



UNITED STATES DEPARTMENT OF COMMERCE
Office of the Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

From: Olivia J. Bradley, Acting Senior Procurement Executive
and Director for Acquisition Management

For: Department of Commerce Contractor Community

Subject: Senior Procurement Executive Message on New Procedures for Contractors
Working On-Site at DOC Facilities in Response to the Ongoing COVID-19
Pandemic-REVISED

The Department has updated its current operating procedures based on information from the Centers for Disease Control and Prevention (CDC) and the [guidance](#) issued by the Administration's Safer Workforce Task Force.

Consistent with this guidance, when the [COVID-19 Community Level](#) is MEDIUM or HIGH in a county where a Federal facility is located, on-site contractor employees who are not [fully vaccinated](#) or who decline to provide their vaccination status are required to obtain a negative COVID-19 test from within the previous three (3) calendar days in order to enter DOC operations and facilities. For example, a negative test on 8/19/21 would enable entry on 8/20/21, 8/21/21, and 8/22/21.) Contractors must attest to their COR, in writing, that all on-site contractor employees are following this guidance and are either fully vaccinated or they have had a negative COVID-19 test from within the previous three (3) calendar days. Further, contractors shall require their employees to keep the completed Certification of Vaccination form found in Attachment A and proof of a negative COVID-19 test result, if applicable, with them while on federal premises and produce it upon request to verify their status. Contractors may use any COVID-19 viral test, such as a PCR or antigen test, that has been [authorized by the Food and Drug Administration](#) to detect current infection and includes a written report that documents the test result and can be provided to the individual contractor employee who was tested.

Testing requirements only affect on-site contractor personnel who are unvaccinated or who decline to provide their vaccination status to their employer. On-site contractor personnel, like federal employees, are also required to follow all signage posted in DOC facilities regarding mask usage and comply with all instructions by Federal Protective Service officers and facility managers. This may include symptom screening as well. Failure to do so will result in their removal from the facility.

Following these procedures helps to ensure DOC mission readiness, protect all of the on-site workforce, and bolster public health and safety.

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

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

Attachment A – Certification of Vaccination form