

## **COVID-19 FAQs for Suppliers**

(Updated: March 27, 2020)

### **Will the University continue to receive deliveries of products?**

The majority of students are off campus with classes being held remotely. Some research has been temporarily suspended. Departments may have a small staff on campus for critical operations with most working remotely. Departments will continue to place orders based on needs. Some departments may cancel orders or ask to postpone deliveries.

### **Will the University continue to require services on campus?**

As above, the University will engage with third parties to perform necessary services. Service providers are expected to comply with social distancing practices when on our campus.

### **With students being taught remotely, will shipments be expected to be sent to non-campus locations?**

In some circumstances, staff and faculty may require certain items such as computers, peripherals, or supplies sent to their home or remote location. Procurement Services is creating these requested ship-to locations in our financial system so that purchase orders reflect the ship-to address.

We recognize that not all items are able to be shipped to non-campus locations. If you have any questions about a particular PO, contact Procurement at [purchase@princeton.edu](mailto:purchase@princeton.edu).

### **What does “Social Distancing” mean?**

Social distancing refers to reducing the number of opportunities that community members gather in large groups or spend extended periods of time in close proximity. University guidance can be found here:

<https://www.princeton.edu/sites/default/files/documents/2020/03/fact-sheet-prevention-social-distancing.pdf>

### **Will suppliers' personnel be allowed on campus?**

The University instituted a series of policies and practices based on the concept of social distancing. This includes the need to limit the number and size of campus gatherings and meetings, and the use of virtual meetings wherever possible. In-person meetings are strongly discouraged amongst Princeton colleagues. Therefore, we highly discourage in-person meetings with suppliers. For those suppliers who have personnel

on campus in support of regular operations, we ask that you align with your University contact for guidance and that you follow social distancing practices.

And, as of March 4, the University has prohibited anyone from CDC Warning Level 3 countries (currently mainland China, Iran, Italy, and South Korea) from visiting campus unless they have been outside of these countries for at least 14 days. This is due to the particularly international nature of our campus and our limited capacity to review travel itineraries and undertake medical assessments of visitors.

### **What should be done if we determine our supply chain is compromised and products ordered by Princeton University will be delayed?**

Should there be issues in the supply chain that will cause a downstream effect impacting the University, please provide early, clear, and regular communications to mitigate any disruption.

### **What expectations does Princeton have of its suppliers with regard to Business Contingency Planning?**

While adverse events are unpredictable, best practice requires a thoughtful, complete, and tested set of plans which allow suppliers to operate through those situations with minimal disruption. When contingency plans are being executed, these should be transparent to the supply of goods and services to the University.

As above, should there be issues in the supply chain which will cause a downstream effect impacting the University, please provide early, clear, and regular communications to mitigate any disruption.

### **When are these new policies in effect?**

These new policies are now in effect until further notice with updates provided on the following website as early as circumstances permit:

<https://www.princeton.edu/content/covid-19-coronavirus-information>

### **What should I do if one of my employees tests positive for COVID-19?**

If during the close contact investigation your company becomes aware that any Princeton University employee was identified as a close contact of the confirmed case, an email should be sent to [response@princeton.edu](mailto:response@princeton.edu) with the subject line "Confirmed Case" and describe the details for further investigation and action by our Environmental, Health and Safety group.

### **Will my payments be delayed?**

Payment processing will continue and payments are being disbursed without delay. As always, the payment date is determined by your existing payment terms, and is calculated from the date an invoice is received by Procurement Services.

**Whom should I contact if I am planning a visit to Princeton from an area where COVID-19 is present?**

Any visitor planning to come to the Princeton University campus from an affected area is expected to share their plans by e-mailing [response@princeton.edu](mailto:response@princeton.edu).

**What is the status of cases of COVID-19 in New Jersey?**

For updated state information, visit the [New Jersey Department of Health's website](#).