

## MEMO

**Date:** August 4, 2021 UPDATED  
**To:** SDO Leadership teams  
**From:** **Dr. Brent Roussin**  
Chief Provincial Public Health Officer  
**Lanette Siragusa**  
Chief Nursing Officer, Shared Health  
**Re:** **Updated – Guidance for Suppliers/Vendors/Contractors**  
**Revised Approval Process for Necessary Facility Visits**

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Visits by suppliers/vendors/contractors/company representatives (Supplier Representatives) to health-care facilities, effective immediately, should be approved according to the process below.

**Approved visits continue to be limited to those essential on-site service and repairs necessary to support ongoing health-care operations.**

Supplier Representatives providing essential and/or critical equipment repairs, installations or construction will be screened for symptoms and exposure prior to entering a health care facility. Individuals who do not pass screening, will NOT be permitted to enter.

**For Supplier Representatives visiting a site/facility/unit from other Canadian provinces/territories, requests may be approved by the appropriate department/unit manager.** For requests related to out-of-country supplier representatives, the approval process is unchanged. Call **1-833-784-4397**.

The following information should accompany the request, which must be made in advance of the supplier entering a health care facility.

### **Request for Approval Process**

Please include the following information in your access request:

1. What is the name of the company who will be on site?
2. What province(s) are they are coming from?
3. How many supplier representatives will be on-site?
4. Describe the project and type of service provided:
5. Where will they be working at the site (provide exact locations)?
6. Will they need to walk throughout the site to perform their service?
7. Who will be escorting the supplier representatives on-site?
8. What PPE is required for the supplier representatives?
9. Who will ensure the supplier representatives are provided necessary PPE?

10. How will the Screening Team be notified in advance that supplier representatives are scheduled to be on-site?
11. Who is authorized to escort the supplier representatives from the screening area to the service area location?
12. Who will be the person responsible for briefing the supplier representatives on site COVID-19 protocols, including physical distancing and hand hygiene?

**While on site, supplier representatives are to be escorted by the host department and provided with a briefing on facility COVID-19 protocols, including physical distancing and hand hygiene.**

A copy of the completed and approved Request for Approval questions must be sent to [SCMSS@sharedhealthmb.ca](mailto:SCMSS@sharedhealthmb.ca) in Provincial Supply Chain Management for record keeping.

Please consult your site Infection Prevention and Control team **in advance** of the visit to determine what Personal Protective Equipment (PPE) is required in compliance with facility requirements for medical masks and Provincial PPE Requirements.

### **Personal Protective Equipment**

Manitoba acute care facilities and personal care homes require all staff and visitors, including all suppliers/vendors/contractors/company representatives (Supplier Representatives) to wear a medical mask when on site.

A medical mask will be provided at the point of screening or entry. Contractors should only enter facilities at locations where screening and masks are available.

**Note:** Appropriate personal protective equipment (PPE) will continue to be provided for supplier representatives required to be present in a location where additional PPE is required/recommended.