

## Safely reopening amid COVID-19: Vendor/Rep Visitation Protocol Update

[PRACTICE NAME] is strongly committed to the health and well-being of our patients, team members, physicians, and community. As our practice begins to reopen life science expert meetings amid the ongoing COVID-19 pandemic, it is imperative that we continue taking action to provide appropriate care and a safe environment for our patients, visitors, and employees.

Effective immediately, we have adopted the following protocols to protect our patients, team members, and visitors, and to continue preventing the spread of COVID-19.

### INDUSTRY EXPERT/REP GUIDELINES

- Industry/rep appointments should be conducted via web conferencing whenever possible to limit non-patient visitors.
- A limited number of appointments will be available for essential on-site vendor/rep meetings. These appointments must be pre-approved. **Drop-in visits are strictly prohibited.**
- All on-site visits are covered under these guidelines, including meals, non-meal in-services, clinical education sessions, and sample drops.
- All appointments, whether on-site or online, must be booked and confirmed through RxVantage [or alternative rep management service].
- Sample drops are now limited to [Specific day and time] and are only approved if directly requested by [Approved Individual/Entity]. Sample drop appointments must be booked in advance through RxVantage. Sample drops will be delivered in a contactless manner and be signed for [New Signing/Location Protocol].
- Vendors/ reps must adhere to social distancing protocols and PPE requirements, including (select from list):
  - Face coverings must be worn at all times in the facility.
  - Full PPE, including medical-grade face masks, gloves, and scrubs must be worn and furnished by the vendor/rep.
  - All visitors will undergo temperature screening prior to entering the facility.
  - Visitors must maintain 6 feet of distance from all other persons in the facility.
  - Visitors are strictly prohibited from patient wait rooms and must enter the facility [New Entrance/Location Protocol].
  - Transfer of physical materials (business cards, information packets, pamphlets, etc.) is strictly prohibited.
  - Signatures must be obtained digitally or in an otherwise sanitary/contactless manner (i.e. only with sanitized pens, etc.).
- All industry experts/ reps must acknowledge the below guidelines.

We value our community of industry experts and will continue to need your support, expertise, and resources during this time. Any further updates to our policies and protocols will be communicated.

## **ACKNOWLEDGMENT**

[Practice Name] asks for your diligence in this matter in an effort to keep our patients and team members safe. By acknowledging this policy, you attest that:

1. You have read, understand, and will strictly comply with these guidelines.
2. You will not enter our building if you or a member of your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever, temperature at or greater than 100 degrees Fahrenheit.
3. You have not been in close contact with anyone with a confirmed case of COVID-19.
4. You have not been diagnosed with COVID-19.
5. You have not traveled internationally, been on a cruise, or traveled to or from a CDC-designated area with widespread or ongoing community spread.
6. You have not been in close contact with someone who has traveled internationally, been on a cruise, or traveled to or from a CDC-designated area with widespread or ongoing community spread.

Please respond, “I acknowledge the Safely reopening amid COVID-19: Vendor/Rep Visitation Protocol Update.”