

Coronavirus (COVID-19) Guidance to Contractors - Guidance for Contractor Management

The health and well-being of the entire Library workforce is our paramount concern during the coronavirus pandemic. The Library is therefore taking steps to promote social distancing while maintaining important operations.

Effective 25 March 2020 Library buildings will be open only for the performance of critical functions. Generally, critical functions are ones that directly support Congress; protect human life or Library property; or, are critical for the continued operations of the Library, including support for Library IT systems.

Library contracting officers and contracting officer representatives (CORs) will engage with contractor managers whose staff perform critical functions to identify the days and times that contractor staff may report to work on-site at the Library. Contracting officers and CORs may require contractors to work on reduced schedules on a regular or on-call basis extending in the Monday through Saturday operating band to protect the health and well-being of the Library workforce and contractor staff by further reducing the density of personnel in Library facilities and on public transportation while still providing critical services to Congress and the public. Contractors will work with their CORs to implement CDC and Library guidance and any updates posted to the Library of Congress Website at: <https://www.loc.gov/about/pandemic-information/>.

Contractors supporting functions not deemed critical during the pandemic shall not report on-site on Library buildings until normal operations resume. Contract support functions that can be performed remotely shall be performed remotely unless and until notified otherwise by your contracting officer and COR. Contractor staff shall only enter the premises pursuant to the instructions of the contracting officer and COR. Contractors should continue to work with their contracting officers and CORs to identify opportunities for contractors to engage in remote support wherever feasible.

Government contracts provide for excusable delays, which may extend to quarantine restrictions due to exposure to COVID-19. Contractors whose performance is impacted by COVID-19 should discuss the situation with the contracting officer and COR to determine what options are available. Contract staff and CORs will work with contractors to agree upon reasonable contract adjustments to facilitate full contract performance to the maximum extent practicable and to avoid negatively impacting the contractor's performance ratings for circumstances beyond their control.