

Exhibit A

UNIVERSITY LETTERHEAD

DATE

CONTRACTOR NAME

Attn: CONTRACTOR CONTACT

ADDRESS

ADDRESS

EMAIL

RE: Notice of New COVID-19 Health and Safety Procedures

To Whom It May Concern:

In response to the COVID-19 pandemic, **Name of University** (“University”) has modified its normal campus operating procedures to protect the health and safety of the University community. In contracting with University, you (“Contractor”) previously agreed to comply with all federal, state, and local laws, rules, and regulations applicable to your performance under the agreement with University. You further agreed to comply with applicable University policies and procedures, including but not limited to those related to Contractor personnel’s (including employees, subcontractors and agents) entry, presence, and performance of services on University’s campus.

Effective immediately, you and your personnel must comply with the attached COVID-19 Health and Safety Procedures, as implemented and directed by University, when entering, present, or performing services on University’s campus.

Should you have any questions regarding these procedures, please do not hesitate to contact this office at **email address**.

Sincerely,

Name

Title

Department

Enclosure (COVID-19 Health and Safety Procedures)