

Antelope Valley College Vendor/Visitor Guidance during Campus Modified Services

This guidance document is intended to provide specific information for vendors/visitors working on or visiting Antelope Valley College.

During campus modified services, vendor/visitor access to buildings will be limited to support essential work or repair and/or calibrate equipment critical to life safety. Sales calls and product demonstrations, even those related to critical services, should be conducted remotely when possible. Antelope Valley College encourages web-based or telephone meetings during this interim period.

Non-emergency vendor visits must be scheduled in advance.

All vendors/visitors coming on campus must abide by the following:

- Vendors/visitors must monitor their health daily.
- Do not come to the Antelope Valley College facility if:
 - Your temperature exceeds 100.4° F when measured with a household thermometer.
 - Evaluate if you have signs/symptoms of a fever: sweating, chills and shivering, headache, muscle aches, loss of appetite, irritability, dehydration, general weakness, shortness of breath or cough, loss of smell or taste, and or sore throat within the last 14 days.
 - Anyone in your household has been diagnosed with COVID-19 or has demonstrated COVID-19 symptoms within the last 14 days.
 - You have had close contact (within 6 feet for ten or more minutes) with anyone outside your home who has a confirmed COVID-19 diagnosis or COVID-19 symptoms within the last 14 days.
 - For more information, please visit the CDC Website.
- Maintain at least six feet or greater separation; this is everyone's responsibility, but you are ultimately responsible for your own behavior. Be aware of your surroundings, pay attention to others, and maintain your separation by yielding to others. For example, if entering a small space and you see that it's occupied, yield to the other person, step back, and give them at least six feet of separation so they may leave the room.
- Please review the Antelope Valley College guidelines for wearing a face covering.
- Follow all signage and Antelope Valley College posted requirements including traffic patterns identified in buildings. You may have to enter through a specific door.
- Where corridors or spaces are less than 6 feet in width are in use, and another individual is present, stay as far apart as possible if you are traveling in the opposite direction, and remain at least six feet apart when traveling or moving in the same direction.
- Do not make re-occurring automatic deliveries without first confirming the recipient is actively in the office to receive the delivery.
- Critical operations remain open on campus. Therefore, deliveries for those departments should be maintained. Please alert your Antelope Valley College District Contact if you experience any delivery challenges. The Antelope Valley College Warehouse is open daily from 8:30 a.m. to 4:30 p.m.
- **Report all suspected/probable cases of COVID-19 to contactHR@avc.edu or call 661-722-6511.**
 - If you or one of your employees has a confirmed case of Coronavirus, and close contact investigation reveals that college employees were identified, send an email to contactHR@avc.edu with the subject line "COVID-19: Confirmed Case - Affiliate."

