



As the Federal Aviation Administration (FAA) continues to operate during a global pandemic, protecting all personnel is and always will be our first priority. Our safety mission necessitates that operational personnel and other with specific roles and responsibilities report to the FAA facilities, and we must protect their safety as they perform their duties.

Based on current Centers for Disease Control and Prevention (CDC), the requirement stated herein covers all FAA facilities, and all personnel, both prime contractor and its subcontractors, must adhere to the following guidelines regardless of vaccination status until further notice:

- Contractor employees must continue to conduct a wellness check before reporting to an FAA facility to perform work under the contract. Please refer to Appendix A, COVID-19 Wellness Self-Check.
- Contractor employees must wear masks or coverings in all common areas, public areas and shared workspaces while indoors within the facility. This is required at all entrance gateposts and when moving about in common areas, including cafeterias, restrooms, elevators and stairwells. This requirement aligns with the recommendations of the CDC for the public. All face coverings must adhere to the following:
 - o cover the nose and mouth;
 - o fit snugly but comfortably against the side of the face;
 - o be secured with ties or ear loops;
 - o allow for breathing without restriction;
 - o include multiple layers of fabric; and

Face coverings are to be cleaned in accordance with CDC recommendations found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

- Contractor employees that are not fully vaccinated are required to maintain physical distancing by maintaining six (6) feet separation from others at all times in the workplace.
- If any contractor employee feels shortness of breath or light headed while wearing a cloth face covering, they should immediately avoid any other persons in the facility, remove the face covering, and contact their company's supervisor. The contractor employee should go over the checklist identified in Appendix A. If there are any possible COVID-19 symptoms present, the contractor employee is expected to immediately leave the facility to self-quarantine and the contractor will ensure that any risk to all mission

critical work being performed is immediately mitigated and/or a plan developed to mitigate critical risks as soon as practical.

- If a contractor employee is not feeling well for any reason, the contractor employee is expected to provide a self-assessment and if any of the COVID-19 symptoms exist, the contractor employee must not physically report to the facility. The contractor company is expected to notify the FAA Contracting Officer and/or Contracting Officer's Representative (COR) immediately of the situation and inform the FAA of any concerns regarding the work that was expected to be performed by that contractor employee.
- Because our contractor employees work closely with FAA employees in keeping the NAS safe and efficient, the contractor is required to notify the agency immediately when a suspected, presumed or confirmed case of COVID-19 involves one of its employees. Reporting must be submitted immediately and include the information outlined below to allow the Agency to make a timely and appropriate response. Report any cases to 9-AFN-ACQ-EM@faa.gov, with a courtesy copy to the contracting officer. The report must include, for each affected employee, the date of self-quarantine and whether the case is suspected or confirmed. Also, please indicate where the individual visited (building address) or with whom they met and the date of latest contact. To ensure privacy information is protected, please do not include specific information about the employee through email. Once received, a FAA official will contact you directly to obtain additional information regarding the case(s) to coordinate a proper response.
- In addition, the contractor is required to report to 9-AFN-ACQ-EM@faa.gov and the respective contracting officer how many of its employees, by location (Government or Contractor site), to include office building full address, may have tested positive for COVID-19 and are undergoing medical care. This information must be submitted/updated on a weekly basis, as applicable.

You must notify all applicable contractor employees and subcontractors at all tiers immediately of these requirements.

Any question related to COVID-19 requirements, to include the wearing of masks and physical distancing can be emailed to 9-AFN-ACQ-EM@faa.gov with a copy to the Contracting Officer (CO).

APPENDIX A - COVID-19 Wellness Self-Check

In order to stop the spread of COVID-19, it is imperative that we all continue to monitor and assess our health, on a daily basis.

Before you leave for the FAA facility each day, it is an expectation of the agency that you should take your temperature. Additionally, you must review the following health questionnaire.

If you answer “YES” to one or more (or any combination) of these questions, you must NOT enter any FAA facility but you are not required to submit this document to your manager.

COVID-19 Wellness Self-Check

1. Is your temperature at or more than 100.4 degrees F (38.0 degrees C)? [YES / NO]
2. Do you have any of the following symptoms?
 - Fever or chills [YES / NO]
 - Cough or shortness of breath or difficulty breathing [YES / NO]
 - Muscle pain [YES / NO]
 - Headache [YES / NO]
 - Sore throat [YES / NO]
 - New loss of taste or smell [YES / NO]
3. Within the last 14 days, have you been in close contact (within six (6) feet of someone who has an active case of laboratory-confirmed COVID-19? [YES / NO]
4. Within the last 14 days, have you been in close contact (within six (6) feet of someone who is ill, or demonstrates any of the above symptoms? [YES / NO]
5. In the last 14 days, have you received instructions from a public health authority to self- observe, self-isolate, or self-quarantine? [YES / NO]

If you are unable to enter the facility based on the questionnaire above, you must notify your manager as soon as possible. Should you receive a laboratory confirmation of a COVID-19 diagnosis (positive test for SARS-CoV2), you must contact your manager to discuss next steps and provide information related to any potential exposure to other FAA employees or facility occupants.