



# NYU Protocol for Suppliers Visiting and Working in NYU Buildings

Effective Monday, August 17, 2020:

Suppliers are only permitted on campus and in NYU buildings with a specific invitation from an NYU staff or faculty member, where it has been deemed that being on site is a necessity. You should check in at each building with either the reception or safety officer, or with the NYU staff or faculty member who requested your presence.

For any questions related to this protocol please contact FinanceLink at [AskFinanceLink@nyu.edu](mailto:AskFinanceLink@nyu.edu).

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## A. Face Coverings

All suppliers are required to wear face coverings at all times while in NYU buildings. Face coverings must cover both mouth and nose. All suppliers will be required to maintain an adequate supply of face coverings, masks and other personal protective equipment should their employees need a replacement.

## B. Physical Distancing

While in NYU buildings all suppliers are expected to maintain a distance of at least six feet from others at all times (except as may be required for safety reasons or for a core activity, e.g., moving equipment), including when entering buildings, while transiting through them, and in work spaces. Social distancing markers using tape or signage will be installed or space will be reconfigured to denote six feet of spacing in commonly used areas including lobbies, hallways, stairways and other common or communal areas and signage will be installed to reduce bi-directional foot traffic.

## C. Symptom Screening and Access

All suppliers working in NYU buildings will be required to complete NYU's Daily COVID-19 Screener for Campus Access on each day of intended entry, which can be accessed here, <https://www.nyu.edu/life/safety-health-wellness/coronavirus-information/safety-and-health/daily-covid-19-screener-for-campus-access.html> and will be available on Monday, August 17<sup>th</sup>. Entry into the building will only be permitted after completing the screener and displaying the resulting authorization (green approval screen) for the day of intended entry to the building's security guard. Individuals who do not receive authorization after completing the screener (red screen) will not be allowed to enter the building and will be directed to notify their employer and contact their healthcare provider.

**For any supplier's employee who have been in NYU buildings and tested positive for COVID they are to advise NYU immediately by following the instructions on the [Campus Visitors and Vendors Guidelines page](#).**