



GSA Office of Governmentwide Policy

SPE Memo SPE-2021-16  
8/23/2021

MEMORANDUM FOR THE GSA ACQUISITION WORKFORCE

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SUBJECT: Return to Facilities Contractor Guidance

**1. Purpose.**

The purpose of this memorandum is to provide guidance for the Acquisition Workforce (AWF) regarding GSA contractors' reentry plan. This guidance applies to GSA funded contracts.

Assisted acquisitions should follow the funding agency's guidance.

To ensure the safety and health of Federal and contractor employees, GSA is taking the proper steps to plan for safe reentry into facilities. This memorandum includes standard language for contracting officers (COs) and Contracting Officer's Representatives (CORs) to use when communicating reentry information with contractors.

**2. Background.**

In March 2020, [SPE Memo SPE-2020-06, Preparing for Potential Performance Impacts Due to Novel Coronavirus \(COVID-19\)](#) was issued to encourage COs to work with contractor representatives to increase contractor employee telework when relevant duties could be performed remotely. Although not all work could be performed remotely, GSA experienced success with contractors that were able to telework throughout the pandemic.

### 3. Guidance for Contracting Officers.

[FAR 7.108](#) says agencies generally shall not discourage a contractor from permitting its employees to telework. Given regulation and SPE-2020-06 guidance, COs and CORs are encouraged to continue permitting remote work where it is effective.

If the CO needs to direct the contractor to return to the office, written direction shall be furnished to the contractor at least 60 calendar days in advance of the required return date. The contractor is responsible for notifying its employees to return to the office.

When required, the CO should direct the contractor to follow the safety guidance found on the [GSA Safer Federal Workplace page](#) and [Safer Federal Workforce Task Force](#) website. The CO should not incorporate contract specific requirements for vaccinations, face masks, or other COVID-19 related safety protocols.

However, the CO should ensure the contractor is aware that any contractor employee that will be entering a Federal Building or Federal controlled indoor worksite must follow the [guidance](#) from the Safer Federal Workforce Task Force on the vaccine certification and face mask requirement. In addition, COs should work with CORs as soon as practicable to review their contracts to identify and validate those contracts requiring on-site contractor performance at GSA facilities.

Advise on-site contractors that their employees soon will be required to complete the [Certification of Vaccination form](#) prior to or upon entering a Federal building or Federally controlled indoor worksite. In addition, on-site contractors who are not fully vaccinated or decline to provide their vaccination status to their employer will also be required to obtain a negative COVID-19 test every three calendar days (weekly) and must socially distance and wear a mask regardless of community transmission level in order to enter a Federal building or Federally controlled indoor worksite. Contractor employees should carry a hard copy of the current certification of vaccination form with them, on their person, anytime they are in a GSA building.

Additional information on vaccinations and the process for Certification of Vaccination can be found on the Safer Federal Workforce Task Force website in the [Frequently Asked Questions section](#). Reference the template in Attachment I for recommended language when communicating to contractors regarding reentry into facilities.

#### **4. Point of Contact.**

Any questions regarding this memo may be directed to Clarence Harrison Jr at [GSARPolicy@gsa.gov](mailto:GSARPolicy@gsa.gov).

SPE-2021-16  
Attachment I

The following messaging may be provided to contractors regarding reentry into facilities.

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*GSA is conducting a reentry plan in collaboration with the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB). The reentry plan covers all GSA employees and contractors. Per the plan, you will be provided at least 60 calendar days notice prior to any requirement to return to a GSA facility.*

*GSA greatly appreciates contractor employees who have been coming into facilities throughout the pandemic. We thank them for their hard work and dedication.*

*Since March 2020, many functions, including contract support functions, have been provided effectively through telework. Unless notified otherwise, contractor telework may continue for previously permitted remote support.*

*If GSA or you require your employees to return to a Federal building or Federally controlled indoor worksite, please direct them to follow this guidance:*

*Certification of Vaccination*

- 1. Upon entering a Federal building or Federally controlled indoor worksite, a contractor must complete the [Certification of Vaccination form](#). If requested in advance, the Certification of Vaccination form can be emailed to you.*
- 2. If the contractor is not fully vaccinated or declines to answer, a negative COVID-19 test result from within the previous three days must be provided.*
- 3. Contractor employees will keep the completed form with them during their time on Federal premises.*
- 4. Failure to submit the signed attestation or any required negative COVID-19 test may result in denial of entry into the Federal facility.*

### Mask Requirement

1. *Consistent with CDC guidance, in areas of high or substantial transmission (see the [CDC COVID-19 Data Tracker County View](#)), Federal employees, contractors, and visitors must wear a mask inside Federal buildings, except for limited exceptions outlined in the updated [Agency Model Safety Principles](#).*
2. *In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations.*
3. *Signage will be posted at building exterior entrances when masks are required due to high or substantial transmission, or where otherwise required by laws, rules, or regulations.*
4. *CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.*
5. *Individuals who are not fully vaccinated or decline to provide their vaccination status must wear a mask regardless of community transmission level.*

*Additional information on the applicable GSA safety standards found on the [GSA Safer Federal Workplace page](#) and the process for Certification of Vaccination can be found on the Safer Federal Workforce Task Force website in the [Frequently Asked Questions section](#).*