

COVID-19 protocols for vendors and suppliers



FCC strives to provide our employees, customers, contractors, vendors and suppliers with a safe and healthy work environment within our facilities.

As a result of COVID-19 and the evolving health and safety controls, we're requesting your support and alignment to the following protocols. If you're unable to execute on the following requests, please reach out to your FCC contract owner or designated contact.

Vendors and suppliers are responsible for:

- Making sure that all vendor personnel who access FCC offices meet FCC's COVID-19 vaccination requirements
- Creating a COVID-19 plan based on the product or services delivered in the current contract
- Sharing your COVID-19 plan with FCC
- Adhering to FCC's on-site protocol
- Adhering to direction provided by local and provincial governments and health authorities, including any restrictions on travel

Onsite protocol

Health check

Before you enter an FCC office or workspace, these health questions must be asked and answered honestly.

- Do you have: fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea or feel unwell?
- Are you complying with your local public health authority's COVID-19 protocols for monitoring symptoms, testing, managing close contacts, travelling and self-isolating?
- If you're feeling ill or have been instructed to self-isolate, we'll need to rebook your services. Please call your FCC contact immediately.

Prior to on-site work

- Book your onsite visit with your current FCC contact as drop-ins are not permitted.
- Supply your employees with personal protective equipment (PPE) such as masks needed to complete the work or adhere to provincial regulations, as well as hand sanitizer or disinfecting materials, etc.

When on-site

- Disinfect your hands when you enter an FCC facility. FCC will provide hand sanitizing stations at main entry points only.
- Where provincial regulations are still in effect, vendors may be required to wear masks, physically distance, adhere to capacity restrictions or any other restrictions outlined by provincial regulations while in FCC office space.
- Disinfect any surfaces touched when performing repairs or maintenance.

When exiting

- Dispose of disposable masks, gloves and sanitation supplies by placing them in a garbage bag and taking it with you.
- Take any garbage, cardboard or other waste created because of your install or repair with you for disposal or recycling.
- Confirm with your FCC contact successful completion of the work or the need to book a follow up visit.

NOTE: You must have the appropriate PPE or disinfectant supplies with you, or you'll be refused entry.