

**COVID VACCINATION ATTESTATION LETTER TEMPLATE
FOR MANAGEMENT & OPERATING (M&O) AND MAJOR SITE AND FACILITY
CONTRACTS**

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Subject: Contract #DE-NA0002839 - Procedures for Department of Energy (DOE) Management and Operating (M&O) and Major Site and Facility Contracts in Response to the Ongoing COVID-19 Pandemic – COVID Vaccination Attestation

The health and safety of the Department of Energy's workforce, including its Federal employees, contractors, and visitors to its sites, is the Department's highest priority. Just as the Department is committed to fulfilling its mission, it is also committed to promoting a healthy and safe work environment by adhering to the best public health practices.

On July 29, 2021, the Administration's Safer Federal Workforce Task Force issued *COVID-19 Workplace Safety: Agency Model Safety Principles* (Agency Model Safety Principles), which directs agencies to ask about the vaccination status of Federal employees, onsite contractor employees, and visitors¹ to Federal buildings and sites. In addition, Federal employees, onsite contractor employees, and visitors must attest to the truthfulness of the response they provide.

The Department has updated the operating procedures in its [DOE COVID-19 Workplace Safety Framework](#) in accordance with the [Agency Model Safety Principles](#). It is essential that M&O and Major Site and Facility contractor employees comply with the new safety protocols to ensure the health and safety of the contractor and Federal workforce.

Consistent with this requirement and any applicable collective bargaining obligations, M&O and Major Site and Facility contractors shall have a system in place to ensure all its employees and subcontractor employees working on a DOE site/facility have attested to the truthfulness of their vaccination status as fully vaccinated, not yet fully vaccinated, unvaccinated, or decline to respond. When requesting this information, the contractor must comply with any applicable Federal, state, or local laws, including requirements under the Privacy Act and any applicable collective bargaining obligations. The contractor shall collect and maintain its own record of this information for all contractor employees. The M&O contractor must certify to NNSA the percentage of its employees and subcontractor employees working on a DOE site/facility who have been fully vaccinated prior to the deadline of Friday, September 10, 2021. Also, the contractor will provide regular updates of the number and percentage of contractor and

¹ Visitors do not include members of the public entering a Federal building or Federal land to obtain a public service or benefit.

subcontractor employees that have been fully vaccinated as requested by NNSA or the DOE COVID-19 Response Team.

Contractor and subcontractor employees who are unvaccinated or decline to attest to their vaccination status will be treated as unvaccinated for the purpose of DOE safety protocols. Such employees will be required to participate in a contractor directed testing program for COVID-19 and will be tested at least weekly. The contractor shall flow-down this requirement for all applicable subcontractor tiers.

Contractor personnel, like Federal employees, are also required to follow all signage posted in DOE facilities regarding mask usage and comply with all instructions that have been issued by DOE. This may include symptom screening as well. Failure to do so will result in their removal from the facility.

The contractor community plays a vital role in achieving the Department's mission and the DOE wishes to express gratitude to the contractor employees who have been part of our frontline workforce throughout this pandemic. DOE will continue to share relevant updates regarding DOE operating and testing requirements as information becomes available.

Shirley Clayton
Contracting Officer