

## Memorandum

TO: Supplier Community

FROM: Alyssa Kangas, Senior Director, Contracting Procurement at CentraCare

SUBJECT: **Temporary Limitations to Supply Partners**

DATE: March 12, 2020

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CentraCare and Carris Health are committed to protecting the health and safety of our communities which includes our supply partners. The World Health Organization has identified the spread of COVID-19 as a pandemic and therefore we are adapting our practices to support limited exposure to this virus. CentraCare and Carris Health are placing a temporary restriction on your access to all our hospitals, clinics, and campuses until April 12, 2020. This may change in the future and we will communicate if there is an extension to this date.

What should you know as a supply partner?

- All in-person sales calls should be cancelled and rescheduled. Conference calls, Skype, or other video-conferencing technologies are available to replace face-to-face meetings.
- Service activities requiring a presence on campus for direct patient care will continue with normal business practices. However, all on-campus activities must be coordinated through the relevant department before arrival at any CentraCare or Carris Health campus.
- Maintenance services and/or repair on equipment/facilities will coordinate on-campus activities with the relevant department prior to entering any CentraCare or Carris Health campus.
- Contracted service providers will coordinate on-campus activities with their CentraCare or Carris Health assigned supervisor to determine when physical presence is required.
- Be aware that on-campus meetings and face-to-face appointments can be cancelled at a moment's notice should CentraCare or Carris Health staff determine the meeting is non-critical, suspect you are exhibiting symptoms of COVID-19, or your attendance places you at risk of coming in contact with COVID-19.

Your compliance with these temporary restrictions is expected as we continue to protect the health of our employees, patients, communities and partners. CentraCare and Carris Health supply partners working on administrative, contracting or other non-support engagements should be advised that use of a teleconference is preferred and, in no way, reflects negatively on you or your company.

Please contact your specific CentraCare or Carris Health representative with any questions.

Thank you for supporting the health and safety of our communities and those we serve.