

**OFFICE OF CHILD AND YOUTH PROTECTION  
SAFE ENVIRONMENT REQUIREMENTS FOR VENDORS (NON-EMPLOYEES)**

<b>Vendor Types</b>	<b>Examples</b>	<b>Safe Environment Requirements</b>
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 <u>unsupervised</u> contact with minors	Lawn care, snow removal, roofing repair	None
Those completing Student Observation <u>and</u> 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 <u>and</u> teacher is <u>always</u> 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 <u>not</u> 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