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JOB CORPS ACQUISITION SERVICES CONTRACTOR GUIDANCE

SUBJECT: DOL CONTRACTOR VACCINATION STATUS

PURPOSE

The purpose of this document is to provide guidance to Job Corps contractors regarding contractor personnel performing work onsite at Department of Labor facilities, specifically, Job Corps Centers.

APPLICABILITY

This guidance is applicable to all Job Corps center operations contracts, all National Training contracts, and all Job Corps construction contracts, wherein contract performance occurs at a Job Corps Center.

EFFECTIVE DATE

The guidance outlined herein shall be effective September 1, 2021 and shall be followed until revised or canceled.

GUIDANCE

Center Staff

Consistent with guidance from the Centers for Disease Control and Prevention (CDC) and the Safer Federal Workforce Task Force, the Department of Labor (DOL or Department) is establishing specific health and safety protocols for individuals who are fully vaccinated (at least two weeks past the final vaccine dose) and those who are not fully vaccinated. The Department's health and safety protocols can be found in the [DOL COVID-19 Workplace Safety Plan](#).

At the start of the contractor employee's shift that begins on September 1, 2021, the employee entering the Job Corps center will be asked to provide information about their vaccination status. Contractor staff who disclose that they are fully vaccinated will comply with Departmental guidance for fully vaccinated individuals, as defined in DOL's COVID-19 Workplace Safety Plan.

Contractor staff that choose "not yet fully vaccinated," "not been vaccinated," or "decline to respond" on the form must comply with CDC and DOL guidance, including the following safety protocols while in DOL facilities:

- Review the appropriate protocols with their on-site supervisor;
- Wear a mask regardless of the level of community transmission
- Distance at least six feet from others
- Provide proof of having received a negative COVID-19 test from within the previous 3 days (this is a recurring requirement); and
- Adhere to applicable travel restrictions, as defined in DOL's COVID-19 Workplace Safety Plan.

If contractor staff fail to comply with CDC and DOL guidance, including the safety protocols, the contractor staff will be unable to perform work onsite.

As a reminder, in PIN 20-08, everyone, including individuals who are fully vaccinated, must wear a mask inside DOL facilities consistent with Federal requirements.

Pursuant to this DOL policy, attached is the Certification of Vaccination form to be completed by contractor staff performing onsite work at a DOL facility. Completion of the form is required one-time, prior to or upon entry at a DOL facility; however, if the form is lost, misplaced or is otherwise illegible, contractor staff will be required to complete the form again. Additionally, if a contractor staff has a change in vaccination status, a new form must be completed.

Contractor staff shall be asked by center security to present a Certification of Vaccination form upon entry and are required to retain the completed form in their possession while onsite at a DOL facility. Contractor staff that decline to provide vaccination status on the form or are not fully vaccinated will also be required, when onsite at a DOL facility, to carry proof of having received a negative COVID-19 test from within the previous 3 days. Center Security shall review the completed form and/or testing documentation. At this time, DOL is not authorized to collect the completed certification forms from contracting staff.

The above requirements are steps to prevent the spread of COVID-19 to protect the health and safety of our workforce, as well as students living and learning at Job Corps centers. Thank you

for all you are doing to keep yourself and others safe. Please visit [here](#) for additional guidance on the Department's vaccination policy.

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