



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

May 20, 2020

Subject: Acting Senior Procurement Executive Communication on Continued Health and Safety Precautions for COVID-19 and Contractor Notification Requirements

Treasury Contractors,

Thank you for all you do for Treasury! As the Acting Senior Procurement Executive, I am reaching out to all contractors whose contracts require their employees to work in Treasury facilities. As recognized business partners that help Treasury accomplish its mission, this communication is to advise you of recent guidance.

The President released [The Guidelines for Opening Up America Again](#) (dated April 16, 2020), providing state and local officials a three-phased approach, based on the advice of public health experts, to reopen their economies and get people back to work while continuing to protect American lives. Additional follow-on guidance for federal agencies on implementing the Guidelines was issued in [OMB Memorandum M-20-23](#) (dated April 20, 2020).

Treasury is playing a critical role implementing key elements of the Coronavirus Aid, Relief and Economic Security (CARES) Act to provide fast and direct economic assistance for all Americans. Although we continue to face difficult circumstances related to the coronavirus pandemic; we remain firmly committed to protecting the health and well-being of our Federal and contractor workforce. **It is vital that only essential personnel access the worksite when instructed by the contracting officer and the contracting officer's representative (COR).** Departmental Offices and Bureaus are continuing to plan for how we will approach resuming full operations, and eventually bring back employees to the workplace in a safe way.

The mandatory and maximum telework guidance is still in effect; contractors should remain engaged with each contracting officer and the COR in the program office to stay informed as our return to work plans continue to develop. **Contractors shall follow their established internal policies/procedures and exercise all options to prevent covered employees from reporting to work in Treasury space.**

Symptomatic Contractors Employees. On-site employees will follow Treasury's process if they are symptomatic or test positive for COVID-19. Treasury processes will protect individual privacy, including the identity of those with COVID-19-related symptoms, to the extent possible, collecting and maintaining only the information necessary to assess the need for remedial actions such as employee notification and facility cleaning. Contractor employees who believe they have COVID-19 symptoms should contact their healthcare provider or local health officials for further medical advice or testing and notify their contracting officer or COR if they have visited the worksite, within the last 14 days.

On-Site Contractor Employees. For the contractor employees who are supporting high- and moderate risk areas and critical infrastructure and are unable to telework, adhere to the [CDC Safety Practices](#), as well as Treasury and Bureau guidance. For information related to Personal Protective Equipment (PPE), your contracting officer, along with your facilities/operations personnel, will determine whether PPE will be required and if PPE will be made available to contractor employees.

In the event contract performance requires the continual use of an alternate worksite, the contracting officer is the authoritative source with whom to discuss this issue.

As our plans develop, I encourage you to share feedback with your COR.

I am truly inspired by the work being done by each of you, particularly during these challenging times. I will continue to keep you apprised of any changes.

Thank you for your continued support as we address the next phase of COVID-19 together.

Sincerely,

Michele D.  
Sharpe

Digitally signed by  
Michele D. Sharpe  
Date: 2020.05.20  
12:41:00 -04'00'

Michele Sharpe  
Senior Procurement Executive (Acting)