

In Order to Obtain a **Replacement** Contractor Badge:

EACH PERSON REPLACING THEIR BADGE MUST HAVE THE FOLLOWING:

1. Existing, active UIHC badge
2. Passed Background Check
3. Passed Contractor Orientation
4. Be in compliance with the CMS Vaccination Rule

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In Order to Obtain a **New** Contractor Badge:

EACH PERSON GETTING A NEW BADGE MUST HAVE THE FOLLOWING:

1. Passed Background Check
2. Passed Contractor Orientation
3. Be in compliance with the CMS Vaccination Rule
4. Driver's license at the time of NEW Badge issuance

** All Contractors and Vendors performing work at UIHC or Wendell Johnson Speech and Hearing Center for more than ten (10) calendar days per calendar year should complete the following process in order to obtain a badge. If the individual will perform work fewer than ten (10) days per calendar year and are not badged, they will be required to be escorted by a badged individual at all times when working at UIHC facilities. **

Background Check Process:

All Contractors who will be working in UIHC facilities more than ten (10) days per calendar year are required to complete a background check through Gatefeed prior to gaining access to work at UIHC. Companies will manage this process through Gatefeed and will need to designate an Administrator in Gatefeed for their company, who in turn should do the following.

1. To Become an Administrator:
 - a) Go to <https://app.gatefeed.com/sessions/new>
 - b) Click **Create an Account**, complete steps 1-3 and set security questions
 - c) Send an email to support@gatefeed.com and request to be set up as an Administrator for your company
 - d) You will be notified by reply email that your set up is complete and you can call any time to receive a phone tutorial. **Be logged into your Gatefeed account prior to calling and mention that this is for University of Iowa Health Care.**
2. Failure of a background check will result in immediate revocation of access to UIHC for the worker. The Owner shall not bear the cost of replacement or change to subcontracts as a result of failure to pass the background check.

3. Background checks must meet the standards below. Any employee whose background check does not meet the stated criteria will be non-compliant and will be unable to take the contractor orientation or obtain a badge for access to the UIHC.
 - a. Acceptable Designations:
 - i. 00 – Clean Record, nothing found
 - ii. 01 – One or more non-violent misdemeanors found
4. Each employee needs their own unique username and password to take the Orientation. The Employee can set it up or the employer can.

CMS COVID-19 health care staff requirement that requires individuals to either document their vaccination or document their exemption **Compliance process (beginning on February 10, 2022):**

All Contractors and Vendors performing work at UHC for more than ten (10) calendar days per calendar year should have their vaccination or exemption documented by following one of compliance paths. This requirement is in addition to the completed background check and orientation through Gatefeed prior to gaining access to work at UIHC. Companies will manage this process through Gatefeed and will need to designate an Administrator in Gatefeed for their company, who in turn should do the following.

1. Failure of compliance may result in revocation of access to UIHC for the worker. The Owner shall not bear the cost of replacement or change to subcontracts as a result of failure to comply.
2. To be compliant, upload documentation of one of the following three categories to the ETS module of Gatefeed (required forms will be provided by the Owner for items b and c below). Detailed upload instructions in attached appendix.
 - a. Proof of COVID-19 vaccination (either 2 shot or 1 shot series of approved vaccines); booster isn't required at this time.
 - b. Attestation for a Religious or Strongly Held Belief exemption (signed by individual)
 - c. Medical exemption (signed by a licensed medical practitioner)
3. Each employee needs their own unique username and password to upload the documentation. The Employee can set it up or the employer can.
4. Once documentation is uploaded, it will be evaluated by UIHC to confirm compliance.

Obtaining a Badge:

For REPLACEMENT badges (those who have active badges prior to February 9, 2022), individuals or Company Representatives (as a proxy for the individual workers) who meet all requirements may present at the Safety & Security desk in the Fountain Entrance of UIHC on Level 1 RCP to obtain replacement badges. Contractors/Vendors will receive a date when replacement badges can be picked up separately from this notification. Once available, replacement badges can be picked up Monday-Friday from 7:30am to 3:00pm. Once received, old badges will have existing access removed within three (3) business days, and the old badge can be turned into Safety & Security at the Fountain Entrance or Capital Management in Hospital Parking Ramp 3.

1. Contractors with current badges will retain the access currently assigned to their badge at the time the new badge is granted.

For *NEW* and *RENEWAL* badges (those going through the Background Check, Orientation, and CMS COVID-19 Mandate Compliance), Individuals who meet all requirements should present at Capital Management in the Subbasement of Hospital Parking Ramp 3 to obtain a new badge.

1. At that time, Capital Management Staff will electronically verify the background check and orientation completion as well as CMS compliance.
2. Contractors will then have a photo taken and a badge granted.
3. Site access is not automatically granted to new Employees. The UIHC Project Manager must provide the names of individuals who require access before access is granted.
4. Contractors with current badges will retain the access currently assigned to their badge at the time the new badge is granted.

EACH PERSON REQUESTING A NEW BADGE MUST HAVE THE FOLLOWING:

1. Passed Background Check
2. Passed Contractor Orientation
3. Compliant with CMS Vaccine Mandate
4. Driver's license at the time of Badge issuance
5. HOURS and Requirements to obtain a badge:
 - a. Contractors must have a mask to enter Capital Management
 - b. Walk-in Hours to obtain a badge: or no more than two (2) contractors at a time
Monday through Thursday 8:00 a.m. to 11:00 a.m.
OR
1:00 p.m. to 3:00 p.m.

Gatefeed Questions:

- Contact Gatefeed Monday-Friday from 7:00 am to 5:00 pm CT. Phone: 312-467-9884, option #1 or email: support@gatefeed.com.

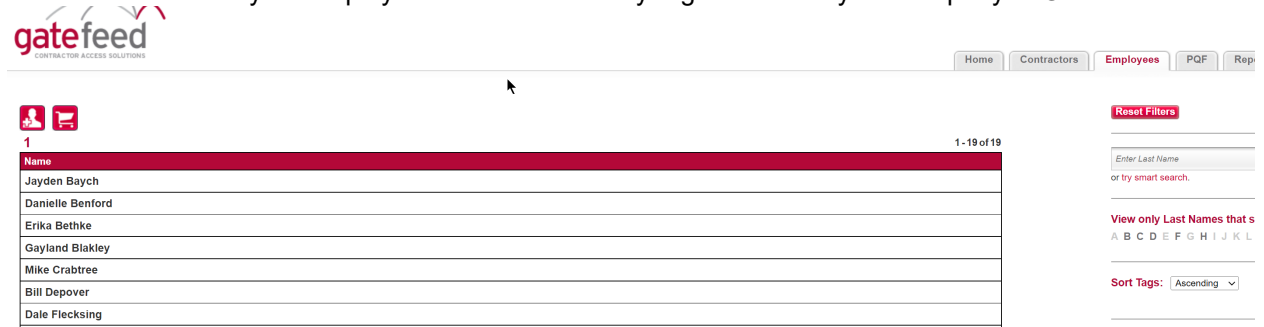
APPENDIX

GATEFEED COVID COMPLIANCE INSTRUCTIONS

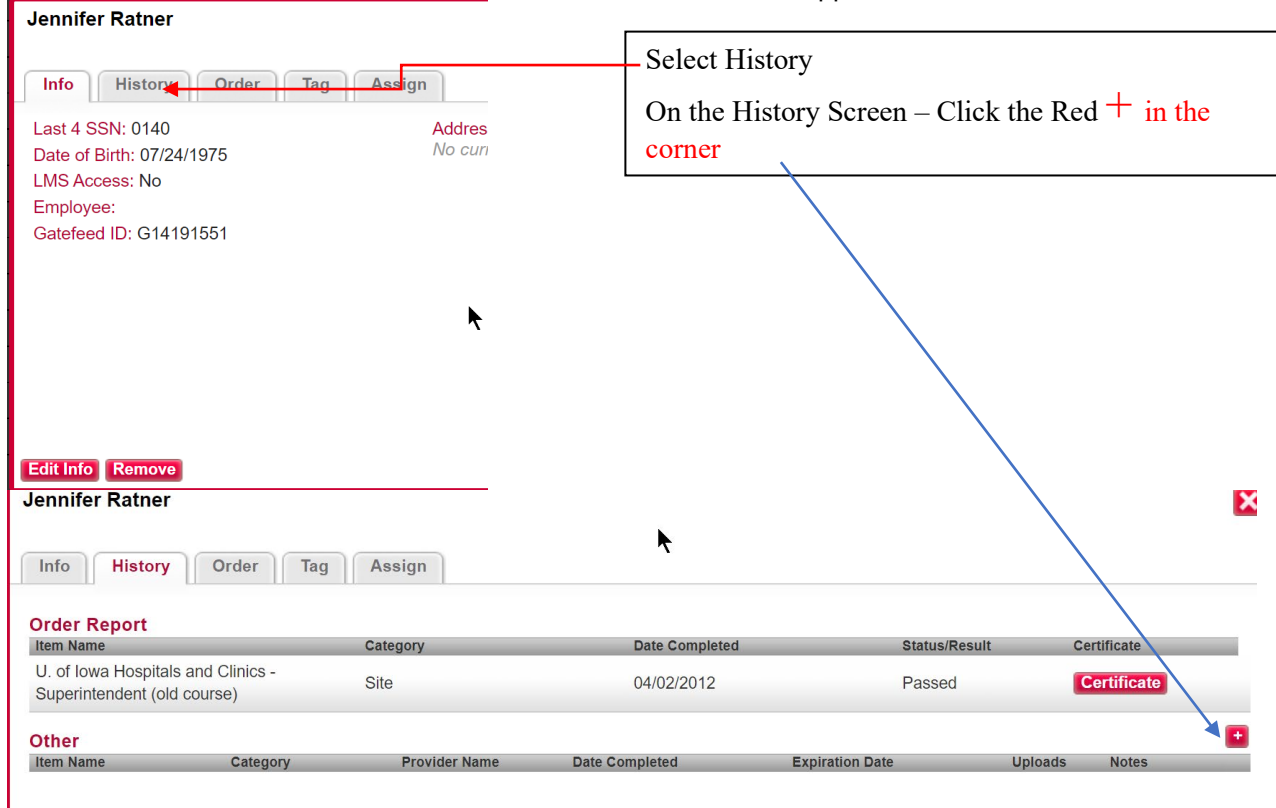
1. Company Administrator logs into Gatefeed account.
2. Select the Employees Tab



You will see a list of your employees who are currently registered with your company in Gatefeed.



Select an employee from the list to enter data for – their screen will appear as below



Jennifer Ratner

Info History Order Tag Assign

Other

Item Name **Manage Item Names**

Provider **Manage Provider Names**

Category

Date Completed Expiration Date

Upload Document

Choose File No file chosen

Notes

← Go Back Save

Confined Space

PPE

Respiratory

Lockout/Tagout

Medical

Covid Vax/Booster

Covid Exemption

ALL fields listed with a R are required!

R Item Name = The document you are uploading – Covid Vax Card, Waiver

R Provider = If a Covid Vax Card is entered, the name of the vaccine provider is entered, if not, put NA

R Category = See above – select either Covid Vax/Booster or Covid Exemption

R Date Completed = Date the upload occurred

R Choose File – The file must be either a jpeg or a PDF – and saved on a computer

Enter notes if desired

Save the entry.