From: Naval Supply Systems Command (NAVSUP)
To: NAVSUP Contractors

SUBJECT: NAVSUP CORONAVIRUS GUIDANCE FOR INDUSTRY

1. Naval Supply Systems Command (NAVSUP) continues to monitor the ongoing outbreak of the Coronavirus Disease 2019 (COVID-19) and adapt to preventive measures implemented by various authorities to ensure the health and safety of U.S. Military and civilian personnel, and our federal contracting partners. NAVSUP recognizes that there often is a large contractor presence at U.S. Government installations; therefore, to ensure all individuals at government installations are protected to the maximum extent practicable, NAVSUP is requesting the contractor community to take appropriate precautions as the health, welfare and safety of your personnel is vitally important to us.

2. NAVSUP recommends that contractors and their employees monitor travel guidance from the U.S. Centers for Disease Control and Prevention (CDC) for impacts to performance under a NAVSUP contract/procurement vehicle. The CDC issues travel notices for Warning Level 3 (Red): Avoid all non-essential travel; and also, Alert Level 2 (Yellow): Practice enhanced precautions. Such CDC notices may impede contractor travel and the contractor should promptly notify their contracting officer’s representative and/or contracting officer of any such issues affecting performance on individual contracts. While travel within the United States is currently unrestricted, monitor the news for state and/or federal announcements regarding in-country travel and consider implementing preventive measures aligned with those recommendations. In lieu of travel to designated travel restricted locations, consider participation via alternative means (e.g., Webex, video teleconference, telephone etc.). The CDC travel notice information is available at:

https://wwwnc.cdc.gov/travel/notices

3. To the extent a contractor employee has a current Security Clearance issued by the United States Government or performs sensitive duties on a government contract, remind those employees that, in accordance with Security Executive Agent Directive 3 (SEAD-3), effective 12 June 2017, they must disclose planned travel outside the United States to their cognizant security office as a condition of maintaining their security clearance.

4. The CDC provides and updates guidance for travelers returning from travel to any location with a Warning Level 3 or Alert Level 2 travel notice due to COVID-19, or any in-country area that is subsequently designated by the cognizant state or federal authority. That guidance is currently available at: https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html.

5. If a contractor has employees, who are remaining in a location with a CDC Warning Level 3 or Alert Level 2 travel notice due to COVID-19, the contractor should be aware that guidance or directives may be issued from the cognizant Combatant Commander, the United States Embassy for the location, or other local authorities, that may impede contract performance. In addition to CDC Travel Notices, it is recommended that contractors should have their employees stay up-to-date with any health-related information issued by the Combatant Commander, the United States Embassy, and any local authorities. NAVSUP and your contracting officer do not control the issuance of any such extra-contractual guidance or directives.

UNCLASSIFIED
6. Anyone seeking access to a government facility/installation is required to comply with all access procedures in effect at the time of arrival. Those procedures may change at any time. Some installations/facilities have in effect procedures and restrictions specific to COVID-19, to include denying access to individuals who recently visited certain countries. NAVSUP highly recommends that anyone who needs to access a government facility/installation contact that facility/installation ahead of time to determine the procedures and restrictions in effect.

7. Anyone working at a federal government installation/facility will be expected to adhere to the following guidelines to help minimize the spread of COVID-19:

   a. Appropriately wash hands with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol. These materials should be made available by the installation/facility.

   b. Avoid touching eyes, nose, and mouth.

   c. Avoid close contact with those who are sick.

   d. Cover coughs or sneezes with a tissue or sleeve.

   e. Minimize large group meetings or gatherings and implement social distancing, by maintaining six feet or two meter distance from others when possible.

   f. Personnel, who have symptoms of acute respiratory illness, shall not access the federal installation or facility, until they are free of fever (100.4 degrees Fahrenheit or 37.8 degrees Celsius or greater using an oral thermometer) without the use of medication.

   g. Personnel, who arrive at a federal installation or facility and appear to have acute respiratory illness symptoms, will be separated from other personnel and sent home. It is a contractor’s responsibility to ensure their employees are aware of any contractor leave policies regarding sickness.

8. Contractors are encouraged to disseminate this correspondence to their suppliers. We request you alert your cognizant contracting officer’s representative and/or contracting officer in the event that you anticipate any adverse impact to performance on a NAVSUP contract due to COVID-19. Contractors are encouraged to monitor CDC webpages for updated travel advisories and information, the CDC webpage for updated recommended medical protocols, and the news resources for announcements from cognizant state or federal authorities with respect to your local area.

9. Contractors are further encouraged to take advantage of guidance and resources outlined by the Small Business Administration (SBA), if impact is anticipated.


10. While all contracts have one or more contracting officers (for example, a contract may have a procuring contracting officer (PCO) and an administrative contracting officer (ACO)), not all contracts will have an appointed contracting officer’s representative. In some contracts, there may be other persons, who are part of the Government’s contracting team, and with whom you have regular contact. These
people may have a title like contract specialist, supply planner, quality assurance representative, inspector, etc. and can be logical points of contact for communicating information. Please remember, unless your contract specifically provides other terms, the only person authorized to obligate the U.S. Government relative to a change to a federal contract is a contracting officer.

11. Nothing in this Guidance changes any of the terms or conditions of any NAVSUP contract. Contract-specific issues should be directed to the cognizant contracting officer’s representative and/or contracting officer.

12. Thank you for your cooperation and attention to this important health and safety matter.