**OFFICE OF CHILD AND YOUTH PROTECTION**

**SAFE ENVIRONMENT REQUIREMENTS FOR VENDORS (NON-EMPLOYEES)**

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| **Vendor Types** | **Examples** | **Safe Environment Requirements** |
| Delivery people or sales reps; Never alone with minors; Only in specific designated areas for deliveries or sales meetings | Food/drink providers, FedEx, UPS, Vending machine delivery or service, sales representatives of various companies | None |
| Those working inside diocesan buildings under a staff person’s full and active supervision | Electricians, plumbers, pest control, HVAC or other skilled maintenance, organ or piano tuners | None |
| Those working outside of diocesan buildings; No unsupervised contact with minors | Lawn care, snow removal, roofing repair | None |
| Those completing Student Observation and teacher is always with the class | College or high school students observing for school credit | All safe environment program requirements: Active VIRTUS account in our diocese with documentation of PGC, EIM, and BGC |
| Extracurricular classes for minors held off diocesan premises with minors transported to and from diocesan property by outside entity | Off-campus STEAM classes | None |
| Those working inside diocesan buildings that may have occasional contact with minors | Custodial or cleaning staff,  Food service/cafeteria staff,  Telecommunications personnel (tech support), Special event staff | Vendor Form |
| Those providing services or instructing classes with minors and teacher is always with the class | APEX, ECC Spanish classes | Vendor Form |
| Student Teachers | Student teachers fulfilling college requirements to become certified teachers | All safe environment program requirements: Active VIRTUS account in our diocese with documentation of PGC, EIM, and BGC |
| Those providing specialized services or instruction to minors in diocesan buildings | Title 1 teachers, Speech pathologists or therapists, Psychologists, Young Rembrandts, Bricks 4 Kidz, Chess Club, Mad Science, Art instructors, Dance instructors, Before and  After-Care Programs, Tutors | All safe environment program requirements: Active VIRTUS account in our diocese with documentation of PGC, EIM, and BGC |
| Extracurricular sports with minors (does NOT include sports referees) | Sports professionals that are not diocesan employees or volunteers – instructors, coaches, athletic trainers | All safe environment program requirements: Active VIRTUS account in our diocese with documentation of PGC, EIM, and BGC |

3/23/20