

# Systems and Operations



## Vendor Management Office

### To Our Vendors: Coronavirus Update #4

In prior communications to Citizens vendors regarding the coronavirus pandemic, Citizens requested that vendors with staff who physically access Citizens facilities, or who physically interact with Citizens employees or policyholders, undertake the following precautions:

- Limit vendor staff access to Citizens facilities solely for the purpose of providing essential services at or for Citizens facilities.
- Where possible, handle the purpose of the access or interaction remotely.
- Ask screening questions of vendor staff before the access or interaction and do not permit any staff responding affirmatively to any of the following questions to access Citizens facilities or physically interact with any Citizens staff or policyholders:
  - Are you currently, or have you experienced any symptoms compatible with COVID-19 (fever, cough, or difficulty breathing) in the last 14 days?
  - Have you been exposed to anyone exhibiting the above symptoms or who has received a positive diagnosis of COVID-19?
  - Have you traveled internationally or domestically to an area of known COVID-19 infections, or traveled through an airport in the last 14 days?
- Require vendor staff to follow [Centers for Disease Control and Prevention](#) guidelines and recommendations before, during, and after the access or interaction, such as social distancing and handwashing.

In addition to vendors asking screening questions of their staff, Citizens also requests that vendors and their staff practice self-observation for any symptoms that could be compatible with COVID-19. If your staff observes any of these symptoms or responds affirmatively to any of the screening questions, please do not allow such staff to access Citizens facilities or physically interact with Citizens employees or policyholders. If your staff have accessed Citizens facilities or have physically interacted with Citizens staff or policyholders and subsequently exhibit COVID-19 symptoms or test positive for COVID-19 within 14 days of the access or interaction, please immediately notify your Citizens Contract Manager. Names and personal information of vendor staff will be kept confidential.

For all vendors providing goods or services to Citizens, we ask that you immediately notify your Citizens Contract Manager if your organization's ability to provide goods or services to Citizens has been or will be impacted by the coronavirus. As previously communicated, to better help us all mitigate risk and avoid unnecessary exposure to the virus, you may be contacted by your Citizens Contract Manager with questions about what steps, if any, your organization is taking during the time of heightened precautionary actions.

If you have questions, please reach out to your Citizens Contract Manager. If you are unsure who your Citizens Contract Manager is, email [vendor.inquiry@citizensfla.com](mailto:vendor.inquiry@citizensfla.com) to obtain that information. Thank you for your continued partnership during this difficult time.