

Guest Speakers or Paid Services

Dear Faculty Colleagues:

As you plan for your classes and guest lecture services, steps have been provided below to assist you with this process. SU Support Staff are also available to provide any assistance needed for contract preparation for your guest lecturer or for other services requiring payment. As a reminder, ***all honoraria must be approved by the Dean of Faculty PRIOR to producing a contract to engage a speaker.*** Here are the steps that should be followed:

1. Obtain email approval for your event and the amount you wish to offer a speaker from the Office of the Dean of Faculty.
2. Forward your approval to your Support Staff colleague, who will prepare your contract agreement, requisition forms, and obtain any electronic signatures via Adobe Sign.
3. Support Staff will combine all materials into one PDF document and send via Adobe Sign to Craig Erwin (erwinc) and cc Latoya Jenkins (jenkinsl) in the Office of the Vice President for Finance and Administration. Contract materials will then be sent to your guest with a request for a completed W-9 (which is required for payment processing).

The above listed items apply if you wish to pay a U.S. citizen. If you seek to pay a non-U.S. citizen, you must first contact Jennifer Martinka in the Business Office (ext. 1290) to inform her of the details. She will begin researching which regulations apply to the country of origin and can inform you of the basic forms required. Please allow ***at least*** three months advance time for your guest to process and obtain all the necessary governmental forms.

A Visitor Agreement form is no longer required if there will be *zero* compensation.

Additionally, for the safety of our campus community, the majority of University procedures will be conducted in a way that will significantly decrease/omit any third-party visitors. However, at some point in the academic year you may have need for a guest to visit campus for official business. For those instances, guidelines have been established by the Campus Safety and Risk Management Office in the SU - Contractor on Campus - COVID-19 Plan. The safety precautions in this Plan will be included with all in-person guest contracts and agreements for completion prior to campus visits. Signed forms will be sent to Facilities Management for the environmental cleaning and disinfection process.

REMEMBER TO START EARLY. Please be sure to contact the support staff person nearest you for assistance with your contract needs. ***Start early.*** The contract process takes time, and there could be numerous unforeseen snags. An early start will allow your support staff colleagues to better assist you.

With appreciation,
Latoya Jenkins

Finance and Administration
Ext. 1472, jenkinsl@southwestern.edu

Southwestern University - Contractor on Campus - COVID-19 Plan

Southwestern project managers will send this Covid-19 plan to contractors, vendors, independent contractors, invited speakers/scholars/researchers, volunteers (paid and unpaid), graduate interns (paid or unpaid) (known as contractor/vendor) and confirm they agree to follow and implement the plan's components by getting the contractor's company, printed name, signature and date at the bottom of this document. Signed copies will be returned to the project manager. These guidelines are provided to help contain the spread of COVID-19 related to contractors and vendors who are approved to work on campus at Southwestern University.

All contractors/vendors must be given approval to work on campus by a designated Southwestern University project manager. SU Project manager should contact Facilities Management to notify them what specific buildings and areas will be impacted for tracking purposes. This will drive the environmental cleaning/disinfection process for our Custodial Department. Upon completion of work in interior spaces, the Custodial Department will clean affected areas/surfaces using EPA approved disinfection products and CDC techniques.

- All contractors approved to work on-site should routinely practice frequent handwashing, physical distancing to the extent possible (keeping a minimum of six feet apart), and good hygiene practices (e.g. covering cough with elbow, avoid touching face).
- Contractors working must wear face masks (no bandannas).
- Contractors should conduct temperature monitoring at the start of each shift before allowing employees to work on campus. If any employee presents with a temperature of 99.6 F or higher, they are not allowed to work on campus and will not be allowed on campus until cleared.
- Frequent hand washing during a work shift is essential to help prevent the potential for contamination.
- In addition, contractors/employees should continuously self monitor for symptoms and report symptoms to their supervisor immediately.
- In general all contractors should follow CDC and OSHA guidelines and standards.

Contractors (employees) should not report to work on campus if they are ill or showing signs/symptoms (fever, coughing, shortness of breath, sore throat, chills, headaches, loss of smell, taste) of COVID-19 or have had close contact with a person confirmed of COVID-19 until their isolation periods ends (at least 14 days) and they have been cleared to return to work by their medical provider.

The contractor/vendor signing below is acknowledging the responsibility to communicate the information contained in this document to their employees, enforce the prescribed expectations, and frequently remind their employees to follow these protocols while working at Southwestern University.

Company Name: _____

Company Representative Name (printed): _____

Company Representative Signature: _____

Date Signed: _____

SU Project Name: _____