



**Homeland
Security**

**Subject: Chief Procurement Officer Message on New Procedures for Contractors
in Response to the Ongoing COVID-19 Pandemic**

Dear Industry Partner,

On August 20, 2021, I signed a memorandum informing industry that the U.S. Department of Homeland Security (DHS) updated its operating procedures in response to the updated Centers for Disease Control and Prevention (CDC) Guidance and subsequent information issued by the Administration's Safer Workforce Task Force concerning [COVID-19 Workplace Safety: Agency Model Safety Principles](#), issued on July 29, 2021.

Since that time, President Biden signed [Executive Order \(EO\) 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors](#) on September 9, 2021 outlining that contractors are to adhere to the Safer Federal Workforce guidelines. This was done to promote the economy and efficiency in federal procurement by ensuring that the parties that contract with the federal government provide adequate COVID-19 safeguards to their workers performing on or in connection with a federal government contract or contract-like instrument. The EO also expanded the application of new requirements for federal contractors beyond those individuals performing on-site under our contracts in federal facilities.

In light of the new EO, this memorandum rescinds and replaces the one I issued on August 20, 2021. The purpose of the new memorandum is to inform that DHS is working closely with the Office of Federal Procurement Policy and others, as we await updated guidance from the Safer Federal Workforce Task Force later this month. The Office of Federal Procurement Policy (OFPP) has shared a blog ["Ensuring Adequate COVID Safety Protocols for Federal Contractors"](#) discussing the evolving role of Federal contractors in fighting this pandemic. In addition, OFPP is leading the process to create a new FAR clause that addresses the requirement of contractor employee vaccination for COVID-19. DHS is participating in this process and will provide information on the clause and associated implementation as it becomes available.

Your continued patience is appreciated. With regard to on-site contractor employees, companies are reminded that contractor employees requiring access to DHS facilities must follow the specific access guidelines for building entrance at each location. These requirements vary based on the needs of the facility and their safety protocols. Please continuously monitor the building protocols to ensure each contractor employee has prompt access when needed.

In all cases, on-site contractor personnel are required to follow all signage posted in DHS facilities regarding mask usage and comply with all instructions by Federal Protective Service (FPS) officers and facility managers.

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While localized facility guidance takes precedence, you can monitor areas of high transmission via the [CDC COVID-19 Data Tracker County View](#).

Following these procedures helps to ensure DHS mission readiness, protects all of the workforce, and bolsters public health and safety.

I wish to express my continued gratitude to the contractor community who play a vital role in achieving the Department's mission.

I will continue to share relevant updates information becomes available.

Sincerely,

Paul R. Courtney