



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

To: Bureau Procurement Executives
Heads of the Contracting Activity

From: Megan Olsen
Senior Procurement Executive
Department of the Interior

Re: Implementation of certification of vaccination for contractor employees working in any Federal building or Federally controlled indoor worksite

Consistent with guidance from the Centers for Disease Control and Prevention (CDC), the Safer Federal Workforce Task Force, and the Federal Protective Service COVID-19 Guidance Update, Interior is establishing specific safety protocols for fully vaccinated people and other than fully vaccinated people entering our buildings and other facilities. This memo provides instructions to bureaus and offices for implementing these safety protocols for contractor employees working in any Federal building or Federally controlled indoor worksite.

As soon as is practical following the date of this memo, but no later than COB on August 25, 2021, Contracting Officers shall use the attached *Vaccination Certification Notification* template to provide notification of the Department's protocols and to provide the *Certification of Vaccination* form to any vendor holding an active contract with DOI where the contractor's employees may be required to perform work in any Federal building or Federally controlled indoor worksite. At this time, a formal modification to the contract is not required.

Once contractors have received this notification from the Contracting Officer, contractor employees under the subject contract who are required to work on-site in Federal buildings or Federally controlled indoor worksites must:

- Complete the attached form, *Certification of Vaccination*, prior to entering any Federal building or Federally controlled indoor worksite;
- Maintain this form during their time on Federal premises;
- Show this form upon entry to a Federal building or Federally controlled indoor worksite, even if they have badged access to the facility;
- Show this form and/or information from a health screening to a Federal employee who is supervising or managing their work on Federal premises if asked;
- Not enter any Federal building or Federally controlled indoor worksite if they do not have a completed form, even if they have badged access to the facility. If a contractor employee arrives at a Federal building or Federally controlled indoor worksite without

the completed form, they must obtain a [blank form from this link](#) and fill it out. They must not enter until they complete the form; and

- Fully comply with DOI policy regarding masking, social distancing, and testing while in the facility.
 - o In areas of high or substantial transmission, as defined by CDC, everyone—including fully vaccinated people—must wear a mask indoors when not alone in their office, consistent with federal requirements.
 - o In areas of low or moderate transmission, fully vaccinated people generally can safely participate in most activities, indoor or outdoor, without needing to wear a mask or maintain physical distance, and do not need to undertake regular testing.
 - o Individuals who are not fully vaccinated or those who decline to provide their vaccination status must:
 - Wear a mask regardless of the level of community transmission;
 - Physically distance; and
 - Provide proof of having received a negative COVID-19 test from within the previous 3 days. Costs incurred as a result of testing shall not be reimbursed by the Government.

Please note that the Government **must not** collect the *Certification of Vaccination* form, or any information regarding vaccination status or health screening results, from contractor employees at this time. However, Government personnel can ask to see the form from any contractor employee who is working on site.

Contracting Officers **must** use the *Vaccination Certification Notification* template language as written when notifying each contractor. If a Contracting Officer wants to make any edits to the notification text for a specific contract, the edited version must be approved in writing by the Senior Procurement Executive prior to sending the notification.

If you have any questions, please contact Megan Olsen, Senior Procurement Executive, 202-513-0692, megan_olsen@ios.doi.gov.

Attachments:

- *Vaccination Certification Notification* template
- *Certification of Vaccination* form