FAQ’s – Legacy Health Vendor Vaccine Requirement

1. **Question:** Who is considered a Legacy Health vendor/contractor?
   
   **Answer:** A vendor is anyone who enters or has the potential for direct or indirect exposure to patients and staff in any of our Legacy Health facilities. Vendors / contractors are **NOT:**
   - Patients
   - Patient Visitors
   - Physicians (anyone who is credentialed by the Medical Staff Office)
   - Employees
   - Students, volunteers

2. **Question:** Who needs to be vaccinated and what is the deadline?
   
   **Answer:** All vendors / contractors who will be working on-site at any Legacy location will need to be vaccinated – your complete dosing regimen must be completed by 9/30/2021 (final dose by this date). There are no exemptions. We expect all vendors to get the vaccine, provide backup support or arrange virtual support.

3. **Question:** Where can I get my vaccine?
   
   **Answer:** You or your company is responsible for you to obtain the vaccine. Some suggested locations to get your vaccine include pharmacies or your doctor’s office.

4. **Question:** Legacy Health shared a letter with vendors on 8/11/2021 stating that only essential vendor services will be allowed right now. What are “essential” services?
   
   **Answer:** Here are some examples of essential services:
   - Procedural area vendors for cases where consultation is required, but only if scheduled.
   - Programming a cardiac or other medical device.
   - Orthotics / DME (durable medical equipment) fittings and delivery when ordered.
   - Couriers, FedEx, UPS and delivery personnel for supplies, lab, linen food, etc. However, they shall be directed to enter through the hospital receiving docks only.
   - Document shredding technicians, medical waste and other required service providers.
   - Service (building & equipment) personnel if called to provide service.

   **A. Essential services** are determined by the department where the service is provided or by the Legacy Health contract owner.

   **B. Questions or concerns can be sent to the Supply Chain Concierge**
   [supplychainconcierge@lhs.org](mailto:supplychainconcierge@lhs.org) **for discussion or escalation.**
5. Question: How is Legacy Health managing and monitoring the vendor access and vaccination requirement?

Answer: Legacy is utilizing a third-party vendor credentialing system through Green Security. Traveling nurses scheduled through our central staffing office will be managed through the Legacy Staffing Office outside Green Security. Additionally, construction vendors will be managed through the Legacy Design and Construction department. Contact supplychainconcierge@lhs.org for details or questions.

6. Question: Where should I enter the facility? Do I need to be screened as a visitor?

Answer: Yes, COVID screening is required for all visitors including vendors. Until the COVID vaccination order is lifted, we ask vendors to enter through these locations at our facilities (check in at the reception desk if you must visit a clinic; after-hours clinics visits will have alternative methods – contact the clinic for more information):

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emanuel Atrium</td>
<td>0500-1930</td>
</tr>
<tr>
<td>RCH Main</td>
<td>0500-2100</td>
</tr>
<tr>
<td>UBH-Main</td>
<td>0500-2100</td>
</tr>
<tr>
<td>GS Main Lobby</td>
<td>0500-2030</td>
</tr>
<tr>
<td>MP North</td>
<td>0600-2030</td>
</tr>
<tr>
<td>MP Main</td>
<td>0600-2030</td>
</tr>
<tr>
<td>MH Main</td>
<td>0600-1630</td>
</tr>
<tr>
<td>SH Main/ED</td>
<td>24/7</td>
</tr>
<tr>
<td>SC Main</td>
<td>0500-2030</td>
</tr>
</tbody>
</table>

After-hours, we ask vendors to report to the Emergency Department for screening. You will be allowed in if you are symptom-free (screener team will ask you questions), credentialed / enrolled with Green Security and have your COVID vaccination.

7. Question: What is Green Security? And do I have to sign up for Green Security?

Answer: Green Security is the vendor credentialing system Legacy Health has partnered with to oversee our vendor management. Most vendors are required to enroll in Green Security (greensecurityllc.com). Refer to the accompanying grid or access level descriptions below to determine where your service aligns. If you need assistance in determining the appropriate level, please send an email to supplychainconcierge@lhs.org for direction.

A. Level 2A – Non-Clinical Contractor
   - Facilities and Construction contractors e.g., HVAC, Flooring, plumbers, electricians, internal deliveries
   - $69.95 (annual fee per individual rep)
   - Vendor must have company badge (name and company) and Green Security badge each visit (may need to show approval via smartphone or login); vendor may have Legacy-issued badge if needed for door access
B. Level 2A Minority / Small business Contractor (certified)
   - Services provided must fall into the 2A Contractor requirements above
   - $39.95 (annual fee per individual rep)
   - Must submit proof of minority/small business certification to Green Security
   - Vendor must have company badge (name and company) and Green Security badge each visit (may need to show approval via smartphone or login); vendor may have Legacy-issued badge if needed for door access

C. Level 2B (Non-Clinical Vendors)
   - Currently only essential service visits are allowed. See question 4.
   - Sales and service representatives who do not enter clinical, procedural, patient care or restricted access areas.
   - $275 (annual fee per individual rep)
   - Vendor must have company badge and Green Security badge each visit (or show approval on smartphone); vendor may have Legacy-issued badge if needed for door access
D. Level 3 - Clinical Vendors/Contractor
- Sales and Service Representatives that access clinical, procedural, patient care or restricted areas or may work directly with patients (e.g., Ortho/Spine Reps, Medical Equipment Repair Technicians, DME / orthotics vendor, neuromonitoring vendor, non-clinical temporary staff, etc.)
- $275 (annual fee per individual rep)
- Vendor must have company badge and Green Security badge each visit (or show approval on smartphone); vendor may have Legacy-issued badge if needed for door access

E. Level 4 – Temporary Staff / Contract labor
- $275 (annual fee per individual rep)
- Vendor must have company badge and Green Security badge each visit (or show approval on smartphone); vendor may have Legacy-issued badge if needed for door access
- Any contracted physicians will be credentialed through the Medical Staff Office

F. Vendor Guest - Limited Basis
- No Cost (up to three (3) visits per year allowed)
- Credential requirements: Limited screening against facility internal watchlist, possible matches on the National Sex Offender database, and automated tracking for exceeding policy limits (done in the Green Security system)
- COVID vaccine screenings required at the hospital front entrance.
8. **Question:** I am a physician who is contracted for clinical services, do I need to go through Green Security?

**Answer:** Any physician who is credentialed through the Legacy Health Medical Staff Office does not need to be registered in Green Security. If your business or service is not under the oversight of the Medical Staff Office, then Green Security is required. If you have any questions, you may contact the Medical Staff Office at: (503) 413-8057.

9. **Question:** I run a construction company. How do I manage the subcontractors or make sure my company is compliant?

**Answer:** Contact Legacy’s Department of Design and Construction for more information.

10. **Question:** Why do I (my company) need to pay for this?

**Answer:** Credentialing of vendors is important for safety and to ensure those doing business with Legacy are meeting our requirements. Green Security manages background checks which is a standard hospital procedure. The COVID vaccine requirement is also required by both Oregon and Washington and is for the benefit of keeping you, our patients, and our employees safe. This is a requirement for doing business with Legacy and the cost is to be borne by the vendor, not passed onto Legacy.

11. **Question:** Will drivers/couriers/delivery drivers not entering facilities, but possibly interacting with staff during their delivery be required to enroll in Green Security and show proof of vaccination?

**Answer:** Vendors that will be delivering directly to our receiving docks are encouraged to get vaccinated but Legacy Health will not be monitoring status through Green Security. These types of deliveries include deliveries to the MSO dock, external kitchen delivery locations / docks, linen delivery docks, hospital main entrance front desk or emergency department front desk. **All other** deliveries that require access into the hospital require vendors to be vaccinated and enrolled in Green Security.

12. **Question:** Are vendors being granted exemptions for Medical or Religious reasons?

**Answer:** There are no exemptions for vendors. It is expected that the vendor will get vaccinated, find alternative coverage or find a way to support Legacy in a virtual manner.

13. **Question:** Doesn’t asking me about my vaccination status affect my HIPAA rights?

**Answer:** No, asking for vaccination status is not a violation of HIPAA.
14. Question: If I have a “temporary or interim backup” during vacation or due to illness, will each backup be required to pay an entire year’s worth of Green Security fees?

Answer: Backups must go through Green Security. If your backup is onsite less than 3 visits per year, they can use the Guest Pass option in Green Security, which is no charge. However, they will need to show proof of vaccination - enter through the preferred entrance (noted in question 6).

15. Question: How will a Legacy employee verify that a vendor rep has the appropriate credentials for their access level and has provided proof of vaccination?

Answer:

We plan to screen vendors at our screener stations as noted in Section 6. Paper badges do not need to be worn at this time – wear your company badge and Green Security badge.

Alternative badge backers (for vendors working in areas without screeners) will be provided by the department.

16. Question: For reps that are patient facing (e.g., interpreters, implant / procedural reps, critical specialty equipment repair) what are the steps if they are not vaccinated to continue patient care?

Answer:

A. Get vaccinated and upload a picture of your CDC approved vaccination record into Green Security.

B. Rep / vendor to find a backup rep to cover Legacy requirements (like they would for vacations).

C. Partner with Legacy clinical teams to utilize technology for virtual service, as necessary.

D. In an emergent situation (e.g., urgent repair, surgery) and a backup or virtual option is not possible, the local leadership can determine the exception (follow the Green Security emergency appointment process). This is an exception in an emergency only, not a workaround. The use of this process will be monitored.

18. Question: What if I have questions regarding this FAQ document?

Answer: Please email Supply Chain Concierge (supplychainconcierge@lhs.org) with any questions regarding the vendor vaccination requirement. Questions regarding how to sign up through Green Security or issues using their system you may contact Green Security directly at credentials@greensecurityllc.com or by calling (716) 898-0615.