



Office of the Chief  
Acquisition Officer

October 8, 2021

## **Message from the Chief Acquisition Officer to NARA Contractors on new COVID-19 Safety Protocols (COVID-19 Vaccination Mandate, Mask Wearing, and Physical Distancing)**

As the Chief Acquisition Officer, I am reaching out to all NARA contractors to ensure that you are aware of the latest COVID-19 safety protocols. Consistent with recent guidance from President Biden's Administration, in coordination with the Centers for Disease Control and Prevention (CDC) and the Safer Federal Workforce Task Force, the National Archives and Records Administration (NARA) is implementing new policies and safety protocols for the federal workplace with respect to the Administration's COVID-19 vaccination mandate, mask wearing, and physical distancing.

On September 9, 2021, President Biden signed Executive Order 14042 on *Ensuring Adequate COVID Safety Protocols for Federal Contractors* (the order), which directs NARA, along with other executive departments and agencies, to ensure that contracts and contract-like instruments covered by the order include a FAR clause requiring the contractor and their subcontractors at any tier, for the duration of the contract, to comply with all guidance for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (Task Force). Detailed below is a summary of the Task Force guidance, which includes a COVID-19 vaccine mandate and additional workplace safety protocols.

### **Summary of the Safer Federal Workforce Task Force Guidance**

On September 24, 2021, the Safer Federal Workforce Task Force issued new *COVID-19 Workplace Safety Guidance for Federal Contractors and Subcontractors*, which requires covered federal contractors and subcontractors to conform to the following workplace safety protocols:

- A COVID-19 vaccine mandate requiring full vaccination for employees of covered contracts by December 8, 2021, with limited exceptions for those legally entitled to an accommodation;
- Mask and physical distancing requirements at covered contractor worksites, including covered contractor employees and visitors; and
- A requirement that contractors designate a person or persons to coordinate COVID-19 workplace safety efforts at covered contractor workplaces.

These workplace safety protocols will apply to all covered contractor employees, including employees in covered contractor workplaces who are not working on a Federal Government contract or contract-like instrument. This action is a key step in implementing part of the President's *Path Out of the Pandemic: COVID-19 Action Plan*.

## **Vaccination Requirements**

- All covered contractor employees, regardless of work location, will be required to be fully vaccinated by **December 8, 2021**. Covered contractor employees who telework must also comply with the vaccine requirement. To be considered fully vaccinated:
  - For **Pfizer-BioNTech COVID-19 vaccine**, in order for contractors to meet the December 8th deadline, they should receive their first vaccination dose no later than November 3rd, and their second dose no later than November 24, 2021.
  - For **Moderna COVID-19 vaccine**, in order for contractors to meet the December 8th deadline, they should receive their first vaccination dose no later than October 27th, and their second dose no later than November 24, 2021.
  - Because the **Johnson & Johnson/Janssen vaccine** only has one shot, to be fully vaccinated, contractors must get that dose by November 24, 2021, in order to meet the December 8th deadline.
- Proof of vaccination (a CDC COVID-19 Vaccination Record card) will be required. Attestation will no longer be sufficient.
- It will be the contractor's responsibility to ensure all contractor employees and subcontractors affected by these requirements are compliant.
- Accommodations can be made for contractor employees with a legal entitlement to not be vaccinated due to a disability or other medical condition, or due to a sincerely held religious belief, practice, or observance. More information on accommodations will be forthcoming.

If your employees are not currently vaccinated, please encourage them to plan ahead to meet the December 8th deadline. **To be considered fully vaccinated, the final vaccine dose must be received by November 24, two weeks before the deadline.**

As COVID-19 safety protocols remain fluid, we will provide additional information as it becomes available. The Centers for Disease Control and Prevention (CDC) COVID-19 website remains the authoritative source for facts about how to protect yourself and your family from COVID-19, and how to recognize symptoms of the virus. The site is frequently updated with virus guidance and provides updated travel advisories. It is wise to review the CDC website regularly for updated guidance at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The *COVID-19 Workplace Safety Guidance for Federal Contractors and Subcontractors* published on September 24, 2021 by the Safer Federal Workforce Task Force, along with Frequently Asked Questions (FAQs) can be found at [https://www.saferfederalworkforce.gov/downloads/Draft%20contractor%20guidance%20doc\\_20210922.pdf](https://www.saferfederalworkforce.gov/downloads/Draft%20contractor%20guidance%20doc_20210922.pdf).

We appreciate your dedication to the NARA mission. As we confront COVID-19 together, complying with the COVID-19 Vaccination mandate and keeping these safety protocols in mind can help make all of us safer. If you have any questions, please contact your Contracting Officer or Contract Specialist.

Thank you for your cooperation and continued support.

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