

# DCC COVID-19 Vendor Protocol

- All Vendors that work onsite shall follow the County/State PPE guidelines including wearing a face covering at all times while at the property and completing a self health check prior to coming onsite (confirming they do not have COVID-19 symptoms or temperature).
- All Vendors shall use the Temperature Screening Devices in the main lobbies when they arrive to confirm they do not have an elevated temperature. Should the vendor have an elevated temperature, they should leave the premises immediately and work should be rescheduled. Notify Property Management (925.556.6630) promptly once vendor has left the premises.
- All Vendor providers are required to follow all building rules and added COVID-19 measures within the building including social distancing guidelines.
- We request that each vendor working onsite please provide notice if any of your employees or subcontracted resources that have been or are coming to the building are exposed to or test positive for COVID-19, or otherwise exhibit commonly known symptoms of COVID-19. It is important that you notify as soon as you are made aware of any such employee exposure so that we may implement our Incident Response protocols as soon as possible. We also require that you do not send anyone to our property that has had an exposure to an infected person within the last 14 days. Lastly, at this time, we are not allowing anyone to visit the property that has tested positive for COVID-19 until they have been properly cleared of the related health issues and possibilities to be contagious by a licensed medical doctor.
- Deliveries:
  - Tenants should coordinate food deliveries with the delivery driver, and if possible, please coordinate and meet the delivery driver in front of the building to help reduce the number of visitors inside the building.
  - When possible, have deliveries made by appointment only, or a variation thereof.

