



U.S. Department of Housing and Urban Development
Washington, D.C. 20410

September 27, 2021.

CHIEF PROCUREMENT OFFICER

MEMORANDUM FOR: ALL HUD INDUSTRY PARTNERS

FROM: Ronald C. Flom, Chief Procurement Officer, N

SUBJECT: New Procedures for Onsite Contractors in HUD Facilities in Response to the COVID-19 Pandemic

Pursuant to President Biden's Executive Order 14042 (EO), *Ensuring Adequate COVID Safety Protocols for Federal Contractors* signed on September 9, 2021, the Safer Federal Workforce Task Force updated [COVID-19 Workplace Safety: Agency Model Safety Principles](#) dated September 13, 2021, and the Safer Federal Workforce Task Force [COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors](#) issued on September 24, 2021, this memorandum provides additional guidance on new procedures for implementing the EO and required compliance.

Starting October 15, 2021, all U.S. Department of Housing and Urban Development (HUD) contracts over the micro purchase threshold (MPT), existing and new, will be modified to add a new clause requiring contractors and subcontractors to comply with the EO as well as implementation guidance from the Safer Federal Workforce Task Force as updated. As a result, starting on or around October 15, 2021, you will start receiving modifications to contracts from your Contracting Officers or Contract Specialists to incorporate the new clause. Your cooperation to ensure compliance with the EO and associated implementation guidance is greatly appreciated.

In the meantime, we are still in the midst of a global pandemic and therefore, Government-wide guidance continues to evolve, including recently issued EO, guidance for enhanced mask wearing and testing for federal employees, on-site contractors, and visitors. Therefore, it is still highly encouraged that any contractor employee who can perform their work on a contract in support of HUD without adverse impact to the mission be afforded the flexibility to telework to the maximum extent practicable. While it is understood that many contractors must perform work at HUD operations and facilities, compliance with the new EO, the associated guidance, and any future changes is required.

Beginning October 4, 2021, on-site contractor 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 calendar days at the point of presenting the document to enter HUD operations and facilities. Each contractor employee with a need to enter HUD operations and facilities must complete the attached [Certification of Vaccination](#) OMB

form and have the form, and the negative COVID-19 test (if applicable), accessible upon entrance. Each contractor will then need to attest to their COR, in writing, that all on-site contractor employees are following the EO and the associated guidance from the Safer Federal Workforce Task Force, meaning either they have been fully vaccinated, or they have had a negative COVID-19 test within the last three calendar days at the point of presenting the document.

Testing requirements only affect on-site contractor personnel who are unvaccinated or who decline to provide their vaccination status. CORs will not ask for, collect, or store information on the vaccination status of any individual contractor employee. This is the responsibility of each contractor with employees on-site in HUD facilities. Contractors will provide an access list of employees by contract and location where access is needed via email to the COR by 12:00 pm (noon) local time each day for on-site access the following day so that the COR can submit a list to the building manager by 2:00 pm local time. Contractor employees accessing the HUD Headquarters Weaver Building need to stop at guard stand to get checked in from the access list. Contractors shall use the attached template for submission of the daily attestation list. Using the attached attestation list template, contractors shall also attest that all on-site employees are following the above guidance. If the COR does not receive a list from a contractor, the COR will assume that no contractor employees need access to HUD facilities the following day. There will be procedures in place for instances where a contractor employee needs same-day access for unplanned needs or emergencies. We will provide guidance to CORs in separate instructions.

On-site contractor personnel, like federal employees, are also required to follow all signage posted in HUD facilities or operational locations regarding masking and comply with all instructions by Federal Protective Service (FPS) officers and facility managers. For your convenience, the latest Frequently Asked Questions (FAQs) from the Safer Federal Workforce Task Force regarding the EO and the associated implementation guidance could be found at <https://www.saferfederalworkforce.gov/faq/>.

The point of contact is Ms. Patricia Broome, Director, Procurement Policy and Systems Division, at 202-402-5290 or patricia.a.broome@hud.gov.

Attachments

Certification of Vaccination Form
Contractor Attestation List Template
Task Force Guidance and Frequently Asked Questions on EO 14042 dated 9/24/2021
Additional HUD Specific FAQs