

Dear Valued Princeton University Supplier,

I'm writing to pass along information regarding actions that Princeton University has taken in response to COVID-19, commonly known as coronavirus. In order to help mitigate the growing risk of transmission, Princeton 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.

These new policies will be in place until further notice with updates provided on the following website as early as circumstances permit: <https://www.princeton.edu/content/covid-19-coronavirus-information>. I encourage you to check this website frequently and forward this email to any representatives of your company who need to be on our campus to fulfill product and service obligations.

Please consider the following as you continue to support Princeton's needs for goods and services:

- We are strongly discouraging in-person sales calls.
- Product deliveries should be made using social distancing practices
- Onsite services should be performed using social distancing practices
- Adverse events in your supply chain causing product delays should be shared with your University contact
- If your Business Contingency planning identifies potential issues with the delivery of products or the performance of services, advise your University contact
- If one of your employees has a confirmed case of Coronavirus, and close contact investigation reveals that University employees were identified, send an email to 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.

Thank you for your help and cooperation in supporting the University's actions during this unprecedented situation.

With best regards,
Joseph A. Woodward
Senior Associate Director, Procurement Services