

Memo

Date: August 20, 2021

Notice: Access restricted for vendors, other external partners

Recently there has been an increase of vendor/supplier presence on campus and Supply Chain is rounding and reminding all individuals our status has not changed. As a safety precaution during the pandemic, the health system does not currently allow vendors, researchers, consultants, or other outside business partners into any of our facilities for in-person meetings. The only visits permitted are by those involved in essential, direct patient care — care we would be unable to provide without the vendor's presence.

Vendors who have received permission to access any of our facilities, must check-in *and* check-out at the appointed kiosk for the facility they are visiting. Vendors who do not check-in at the kiosk, will not be permitted until they do so. Although Green Security offers a feature for checking out through the mobile app, the Health System requires vendors physically checking out at the kiosk.

If you have a question regarding on-site presence, please let Supply Chain know at supplychain@kumc.edu, to determine if vendor presence is authorized. All vendor/supplier activities related to education should either be conducted through a Teams meeting or should be approved by Hospital Incident Command by the requesting system manager.

Supply Chain continues to conduct all vendor/supplier related activities via Teams meetings to support needed activities and updates.

Please reach out to Kim Smith, ksmith2@kumc.edu if you have any concerns or questions.