
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Purchasing Services - Business Services

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Date: September 1, 2021

To: All Service Providers

From: Linda Melendez, Director, Purchasing Services

Subject: **Rancho Santiago Community College District SARS-CoV-2 (Severe Acute Respiratory Syndrome Coronavirus 2)**

On August 9, 2021 the Rancho Santiago Community College District Board of Trustees approved Board Policy 7325 authorizing the Chancellor to develop a plan to provide for the safe reopening of the District campuses and centers, including, without limitation, the implementation of a mandatory SARS-CoV-2 vaccination program for all District employees and volunteers who access District facilities in person.

The District is committed to providing a safe and healthy district environment as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205). Therefore, all persons must wear face coverings when indoors on any District site. It is highly recommended that all vendors providing services on District properties also be fully vaccinated.

All vendors who have contractually provided services on a District property or any prospective vendors who visited District campuses/centers who test positive for COVID-19, must immediately contact the District's Risk Management Office at (714) 480-7330 and provide the following information:

- Date tested positive or when symptoms began
- Locations visited while infectious. Building/floor/room
- When was the last time visiting a District site
- Has this person been in close contact with any staff members while infectious (2 days before the onset of symptoms)? Close contact is defined as within 6 feet for 15 minutes or more cumulatively in a 24-hour period, with or without a mask.