

To: LAC Members
From: Blaine Lynch, Regional Director Facilities, Engineering & Property Management
Cc: Jeff Carter, Vice President Capital Assets, Operations and Infrastructure
Date: December 31, 2021
Re: **COVID-19 – Contractors and Service Representatives – Red Level**

Essential work on site

During all phases of COVID-19, there have been requirements for contractors and service representatives to access our sites, whether it is for essential service, installation or construction. Site access continues to require appropriate COVID-19 compliance vetting, planning and ongoing monitoring.

A reminder that Facilities, Engineering & Property Management (FEPM) still requires advance notification by any department that requires use of any contractor and/or service representatives.

Please note in relation to **current Red level alert in hospitals:**

- All vendors/service representatives will only be granted access to our facilities if for essential/urgent work or repair.
- The Department and/or the vendor/service representative should contact FEPM in advance to ensure they meet the criteria to gain access to our facilities.
- Due to the significant amount of critical redevelopment and capital projects happening at our Hospitals, vendors/service representatives/contractors will be reviewed on a case by case basis to determine if it is essential/urgent work or can be paused at this time. This to reduce unnecessary traffic within the facility. Outdoor activity will not be impacted.

FEPM will ensure contractors and service representatives have provided appropriate notice and compliance to all established COVID-19 guideline criteria prior to accessing site.

No contractor or service representative should be on site if they've not been through this process.

Please share as required with your staff to ensure they are aware.