



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

March 25, 2020

Subject: March 16, 2020 Communication from the Acting Senior Procurement Executive on Health and Safety Precautions for COVID-19 – Reminder Contractor Notification Requirement

Treasury Contractors,

This is a **second reminder**, to establish internal policies/procedures and notify the contracting officer and contracting officer's representative via email by March 30, 2020.

Again, please note that contracting officers will retain responses for the contract file and that responses not received by March 30 will constitute a negative response and be noted in the contract file.

As instructed in the Senior Procurement Executive memorandum issued to Treasury on March 16, 2020, contractors are reminded to establish internal policies/procedures and notify their contracting officer via email by March 30, 2020:

Contractors with employees assigned work space in Treasury facilities shall notify the Contracting Officer via email by March 30th that they have established internal policies/procedures to prevent employees that meet the aforementioned criteria (i.e. employees that have been in contact with a person known to have COVID-19, have traveled to any of the affected areas within the last 30 days, or have went through airport screening and have been told to self-observe or self-quarantine) from reporting to Treasury space.

Contractor Communication #2 asked for the email notification to copy the Contracting Officer's Representative for awareness.

Everyone is reminded to follow the Centers for Disease Control and Prevention (CDC) [COVID-19 guidance](#) on to how to prepare and protect yourself, recognize symptoms and actions to take if you think you are sick. The CDC [travel advisory website](#) should be referenced prior to any travel. For the government-wide response across all agencies (including the CDC), visit [usa.gov/coronavirus](https://www.usa.gov/coronavirus).

Thank you again for your continued support.