August 20, 2021

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

Dear Industry Partner,


We are still in the midst of a global pandemic and therefore, Government-wide guidance continues to evolve, including recently issued guidance regarding enhanced mask wearing and testing for federal employees, on-site contractors and visitors. While it is understood that many contractors must perform work at DHS operations and facilities, compliance with the new guidance is required.

In support of this guidance, we ask that you immediately identify your contracts requiring on-site performance at DHS operating locations or facilities and attest to your compliance with the guidance as soon as practicable. Additionally, it is still highly encouraged that any contractor employee who can perform their work on a contract off-site in support of the Department without negative impact to the mission be afforded the flexibility to telework or work off-site to the maximum extent practicable. However, this will be predicated on proper coordination with the Contracting Officer’s Representative (COR) to determine if telework or work off-site is appropriate.

Consistent with this guidance and beginning Wednesday, August 25, 2021, on-site contractor employees, who are not fully vaccinated or who decline to provide their vaccination status to their employer, are required to obtain a negative COVID-19 test not later than three days old when attempting to enter DHS facilities and operations. Each contractor employee with a need to enter a DHS facility or operation must complete the attached Certification of Vaccination OMB form and have it accessible when entering a federal government workspace. Employees who are not fully vaccinated will need to have a valid negative test not older than three days before arriving at a DHS facility or operation. Consistent with employee attestation, contractors must attest to their COR, in writing, that all on-site contractor employees are following this guidance and are either vaccinated or will have a negative COVID-19 test within three days of arriving on-site.
The Government is not requesting or accepting copies of the COVID-19 test results and contractors should not provide any information on individuals. It is the responsibility of the contractor to comply with these guidelines.

Testing requirements only affect on-site contractor personnel, who are not fully vaccinated or who decline to provide their vaccination status to their employer. DHS CORs will not ask for, collect, or store information on the vaccination status or test results of individual contractor personnel. Contractors are responsible for this information.

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. This may include symptom screening as well. Failure to do so will result in their removal from the facility or operation. To enter DHS facilities controlled by FPS, each contractor employee will be requested to read the signage and confirm that they conform to the COVID-19 testing and vaccination policy. The guard may request to view a copy of the employee’s written attestation on the approved OMB form. In the event an employee does not agree that the employee complies with the policy and or the contractor employee cannot produce a signed copy of the OMB form of the attestation, then the contractor employee will not be granted access to the facility or operation. It is up to the contractor employee to alert their employer of their compliance status.

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 on-site workforce, and bolsters public health and safety.

The contractor community plays a vital role in achieving the Department’s mission. I wish to express my continued gratitude to the contractor employees who have been part of our frontline workforce working at DHS designated locations and sites throughout this pandemic.

I will continue to share relevant updates regarding DHS operating and testing requirements as information becomes available.

Sincerely,

PAUL R COURTNEY

Paul Courtney
Chief Procurement Officer