

Friday, March 13, 2020

Suppliers and Sales Representative Guidelines

To all our Suppliers and Sales Representatives

Antelope Valley continues to take steps to be prepared for the COVID-19. We are implementing more rigor on the suppliers and our sales representatives.

Effective Immediately

1. Only Sales Representatives invited by the hospital staff to attend surgery cases and procedures will
2. be allowed in the hospital. No sales calls.
3. Any product in-services must be scheduled through Brett Still.
4. All sales representatives must enter the hospital through the front entrance.
5. When entering the hospital invited representatives will check in with security at the front desk.
6. Invited representatives will then need to go to Materials Management only and check in with our Vendormate system.
7. If you are asked to come in after hours you may use the Vendormate system right outside the visitor elevators down the hall from the front desk.
8. You must have a Vendormate badge to proceed to the department requesting your presence.
9. This includes all sales representatives and couriers bringing in product, instrumentation and trays. Do not come through the back and go to the front desk.

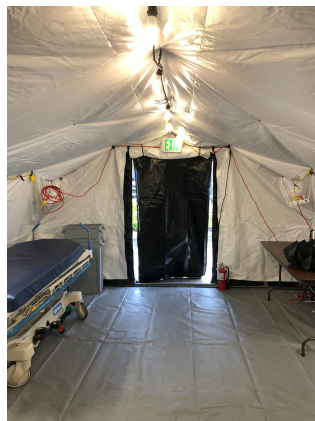
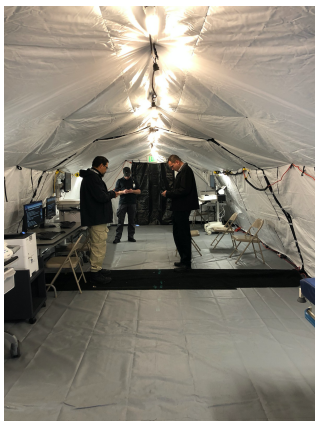
We have run the Vendormate report and some representatives have not been checking in or their credentials have expired. Please update them if you are invited to the hospital or you may be barred from servicing this account.

We appreciate your cooperation's in this sensitive time and look forward to your participating in keeping our facility safe.

Conference & Events Cancellations

A number of conferences, and events are being cancelled or postponed globally. In keeping with the recent report and the guidelines set by the World Health Organization, the Centers for Disease Control & Prevention and other health authorities, it is necessary to cancel **our events, conferences or meeting at Antelope Valley Hospital until further notice.**

This includes events like the **any Community Events occurring in our facility or on our hospital grounds or being sponsored by us!**



Security Guidelines

We are actively preparing the tent to help better isolate any potential COVID-19 cases. We have engaged front line staff to create a patient flow and process for this area; this includes a registration process patients will be pre-registered as COVID-19 patients, MD and ED staffing, proper PPE, proper patient placement and proper discharge and cleaning of the tent. As our plan is solidified, we will share our process and procedures to help create a safe environment for our staff and our patients.