August 6, 2021

RE: COVID-19 Vaccination Policy Guidelines for Onsite and Visiting Vendor Representatives

Effective Friday, October 1, 2021, all vendor representatives who access any Wellstar facility (regardless of frequency), must be registered through our Vendormate Credentialing system, and are required to follow the below guidelines.

1. Vendor representatives must provide valid proof of full COVID-19 vaccination (CDC-issued vaccine card or Excelsior COVID-19 Vaccination Pass). A person is considered fully vaccinated two weeks after receiving the single-dose of Johnson & Johnson/Janssen vaccine or two weeks after receiving the second dose of either the Pfizer-BioNTech or Moderna vaccines. A person is considered unvaccinated if they do not meet the above criteria.
2. If full vaccination is not achieved, vendor representatives are not allowed into any Wellstar location.
3. All vendor’s must attest that they will abide by this initiative by providing Proof of Attestation in Vendormate, and all visiting vendor representatives must sign in through Vendormate, upload required vaccination documentation, attest that they have reviewed this Guidance and Policy and print their badge upon arrival. Entering any Wellstar facility obligates the vendor to abide by this policy.
4. For any Wellstar location that does not have a Vendormate Kiosk, vendors are to utilize Vendormate Digital Badging remote access capabilities or may be required to show proof of vaccination to their Wellstar Contact prior to the visit or service.
5. Please do not enter any Wellstar facilities if you have symptoms including fever, cough, difficulty breathing, body aches, chills, or a new loss of sense of smell or taste. Our patients have weakened immune systems and we must take every precaution to protect them from infection, including COVID-19.
6. All individuals are required to comply with Wellstar’s masking, screening and social distancing guidelines while on Wellstar locations. Currently all individuals must continue to wear a mask in all patient care facilities, clinical areas, and public areas where patients may be present, regardless of vaccination status.
Failure to properly prepare for the October 1, 2021, effective date, will result in your inability to access Wellstar facilities. It’s imperative for your company to begin gathering documentation and uploading and attesting to this Guidance and Policy as soon as possible to avoid disruption.

Please reach out to your usual Wellstar contact if you have questions about meeting remotely, or any ongoing business you may have with them.

Kind Regards,

Joe Castanon,
Vice-President Contracting & Value Analysis