

### Updated COVID-19 Related ORNL Site Access Restrictions

June 1, 2020

**Subject:** Updated COVID-19 Related ORNL Site Access Restrictions

#### Introduction

Oak Ridge National Laboratory (ORNL) continues to monitor to the spread of COVID-19, and refine protocols related to on-site activities, particularly as the Laboratory contemplates work resumption through phased re-entry. To that end, the Laboratory is implementing additional access controls to minimize the chance that COVID-19 is transmitted within ORNL as our employees, and Laboratory subcontractors commence returning to full-time work status on-site. That said, ORNL will begin requiring subcontractors to be cleared through ORNL Health Services Division in order to gain on-site access. The below updated Site Access requirements supersede those issued on March 29, 2020.

#### Requirements

For the reasons stated above, UT-Battelle is issuing these updated Site Access restrictions for subcontractors:

**Seller shall notify its employees of these COVID-19-related site access restrictions, take all necessary measures to identify employees who require onsite access, and ensure they do not access ORNL without direction from the TPO. Contact the TPO for questions related to this Notice. This Notice applies to all onsite work except deliveries by Common Carriers. The Seller shall flow this Notice down to sub-tier contractors.**

**Seller MUST contact the Technical Project Officer (TPO) of your Agreement if your employee requires onsite access. The TPO will work through an internal screening process to determine the need for access to the Laboratory by the Seller's employee.**

**Each Seller's employee who requires site access must complete the *Return to Campus Questionnaire* (RTCQ) at a link to be provided, or completed by written copy, or reviewed verbally with the TPO. The answers will be reviewed by Company's Health Services Division (HSD) staff. Based on the review and the urgency of the need for access one or more of the following actions may take place:**

- The employee may be granted access;
- A telephone discussion between the employee and ORNL's HSD;
- The employee may be denied access for a 14-day quarantine period; or
- A medically recommended COVID-19 test may be offered.

**All communication above will be between the TPO (or Company designee), ORNL HSD, and your employee. Therefore, it is critical that you maintain communication with your employee throughout this process. Any Seller employee who declines administration of a medically recommended COVID-19 test will have their decision documented and communicated to HSD. Declining a medically recommended COVID-19 test may result in further Lab access restrictions.**

**Note: Seller and sub-tier employees who are granted access and become sick must NOT access the site.**

This Notice establishes supplemental Site Access requirements under Part 2 or Part 3 APPLICABLE WHEN SELLER PERSONNEL WORK ON DOE SITE of the General Terms and Conditions of your Agreement: "Whereby, the Company may require additional information before granting access to ORNL facilities and the Seller shall cooperate with such requests."

*(end of first of four [4] communications)*

## **UPDATE June 1, 2020 – Updated TPO guidance regarding Site Access for subcontractors**

Contracts has issued revised Site Access requirements for subcontractors (see attached). This notice was issued to all subcontractors with an active subcontract flagged as onsite and will be appended to all onsite subcontracts going forward.

The Lab has developed and issued an **Essential Research Flowchart** that the Lab has issued to screen for site access which also applies to subcontractor staff. When site access is required, follow the flowchart. However, “staff” should be read as “subcontractor or sub-tier employee” and “manager” read as “TPO.”

Health Services Division (HSD) will be communicating directly with the subcontract employees as indicated. As the TPO, it is critical that you maintain communication. The following guidance provides information on procedures and possible outcomes of the screening process.

### **Subcontractors with Computer Access for ORNL SharePoint Access:**

Subcontractors who have computer access to ORNL/SharePoint should follow the *Return to On-Campus* directions on the *Essential Research Flowchart* to initiate site access upon direction the TPO. Following this procedure involves the TPO providing a link to the Return to Campus Questionnaire (RTCQ) for the subcontractor to complete.

1. If no risk factors are identified, subcontractor and TPO will receive an email that subcontractor **IS cleared** by HSD to come on campus. The subcontractor is encouraged to participate in drive-through testing prior to site access. (see below)
2. If risk factors are identified, subcontractor, TPO, and HSD are notified that access is prohibited until HSD consults with the subcontractor for further vetting. This may also include medically recommended drive-through testing for COVID-19 upon HSD's discretion.
3. HSD may determine that testing is not recommended due to the short duration of the work along with the ability to remain socially distant and **will notify the subcontractor and TPO by email**.
4. Resumption of work scope at ORNL will be coordinated between the subcontractor employee and TPO.

### **Subcontractors without Computer Access / SharePoint for ORNL:**

**No SharePoint Access:** The TPO (or TPO designee) provides a written copy of (or reviews the copy with the subcontractor) the four-question *Return to Campus Questionnaire* (RTCQ) to the subcontractor. The subcontractor completes it and returns the copy to the TPO. The TPO reviews the RTCQ.

1. For those answering any question “yes,” they must contact the Health Services Division POC for site access review and vetting at 574-7431. They are **NOT cleared** for entrance until this takes place. TPO must provide a written or electronic copy of the subcontractor's RTCQ responses to HSD. All completed RTCQs should be emailed / forwarded to POCs [freerc@ornl.gov](mailto:freerc@ornl.gov) or [millers@ornl.gov](mailto:millers@ornl.gov).
  - a. HSD may determine that testing is not recommended because of the short duration of the work along with the ability to remain socially distant **and will notify the subcontractor and TPO by email**.
2. If all questions are answered “no,” the subcontractor is cleared to come on campus. In this case, the TPO must provide a written or electronic copy of the subcontractor's RTCQ responses to HSD. All completed RTCQs should be emailed / forwarded to POCs [freerc@ornl.gov](mailto:freerc@ornl.gov) or [millers@ornl.gov](mailto:millers@ornl.gov). HSD will notify the subcontractor and TPO that the subcontractor **is cleared** by HSD to come on campus.
  - a. Drive-through testing is a medically recommended option. Signing up for drive-through testing is done electronically by the TPO or by HSD POC (see above).
  - b. HSD may determine that testing is not recommended because of the short duration of the work along with the ability to remain socially distant **and will notify the subcontractor and TPO by email**.
  - c. Resumption of work scope at ORNL will be coordinated between the subcontractor employee and TPO.

**Drive-Through COVID-19 testing.**

Access to this occurs through the online completion of the *Return to Campus Questionnaire* (RTCQ) provided by the TPO to subcontractors with computer access. After successful vetting with the RTCQ, the subcontractor will receive a link to sign up for drive-through testing. Testing is medically recommended but voluntary. If the subcontractor does not have computer access, the TPO must either electronically sign up the subcontractor or request the HSD POC do this for them. If the subcontractor has not been successfully vetted by the RTCQ, they will be contacted by HSD; they may be recommended for drive-through testing at that time. Participants receiving COVID-19 testing typically receive results by text within 1-3 days.

- Previous COVID-19 test results the subcontractor employee may have received outside of ORNL will not be accepted (i.e., results from individual's own physician or a community drive thru testing effort)
- If the subcontractor employee declines administration of the recommended COVID-19 test, contact the respective Procurement Officer as soon as possible, but no later than 24-hours from the declination.
- **Negative** test result: subcontractor employee will be notified by text message. Subcontractor employee will coordinate with TPO on a schedule for resumption of work scope performance at ORNL.

**Important:** Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.

- **Positive** test result: test results will immediately be provided by Laboratory Shift Superintendent (LSS)/ HSD via phone call to the subcontractor employee. Subcontractor employee will be advised to seek immediate medical attention and that we will formally notify their employer.
  - The Supervisor and Administrative Assistant and ORNL HSD will be notified.

**Important:** Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.

  - Positive test results require the TPO to notify the respective Procurement Officer responsible for the Agreement. The Procurement Officer will notify the Seller in writing.
    - Purpose of notification is that the Seller's employee is now unable to provide required service due to restricted site access and a revised plan of action needs to be established.

The TPO will provide a link to screening questions that must be completed by each subcontractor employee returning to ORNL. Responses to the questions will result in one or more of the following:

- Immediate access being granted with no further follow-up required by ORNL's Health Services Division (HSD) or testing for the presence of coronavirus (COVID-19 (note: a voluntary option to test for COVID-19 is available));
  - No test required, subcontractor employee and TPO will be notified by email. Subcontractor employee will coordinate with TPO on a schedule for resumption of work scope performance at ORNL.
- Follow-up communications with HSD, which may or may not result in testing for COVID-19; and/or
- Administration of a test for the presence of COVID-19 (who tells the subcontractor to get the test, TPO or Medical with TPO copied?). Medical will notify the subcontract employee that a test is medically recommended. Note that the testing process including obtaining the obtaining results is taking about 1 –3 days.

**UPDATE June 1, 2020 – Updated TPO guidance regarding Site Access for subcontractors (continued)**

- If a test is to be administered, subcontractor employee will receive an email advising them of a time and date when to visit ORNL to participate in the test. The test results will be provided (via text message) to the subcontractor employee.
  - Previous COVID-19 test results the subcontractor employee may have received outside of ORNL will not be accepted (i.e., results from individual's own physician or a community drive thru testing effort)
  - If the subcontractor employee declines taking the COVID-19 test, contact the respective Procurement Officer as soon as possible, but no later than 24-hours from the declination.
  - Negative test result: subcontractor employee will be notified by text message. Subcontractor employee will coordinate with TPO on a schedule for resumption of work scope performance at ORNL.

**Important:** Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.
  - **Positive** test result: test results will immediately be provided by Medical Services via phone call to the subcontractor employee. Subcontractor employee will be advised to seek immediate medical attention and that we will formally notify their employer.
    - The Supervisor and Administrative Assistant and ORNL Medical Services will be notified.

**Important:** Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.
    - Positive test results require the TPO to notify the respective Procurement Officer responsible for the Agreement. The Procurement Officer will notify the Seller in writing.
      - Purpose of notification is that the Seller's employee is now unable to provide required service due to restricted site access and a revised plan of action needs to be established.

*(end of second of four [4] communications)*

### **Third Update: COVID-19 Related ORNL Site Access Restrictions**

July 10, 2020

**Subject:** Face Coverings on Campus

#### **Introduction**

Oak Ridge National Laboratory (ORNL) continues to monitor the spread of COVID-19 and refine protocols related to on-site activities, particularly as the Laboratory resumes work through phased re-entry. Effective Tuesday, July 14, the Laboratory is implementing further controls to minimize the chance of COVID-19 transmission on campus. ORNL will require subcontractors to wear face coverings in order to gain on-site access. The below updated Site Access requirements are in conjunction with those issued on June 1 and March 29, 2020, respectively.

#### **Requirements**

For the reasons stated above, UT-Battelle is issuing these updated Site Access restrictions for subcontractors:

**Seller shall notify its employees of these latest COVID-19-related site access restrictions, take all necessary measures to identify employees who require onsite access, and ensure they do not access ORNL without proper face coverings.**

**Effective Tuesday, July 14, 2020, Seller's employees working onsite shall be required to wear a face covering in accordance with the guidance set forth below. Seller's staff should have a face covering in their possession prior accessing ORNL.**

**Face coverings are required indoors unless working alone in an office or similar setting and are required outdoors when the subcontractor is not socially distanced at least six feet from others. The required use of face coverings is not a substitute for social distancing—it is in addition to social distancing and all other health recommendations related to this pandemic.**

This Notice establishes supplemental Site Access requirements under Part 2 or Part 3 APPLICABLE WHEN SELLER PERSONNEL WORK ON DOE SITE of the General Terms and Conditions of your Agreement: "Whereby, the Company may require additional information before granting access to ORNL facilities and the Seller shall cooperate with such requests." Failure to adhere to these latest site access requirements might result in access being denied to the Laboratory. In the event of denial, no request for an equitable adjustment in schedule or costs shall be considered.

Contact your Procurement Officer immediately if your staff are unable to comply with these requirements for any reason.

*(end of third of four [4] communications)*

## **Travel Restrictions for Work Performed under UT-Battelle, LLC Agreements**

June 3, 2020

**Subject:** Notice - Travel Restrictions for Work Performed under UT-Battelle, LLC Agreements

### **Introduction**

Due to travel restrictions issued by the Department of Energy (DOE), Oak Ridge National Laboratory (ORNL) is implementing travel restrictions for our subcontractors, for both domestic and international travel. These restrictions apply to all subcontracts where travel is required to execute the work scope. This applies to all agreement types: fixed price, cost reimbursement, time and material, etc.

### **Requirements**

For the reasons stated above, UT-Battelle is issuing the following restrictions for subcontractors:

**Seller MUST stop all travel under ALL Subcontracts immediately.**

**Seller MUST contact the Technical Project Officer (TPO) of its Agreement if Seller believes its employee requires travel for any Statement of Work (SOW) purpose.**

**The TPO will work with their Procurement Officer to obtain approval from the Level 1 Manager, Laboratory Director, Chief Financial Officer, and DOE prior to the Seller initiating any travel arrangements.**

**Seller must have written authorization from the Procurement Officer before traveling for any SOW purpose under its Agreement.**

**If the Seller travels without prior authorization, these costs will be considered unallowable and will not be reimbursed.**

**Seller shall notify its employees of these travel restrictions, take all necessary measures to identify employees who fit the above criteria, and ensure they do not travel without authorization from the Procurement Officer. Contact the TPO for questions related to this Notice. The Seller shall flow this Notice down to all sub-tier contractors who perform work under the SOW.**

*(end of fourth of four [4] communications)*