**HUD Office of the Chief Procurement Officer**

**Frequently Asked Questions**

1. **Which attestation form is the correct form to be completed by contractor employees?**

The [Certification of Vaccination OMB form](https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf) is completed by contractor employees and provided to their company’s designated Program Manager or authorized representative for the purpose of preparing and submitting a daily complete list to the associated COR for the associated contract.

1. **What if a contractor employee shows up at a HUD facility and their name is not on the list provided to the COR?**

Any contractor employees requesting access who are not on the list will be turned away to address the situation with their respective company.

1. **What if a contractor fails to submit the daily list** **for building access the following day by 12:00pm (noon) local time? Will FPS guards refer to the list from the previous day?**

No, if the COR does not receive a list from a contractor for building access for the following day by 12:00pm local time, the COR will assume that NO contractor employees need access to HUD facilities the following day. Late requests cannot be accommodated.

1. **Which contractor employees require testing, what type of testing is considered acceptable, and do contractor employees need to have a copy of the results to show the guards as proof?**

Testing is required only for those contractor employees who are not fully vaccinated, are not vaccinated at all, or who decline to identify their vaccination status. For those requiring testing, any U.S. Food and Drug Administration (FDA) authorized test will suffice. There are many options available in the marketplace. A contractor can dictate further instructions for their employees. At this time, FPS will likely not ask for a copy of, or otherwise review test results. For federal facility on-site FPS contractor employees, FPS will primarily rely on the OMB Certification of Vaccination Form and the contractor’s Attestation for its employees discussed above.

1. **Would a contractor employee who works on-site every day need a new negative test every three calendar days in order to be compliant?**

Yes – the contract employee would need a negative test within three calendar days of presenting the test document at a HUD facility, and this requirement is ongoing for anyone not fully vaccinated, unvaccinated or who chooses not to disclose their vaccination status.

1. **Will contractors be required to receive attestation reports and include employees of all associated subcontractors on the prime contractor’s daily list?**

Yes – any contractor employee, whether they are employed by the prime contractor or any tier subcontractor, must be included in the daily list sent by the prime contractor to the COR to gain on-site access to a HUD facility.

1. **How is this information being communicated to all HUD contractors?**

HUD contracting officers have/will send an official memorandum from the Chief Procurement Officer to ALL prime contractors. It will be each contractor’s responsibility to determine whether and which of their employees require on-site access and provide the associated COR with the required daily lists. It is each prime contractor’s responsibility to communicate this new protocol to their employees and any subcontractors with employees who require on-site access to a HUD facility.

1. **What action can be taken if a contractor fails to comply with these requirements or performance suffers as a result of employee(s) resistance to comply?**

Contractors are subject to the same remedies as normally applicable when performance suffers or there is a breach of contract terms and conditions.

1. **Will any other oversight be required to “confirm” that a contractor has received the signed attestation forms for every employee on their daily list?**

HUD is not privy to the contractor employer-employee relationship. However, HUD reserves the right to request contractor employees to show their pertinent attestation form and/or negative COVID test.

1. **Are HUD employees also required to follow these same guidelines?**

Yes – Federal employees who are not fully vaccinated or who decline to provide their vaccination status to their employer will be required to obtain a negative COVID-19 test within the last three (3) calendar days to enter HUD operations and facilities.

1. **Are members of the general public wishing to access HUD facilities required to meet these requirements for entry?**

If visitors are entering to obtain a public service or benefit and are not fully vaccinated, they must comply with all relevant CDC guidance, including mask wearing and physical distancing requirements; however, the  [Certification of Vaccination](https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv7.pdf) form and the requirement to show a negative COVID-19 test do not apply to members of the public.

1. **Do all fields on the OMB Form need to be completed by contractor employees?**

On-site contractors can leave blank the portion of the form titled, “Directions and notice to Federal employees”. Additionally, the sections titled, “Consequence of Failure to Provide Information” and “Directions and notice to Federal contractors” may also be left blank.

1. **What if a contractor employee contracts COVID? Do they have to report it and to whom and when?**

The contractor employee shall notify the contractor, who must notify the COR. The COR will notify the facilities manager.