

Coronavirus COVID-19 Guidance to Contracting Officer Representatives (CORs)

Subject: Health and Safety Precautions for Coronavirus (COVID-19)

Health and safety is our paramount concern. The Library is promoting social distancing to protect the health of those at the Library and their families while maintaining important operations. Contracting Officer Representatives (CORs) shall take the following measures:

1. Furnish the attached updated "Coronavirus Guidance to Contractors" to your Contractor Program Manager or Point of Contact. Copy the contracting officer when the message is sent.
2. If a contractor staff member working at a Library facility exhibits symptoms of COVID-19, including fever, respiratory difficulties, cough, or otherwise believes that they may have been exposed to the COVID-19, contact their management immediately to direct the individual to leave the facility.
3. If a contractor is diagnosed with COVID-19 or directed by medical authorities to self-quarantine, they are not to return to the Library until they are cleared by medical authorities. Contractors are required to notify the Library of Congress Health Services Division (HSD) if a staff member on Library facility diagnosed with COVID-19, left the building sick, or is self-quarantined due to potential exposure.
4. Contractor staff are not Library employees, and therefore must follow their company's attendance and leave policies, including policies related to leave for persons in at risk categories.
5. For any contractors with staff working on Library facilities, CORs shall work with contractor management to ensure effective protocols to protect the contractor staff and others they come into contact with.
6. CORs should work with contractor management and their contracting officer to develop a plan to ensure continued performance of the contract if work is impacted by COVID-19. Plans may include remote in lieu of on-site support, qualified replacements, or contractual adjustments. Plans should optimize remote in lieu of on-site support, identify qualified replacements, and address any contractual adjustments needed to ensure continued contract performance.

NOTE: Only a Contracting Officer may authorize changes to the schedule or other contract terms.

Attachment 01: Coronavirus Guidance to Contractors

Coronavirus (COVIS-19) Guidance to Contractors

Subject: Health and Safety Precautions for Coronavirus (COVID-19)

Guidance for Contractor management

Health and safety is our paramount concern. In order to protect the health and safety, the Library is taking steps to promote social distancing while maintaining important operations.

Contractors with staff working in Library of Congress buildings or facilities shall **notify the Library of Congress Health Services Division (HSD) at (202) 707-8035, hso@loc.gov, within 24 hours if a staff member on a Library facility has been diagnosed with COVID-19, left the building sick, or is self-quarantined due to potential exposure.** Include the name of the individual, the location they worked, when they were last in Library facilities, and contact information for the individual so that health officials can make appropriate follow-up inquiries.

In addition, contractors shall take the following measures:

1. If a contractor staff member working at a Library facility exhibits symptoms of COVID-19, including fever, respiratory difficulties, cough, or otherwise believes that they may have been exposed to the COVID-19, they are to notify their management and leave the facility to seek medical attention.
2. If a contractor staff member is diagnosed with COVID-19 or directed by medical authorities to self-quarantine, they are not to return to the Library until they are cleared by medical authorities. Notify the Library of Congress Health Services Division (HSD) at (202) 707-8035, hso@loc.gov, if a staff member on a Library facility is diagnosed with COVID-19, leaves the building sick, or is self-quarantined due to potential exposure.
3. Contractor staff must follow their company's attendance and leave policies, including policies related to leave persons at risk.
4. For any contractors with staff working on Library facilities, submit a plan to your COR and contracting officer with effective protocols consistent with current OSHA guidelines (see <https://www.osha.gov/Publications/OSHA3990.pdf>) to protect contractor staff and those they come into contact with from potential exposure to COVID-19.
5. Contractor management should work with their CORs and their contracting officer to develop a plan to ensure continued performance of the contract if work is impacted by COVID-19. Plans should optimize remote in lieu of on-site support, identify qualified replacements, and address any contractual adjustments needed to ensure continued contract performance.

NOTE: Only a Contracting Officer may authorize changes to the schedule or other contract terms.