



ACQUISITION
DIRECTORATE

DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



17 June 2020

MEMORANDUM FOR WASHINGTON HEADQUARTERS SERVICES (WHS),
ACQUISITION DIRECTORATE (AD) CUSTOMERS

SUBJECT: RETURN OF CONTRACTOR PERSONNEL TO ONSITE LOCATIONS

1. The purpose of this memorandum is to provide guidance on contractor personnel returning to Department of Defense (DoD) onsite locations identified in Washington Headquarters Services contracts (Pentagon Reservation Offices) during the ongoing coronavirus disease 2019 (COVID-19) pandemic. To safely and effectively return personnel to Pentagon Reservation Offices, DoD leadership has created a phased plan and issued guidance, namely “Pentagon Reservation Plan for Resilience and Aligning with National Guidelines for Opening Up America Again” dated 26 May 2020, which is attached. The 26 May 2020 guidance applies to vendors, contractor employees, Federal Military, and Civilian personnel returning to work at Pentagon Reservation Offices.
2. The following are some, but not all, precautions adapted from the 26 May 2020 guidance, to which all contractors and personnel should adhere to while performing onsite at a Department of Defense (DoD) facility:
 - a. Cloth face covering is mandatory if social distancing cannot be maintained.
 - b. If the contractor employee is sick or ill, the contractor employee should stay home, and the contractor company must coordinate with the Contracting Officer Representative and Contracting Officer to determine a plan of action.
 - c. If the contractor employee lives with, or has been in contact with, someone who has contracted COVID-19, the contractor employee must stay home and self-quarantine.
 - d. Contractor employees must continue to maintain social distancing no closer than 6 feet until advised otherwise by the Contracting Officer Representative, and must always practice good hand hygiene and sneeze/cough etiquette.
3. Any issues related to contractor personnel returning to onsite location should be relayed to your Contracting Officer. The Contracting Officer has the sole authority to determine, in coordination with the program office, whether the contractor is fulfilling its responsibilities under the contract. If the contractor is not fulfilling its responsibilities, the Contracting Officer has the sole authority to execute changes as necessary.
4. As we manage return of contractor personnel onsite, remember that contractor personnel work for the contractor and do not work for the Government. Any and all return to work discussions must be handled by the Contracting Officer at the vendor level. There shall not

be any discussion with individual contractor employees either by the Contracting Officer, the Contracting Officer's Representative, or any member of the program office customer. The Government will provide vendors with onsite personnel requirements and vendors will supply qualified personnel, in accordance with the terms and conditions of the contract.

5. The latest information on DoD's COVID-19 response efforts can be found at <https://www.whs.mil/Coronavirus/>. If you have any questions, please reach out to your Contracting Officer. We are here to support you.

David D. Sanders
Director

Attachment:

“Pentagon Reservation Plan for Resilience and Aligning with National Guidelines for Opening Up America Again” dated 26 May 2020.