

## COVID-19 BGIS SUPPLIER REQUIREMENTS UPDATE – JULY 8, 2020

### Launch of COVID-19 Self-Assessment Tool (C19SAT)

***Please ensure this message is shared across your organization's key stakeholders.***

Dear Valued Suppliers,

During this global pandemic BGIS and all of our suppliers must be proactive in maximizing the safety of all stakeholders including BGIS team members, clients, your employees as well as the general public. Our overriding principle is that employees complete a self-assessment prior to starting any work. As mentioned in our last update, we expect that our suppliers are implementing means to confirm and track daily that their employees are “fit for duty” specifically in regard to being free of COVID-19 symptoms.

With this in mind, BGIS is deploying a **COVID-19 Self-Assessment Tool** (C19SAT) for all Real Suite Work Order based activity. Work Orders will include a hyperlink that will direct employees to a questionnaire. Entry to BGIS managed sites will not be permitted unless the C19SAT is completed prior to entry to any location where BGIS employees, client employees or client customers may be present in the course of the work.

This tool will enable Supplier employees to proactively:

1. Indicate who they are, who they work for and which BGIS managed location they will be visiting;
2. Indicate that they are fit to work and free of common COVID-19 symptoms and not displaying any of the symptoms listed in the C19SAT;
3. Confirm that they are following travel and confirmed COVID-19 case quarantine related restrictions

After completing the C19SAT, supplier employees will receive an email of their responses with a bar code that they are to show should a clearance confirmation be requested – either at time of visit or upon later request.

For all other non-Work Order based activity (project or recurring contracted services), suppliers are required to implement their own internal self-assessment tools and practices aligned with our questions and provide information for us to review upon request. At a minimum, it is our expectation that suppliers will maintain daily record keeping in urban areas and weekly for rural or remote locations.

Please be advised that it is expected that supplier logs will be kept up to date and available for audit upon request by BGIS. These requirements are mandatory for all suppliers supporting several of our accounts and we expect this practice to continue to be deployed across our network and BGIS reserves the right to terminate any supplier's contract that is found not to be in compliance.

By submitting this information, suppliers will consent to BGIS collecting this information for the purpose of making recommendations to help protect you, BGIS workplaces, and BGIS's client workplaces.

There may be certain sites that are excluded from this requirement and we encourage you to coordinate with your BGIS account operations leadership to ensure alignment with client protocols at those sites.

For questions, feel free to contact us at: [coronavirus.info@bgis.com](mailto:coronavirus.info@bgis.com). We would also like to take this opportunity to remind you of the following requirements for all our suppliers:

1. Suppliers will inform their local BGIS contact and [coronavirus.info@bgis.com](mailto:coronavirus.info@bgis.com) **immediately** following a suspected or confirmed COVID-19 case of an employee who has visited BGIS managed facility within the past 48 hrs. This also includes suspected and confirmed cases of supplier employee's household members.
2. Suppliers ensure their employees self-isolate for 14 days, or until test results confirm negative for COVID-19 **and** symptoms are no longer present:
  - all suppliers' employees upon return from any international travel; or
  - all suppliers' employees whose household member has returned from any international travel; or
  - all suppliers' employees who have had contact with person who has tested positive for COVID-19; or
  - all suppliers' employees who are showing symptoms of illness consistent with COVID-19.
3. All BGIS supplier employees will wear a facial covering when entering and working in an area where social distancing cannot be sustained or if required pursuant to a local ordinance.
4. All BGIS suppliers are furnishing the necessary PPE and training on the effective application and use to their employees to ensure they can complete their tasks safely.
5. All BGIS supplier requirements regarding Indemnification, Insurance, Health Safety and Environmental obligations can be found at [www.BGIS.com](http://www.BGIS.com) – on our Supplier's Page.

Please feel free to contact me or your local BGIS representative if you have any questions.

Thank you for your continued efforts and support to safely deliver services to BGIS and our clients..



John Castelhana  
Vice President, Strategic Sourcing - North America  
BGIS Global Integrated Solutions  
[John.castelhana@bgis.com](mailto:John.castelhana@bgis.com)

Appendix: Sample Form and Questions – with sample answers/instructions



### Step 1

English (United States) | English (United States) | français (Canada)

# BGIS

## Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

\* Required

Your Name (First, Last) \*

Email address \*

Work Order # \*

Company Name \*

Select Client you are visiting \*

Back Next 0%

Never give out your password. Report abuse

"By submitting this information, you consent to BGIS collecting this information for the purpose of making recommendations to help protect you and BGIS workplaces."

### Step 2

# BGIS

## Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

\* Required

### Symptoms Status

Here are some of the typical symptoms of COVID-19:

- Fever over 37.8 C / feeling feverish
- New or worsening cough
- Shortness of breath
- Difficulty breathing

Symptoms that **are NEW** and not associated with a known chronic or stable medical condition:

- Sore throat
- Difficulty swallowing
- Decreased sense of taste or smell
- Chills
- Muscle aches and pains
- Headaches
- Unexplained fatigue/malaise
- Diarrhea, abdominal pain, nausea/vomiting
- Pink eye
- Runny nose without known cause or nasal congestion without other known cause

**Confirm that you have not had these symptoms over the past 48 hours and that you are FIT for Work today \***

**Yes, I am Fit for Work today**

**No, I am NOT Fit for Work today**

Back Next 13%

Never give out your password. Report abuse

"By submitting this information, you consent to BGIS collecting this information for the purpose of making recommendations to help protect you and BGIS workplaces."

Powered by Microsoft Forms Pro | [Privacy and cookies](#) | [Terms of use](#)

If answered **NO...** you will be required to follow up with your supervisor and not permitted to attend any site.

Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

Do not enter any BGIS Corporate or BGIS-managed Client facility.

**NOTIFY YOUR SUPERVISOR IMMEDIATELY.**

**NOTIFY THE BGIS CONTACT LISTED ON THE WORK ORDER.**

Consult with your local health unit or medical practitioner about next steps.

Back Submit 63%

**Step 3**

**BGIS**  
Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

\* Required

**Travel Status**

Have you travelled outside of Canada in the past 14 days **OR have you had close contact (i.e. within 6 feet and for 10 minutes or more) with someone who has travelled outside of Canada in the past 14 days?**

**No, I have not travelled or had close contact with someone who has travelled outside of Canada in the past 14 days.**

**Yes, I have travelled or had close contact with someone who has travelled outside of Canada in the past 14 days.**

Back Next 25%

Never give out your password. Report abuse

"By submitting this information, you consent to BGIS collecting this information for the purpose of making recommendations to help protect you and BGIS workplaces."

Powered by Microsoft Forms Pro | Privacy and cookies | Terms of use

**If answered NO....**

**BGIS**  
Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

You have indicated that:

- You are fit for work
- You have not had close contact with an international traveler, and
- You have not had close contact with anyone who has or may have COVID-19.

You are cleared to enter the workplace.

However, if you feel unwell at any time during your workday, STOP, tell your supervisor, and leave the workplace immediately.

Back Submit 88%

**If answered YES....**

**BGIS**  
Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

Do not enter any BGIS Corporate or BGIS-managed Client facility.

**NOTIFY YOUR SUPERVISOR IMMEDIATELY.**

**NOTIFY THE BGIS CONTACT LISTED ON THE WORK ORDER.**

Consult with your local health unit or medical practitioner about next steps.

Back Submit 50%

**Step 4**

**BGIS**  
Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

\* Required

**COVID Status**

Do you **currently** have COVID-19 or been in close contact with anyone with an acute respiratory illness, or who is presumptive positive for COVID-19, or who is confirmed to have COVID-19? \*

**No, I do not have COVID-19 or been in close contact with someone who might have COVID-19**

**Yes, I have COVID-19 or been in close contact with someone who might have COVID-19**

Back Next 38%

Next

Never give out your password. Report abuse

**If answered NO....**

**BGIS**  
Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

You have indicated that:

- You are fit for work
- You have not had close contact with an international traveler, and
- You have not had close contact with anyone who has or may have COVID-19.

You are cleared to enter the workplace.

However, if you feel unwell at any time during your workday, STOP, tell your supervisor, and leave the workplace immediately.

Back Submit 88%

Never give out your password. Report abuse

**If answered YES....**

**BGIS**  
Daily COVID-19 Supplier Self-Assessment

Take 2 for Safety and complete a daily symptom checklist to support your health, and the health and safety of your colleagues, clients, other stakeholders and our communities. This information will be retained for audit purposes.

Do not enter any BGIS Corporate or BGIS-managed Client facility.

**NOTIFY YOUR SUPERVISOR IMMEDIATELY.**

**NOTIFY THE BGIS CONTACT LISTED ON THE WORK ORDER.**

Consult with your local health unit or medical practitioner about next steps.

Back Submit 75%

Never give out your password. Report abuse