

Vendor Visitation Communication Date: 03.01.22

***To our Business Partners and Suppliers:***

Cedars-Sinai Medical Center (CSMC) provides reasonable opportunities for vendors and sales representatives to share their products and services with appropriate CSMC personnel. COVID has changed our operating environment and protocols significantly and we are regularly updating our internal and external facing policies to adjust.

We would like to take this opportunity to communicate changes regarding Vendor Visitations. Beginning March 1st, 2022, all Vendors will be required to adhere to the following procedures and safety protocols:

- 1. By Appointment only:** In order to visit any CSMC department, a Vendor must have a pre-arranged appointment with the department and obtain a Vendor Pass from the vendor credentialing system used by CSMC, prior to proceeding to the appointment. Pharmacy related vendors will need to contact the appropriate Pharmacy leadership team for appointments and check-in procedures.
  
- 2. Vaccinations:** Proof of current immunizations and vaccines including COVID boosters are required for all Vendors.
  
- 3. Check-In:** The vendor credentialing kiosks are moving! Upon entrance to the Medical Center, Vendors must report to one of the kiosks located below before proceeding to their appointment. Vendors must check in and obtain a vendor pass that must be always worn while on-site. The kiosks are available in the following locations:
  - North Tower, Street Level Lobby – unmanned kiosk
  - AHSP, Plaza Level (2nd floor) - unmanned PCPost health screening by Sodexo, a green sticker or an approved badge will be issued and will always need to be visible, when present on CSMC premises.

- 4. Vendor Passes:** Vendor passes will be issued to any Vendor who has a verifiable appointment with Medical Center personnel and whose credentials are in order. If there are any questions or concerns regarding obtaining Vendor Passes, please review your check-in with Cathy Vasilev at 323-866-8480 or [Cathy.Vasilev@cshs.org](mailto:Cathy.Vasilev@cshs.org).
- 5. Business hours:** Each Vendor Pass will be valid only during normal CSMC business hours (Monday-Friday, 8:00 a.m. - 4:30 p.m.) for the date issued, and for the applicable department and/or individual indicated on the Vendor Pass. Vendors will not be allowed on site during earlier or later times unless prior arrangements have been made. Any exceptions to our vendor visiting policies must be approved prior to the visit by Cedars-Sinai's Operations Room Leadership team.
- 6. Symplr:** Please register at [www.symplr.com](http://www.symplr.com) and follow instructions on Symplr site.

We are committed to providing quality healthcare and a safe environment for our patients, their families, visitors, and staff. We appreciate your compliance with these changes and thank you for your continued support of Cedars-Sinai's staff, physicians, and patients.

Sincerely,

Motz Feinberg, MBA, BS  
VP Supply Chain  
Cedars-Sinai