definitions and Requirements Overview

A visitor may request one of three levels of access to GLWA facilities and project worksites based upon their need(s). Each access level has a different set of requirements. See below for a definition of access levels, as well as an overview of the requirements for each level.

### Visitor Access Level Definitions:

- ***Badged Access***: visitors requesting badged access have a GLWA-issued Security & Integrity badge. This access level grants daily access to GLWA facilities and project worksites;
- ***Non-Badged Access***: visitors requesting non-badged access do not have a GLWA-issued Security & Integrity badge. This access level is limited to a 14-day window for temporary and/or emergency access to GLWA facilities or project worksites;
- ***Delivery Driver Access***: visitors requesting delivery driver access are restricted to GLWA loading docks or other outside locations and have minimal, socially distanced interaction with GLWA team members. Access is limited to a maximum of four hours per day.

### Visitor Access Level Requirements Overview:

<i>Access Level Requested</i>	<i>Visitor Questionnaire (submitted each day on-site)</i>	<i>Visitor Testing Requirement (test every 30 days)</i>	<i>Temperature Check at Security Gate &amp; PPE Protocols</i>
<b><i>Badged Access Visitor</i></b>	Yes	Yes	Yes
<b><i>Non-Badged Access Visitor</i></b>	Yes	No	Yes
<b><i>Delivery Driver Access Visitor</i></b>	No	No	Yes

**PLEASE NOTE:** GLWA’s Visitor COVID-19 Access Requirements and Safety Protocols are distinct from GLWA Security & Integrity’s normal Badging and Access Protocols. **Both** sets of access requirements and protocols must be fulfilled before a visitor is authorized for on-site work at GLWA facilities and project worksites.

## 2. NEW Visitor Questionnaire Requirements

### OLD PROCESS

- All visitors requiring access to GLWA facilities and project worksites must submit a completed COVID-19 Visitor Questionnaire to their GLWA Project Manager for approval every 14 calendar days. Completed and approved Visitor Questionnaires were then submitted to [COVID19VisitorQuestionnaire@glwater.org](mailto:COVID19VisitorQuestionnaire@glwater.org).

### NEW PROCESS

- **Visitors requesting BADGED ACCESS** must submit an electronic Visitor Questionnaire each day they provide on-site services at a GLWA facility or worksite.
- **Visitors requesting NON-BADGED ACCESS** must submit an electronic Visitor Questionnaire each day they provide on-site services at a GLWA facility or worksite.
- **Visitors requesting DELIVERY DRIVER ACCESS** are *not* required to complete the Visitor Questionnaire.
- **All Visitors** - If a Visitor's temperature is below 100.4°F, then the Visitor gains access to the GLWA facility. All PPE protocols (wearing the appropriate face covering in the appropriate way and social distancing) must be followed throughout the duration of the visit.
  - **NOTE:** If the Visitor's temperature is above 100.4°F, then the Visitor will be denied access by GLWA Security & Integrity personnel for a period of 14 days.

### NEW REQUIREMENTS FOR SUBMITTING VISITOR QUESTIONNAIRE

- Access new, electronic Visitor Questionnaire via GLWA's vendor homepage on either a computer or a smart phone/tablet.
- Provide full legal name (as it appears on the visitor's driver's license).
- Provide full unabbreviated name of the organization that you are employed by; if you are a subcontractor, provide name of both subcontractor and prime contractor.
- Provide an email address, work or personal, that you monitor frequently.
- **If requesting BADGED ACCESS**, plan to complete and submit the electronic Visitor Questionnaire before arrival to GLWA facility or project worksite.
- **If requesting NON-BADGED ACCESS**, plan to complete and submit electronic Visitor Questionnaire before arrival to GLWA facility or project worksite.

## 3. Visitor Testing Requirements

### OLD PROCESS

- All visitors requiring access to GLWA facilities and project worksites must fulfill a mandatory, one-time testing requirement by providing documentation, or written confirmation, that they have received a negative COVID-19 test result prior to arriving at a GLWA facility or project worksite. Documentation or written confirmation must be sent to [vendortesting@glwater.org](mailto:vendortesting@glwater.org).

## NEW PROCESS

- **Visitors requesting BADGED ACCESS** must upload documentation of a new, negative COVID-19 test result every 30 days via their electronic submission of the Visitor Questionnaire. A visitor's 30-day testing cycle will begin on the date of their approval by GLWA Procurement, and not the date of the test result.
- **Visitors requesting NON-BADGED ACCESS** are *not* required to submit COVID-19 testing documentation at this time.
- **Visitors requesting DELIVERY DRIVER ACCESS** are *not* required to submit COVID-19 testing documentation at this time.
- **NOTE:** Badged visitors who are required to submit a daily Visitor Questionnaire, but who have previously submitted a negative COVID-19 test within their 30-day testing window, will not be required to submit testing documentation each time that they complete and submit their daily Visitor Questionnaire.

## INFORMATION SECURITY PROTOCOL

- GLWA offers the following points of clarification on how we will safeguard our contractor COVID-19 testing information:
  - 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, type of test taken, date of test result, and testing result will be redacted from the 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 to access GLWA facilities or project worksites. It will NOT contain test results or dates;
  - Testing records appear to be EXEMPT from the Freedom of Information Act (FOIA) requests; however, visitors will be notified of specific requests;
  - GLWA presumes that visitors will NOT submit positive test results as this prevents individuals from entering GLWA facilities or worksites.

## **4. Badged Access Visitor: Process and Approval Routes**

- **Step 1:** Badged Access Visitor accesses the electronic link for the Visitor Questionnaire on GLWA's vendor homepage.
- **Step 2:** Badged Access Visitor completes and submits the electronic Visitor Questionnaire with attached documentation of a negative COVID-19 test result dated within the Visitor's 30-day testing cycle.
  - **NOTE:** If a Visitor's Questionnaire contains responses that cause a "FAIL," an email notification will be sent to the following: the Visitor, the Visitor's contact, the Visitor's GLWA contact, and GLWA Procurement. The visitor will not be allowed at GLWA facilities for a period of 14 days.
- **Step 3:** GLWA Procurement receives a copy of the completed Visitor Questionnaire and processes Visitor's COVID-19 testing documentation within two business days.

- **Step 4:** GLWA Procurement logs the Visitor’s negative COVID-19 test results in the Visitor Testing report utilized by the GLWA Security and Integrity Team to grant or deny the Badged Access Visitor. An email notification of successful testing submittal will be automatically sent to the Visitor, the Visitor’s contact, and the Visitor’s GLWA contact.
  - **NOTE:** If a Visitor’s COVID-19 testing documentation is not approved by GLWA Procurement, then an email notification will be sent to the following: the Visitor, the Visitor’s contact, and the Visitor’s GLWA contact.

## 5. Non-Badged Access Visitor: Process and Approval Routes

- **Step 1:** Non-Badged Access Visitor accesses the electronic link for the Visitor Questionnaire on GLWA’s vendor homepage.
- **Step 2:** Non-Badged Access Visitor completes and submits the electronic Visitor Questionnaire. Visitor Questionnaire undergoes electronic approval process and Visitor is automatically added to the Visitor Questionnaire report utilized by GLWA Security and Integrity Team to grant or deny access to the Non-Badged Access Visitor.

## 6. Delivery Driver Access Visitor: Process and Approval Routes

- **Step 1:** Delivery Driver Visitor arrives at the GLWA Security Gate, stops, and receives a temperature check by a GLWA Security & Integrity Team Member.
- **Step 2:** If Delivery Driver Visitor’s temperature is below 100.4°F, then the Delivery Driver Visitor gains access to the GLWA loading area. All PPE protocols (wearing the appropriate face covering in the appropriate way and social distancing) must be followed throughout the duration of the delivery process.
  - **NOTE:** If the Delivery Driver’s temperature is above 100.4°F, then the Delivery Driver will be denied access by GLWA Security & Integrity personnel.

## 7. COVID-19 Vaccinations and the Vendor Community

GLWA’s vendor community may be eligible to receive a COVID-19 vaccine during Phase 1C of the [Michigan COVID-19 Vaccination Interim Prioritization Guidance](#). According to the Prioritization Guidance, last updated on February 15, 2021, “essential workers whose work must be performed on site, not covered in prior Phases, will also be vaccinated during” Phase 1C. Check with the Michigan Department of Health and Human Services (MDHHS) for additional guidance as to when the vaccination is available to Phase 1C essential workers.

***While GLWA strongly encourages the vendor community to get vaccinated, it will not be mandating that vendors receive a COVID-19 vaccine.*** If you are interested in receiving the vaccine, we recommend that you routinely check your local health department’s website for information on when you are eligible to do so.

However, please note: ALL visitors to GLWA facilities or project worksites must continue to fulfill the Visitor COVID-19 Access Requirements mandated by the level of visitor access they are requesting ***even if they have received a COVID-19 vaccine***. The primary benefit of the vaccine is to provide greater protection for recipients from the serious and potentially life-threatening effects of a COVID-19 infection. While mass vaccinations may speed the possibility of “herd immunity,” the vaccine has not yet been shown to prevent the spread of COVID-19 to an unvaccinated individual.

As such, ***all*** visitors must continue to adhere to the current COVID-19 PPE & safety protocols, as applicable to their Visitor Access Level referenced above (Visitor Questionnaire, Visitor testing requirements, social distancing, regular handwashing, and wearing a face mask).

Lastly, should you choose to receive a COVID-19 vaccination, GLWA may request that you submit proof of vaccination. Providing proof of vaccination helps GLWA manage the health and safety of GLWA facilities and project worksites.

## **8. Visitor PPE Protocols and COVID-19 Resources**

Following the guidance of the CDC and MDHHS, ***GLWA requires that all visitor personnel providing on-site services at GLWA facilities and worksites wear a face covering at all times to slow the spread of the coronavirus.***

Despite GLWA’s new Visitor COVID-19 Access Requirements, all current PPE and safety protocols ***remain in effect*** until otherwise noted for ALL VISITORS (badged, non-badged, and delivery drivers) for the full duration of their time at GLWA facilities and worksites.

### VISITOR PPE & SAFETY PROTOCOLS

- Regular handwashing.
- Social distancing of six feet or more.
- Wearing the appropriate face covering correctly at all times (please see the [December 2020 Procurement Pipeline](#) for additional info, videos, and graphics on masking up the right way to maintain the health and safety of the GLWA workplace).

### COVID-19 RESOURCES & TESTING LOCATIONS

Please see below for links to reliable and up-to-date information on the ever-evolving COVID-19 pandemic situation from the CDC and state of Michigan:

- Michigan.gov’s [COVID-19 Resource Hub](#).
- CDC’s [COVID-19 Resource Hub](#).
- For testing locations visit: Michigan.gov’s [COVID-19 test site Finder Tool](#).