



February 7, 2022

Subject: Facilities Access – USAID’s COVID-19 Workplace Safety Protocols

Dear Partners,

The purpose of this letter is to update contractors on Agency-specific workplace safety protocols for access to USAID’s domestic facilities in the United States. Contractor employees working on-site in these facilities must follow the workplace safety protocols described in USAID’s [COVID-19 Domestic Workforce Safety Plan and Workplace Guidelines](#). These public health rules of behavior and organizational guidelines are intended to apply to all USAID staff, contractor employees, and visitors who enter USAID’s domestic facilities during the COVID-19 pandemic.

Currently, on-site contractor employees must carry a completed and signed copy of the [Certification of Vaccination Form](#) with them. On-site contractor employees may be asked to show this form when in a Federal facility and to a Federal employee who oversees their work. On-site contractor employees who are not fully vaccinated (or who decline to disclose vaccination status) are required to be able to show proof of a negative COVID-19 test result from within the previous three days when in a Federal facility. Any on-site contractor employee who has symptoms consistent with COVID-19 should not enter any Federal facility.

It is each contractor’s responsibility to ensure that its employees who are on-site at a Federal facility comply with these workplace safety protocols. The contractor must maintain records and documentation to support compliance with these protocols. In accordance with the Safer Federal Workforce [FAQs for Federal Contractors](#), USAID is also requesting that each contractor with on-site contractor employees provide one of the following:

- (1) An attestation that all of its employees who are currently accessing USAID domestic facilities are fully vaccinated;

OR

- (2) An attestation that all of its employees who are currently accessing USAID domestic facilities are either (a) fully vaccinated, or (b) regularly testing, with the contractor verifying the test results each day the contractor employee is on-site in a USAID facility. In the verification of test results, the contractor must ensure each test is both (a) negative, and (b) from within the previous three calendar days of the employee being in a Federal facility. The contractor may conduct this verification with their employee physically in-person or virtually, such as via video conference.

Please note the following:

- The attestation must be signed by an authorized signatory of the contractor and emailed to the Contracting Officer's Representative (COR) for each contract.
- The contractor should not provide names or details of any individual employees' vaccination status or testing results.
- The contractor must provide an updated attestation in the event any of the information changes. In addition, the contractor must continue to ensure that unvaccinated employees continue to test within the previous three days when in a Federal facility and that the test results are negative.

Contractors that do not currently have employees going to domestic on-site facilities will be required to comply with these requirements once employees return to USAID facilities, unless otherwise instructed.

For questions about this message, please contact IndustryLiaison@usaid.gov.

All the very best,

Luis A. Rivera
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