

## **NOTICE TO SUPPLIERS**

Contracts Division

Oak Ridge National Laboratory

Date: March 26, 2020

### **COVID-19 Preparedness and Maintaining Laboratory Operations**

Dear Valued Subcontractor or Supplier:

As cases of COVID-19 are confirmed in Tennessee, I would like to assure you that our Laboratory remains open and our work on behalf of the nation will continue as we face this pandemic.

In light of the situation, the Laboratory is operating on a normal schedule, with up to 60 percent of its staff working from home for a three-week period scheduled through April 5th. The Laboratory may shorten or extend this period based on COVID-19 cases in the area and public health guidance. ORNL is heeding all travel restrictions and recommendations from federal agencies related to COVID-19. To that end, we request that our subcontractors and suppliers consider:

- Avoiding unnecessary visits to Laboratory sites and facilities;
- Holding virtual meetings when possible using Teams, Skype, Webex, telephones, etc. instead of holding in-person meetings;
- Encouraging your personnel to practice "social distancing" in daily interactions; maintain a distance of six (6) feet from others as much as possible, clean hands regularly, and avoid shaking hands or touching your face.
- Monitoring your employees performing work onsite at Laboratory sites and facilities to ensure they do not have flu-like symptoms or a fever when arriving at the work site;
- Encouraging those employees showing symptoms such as fever, cough, and shortness of breath to engage with their personal physician (or the ORNL WellOne clinic) and discuss their condition and history (e.g. recent travel, etc.) so a medical provider can assess the situation. If you, as the employer, are notified that the medical provider believes your employees may have COVID-19 (i.e. a presumptive case) or confirms COVID-19 through testing, immediately notify the Laboratory Shift Superintendent (LSS) by phone at (865)574-6606. This instruction applies to you as a subcontractor/supplier and your employees or agents working on your behalf at the Laboratory;
- Informing the Procurement Officer over your subcontract if you determine that this situation will impact the valuable work you are performing at the Laboratory.

The Laboratory, effective 5p.m., March 13th, suspended access for all visitors traveling from foreign countries - including U.S. citizens - until further notice. This includes the main campus and off-site facilities. It includes any visitor who has traveled to a foreign country during the previous three weeks.

Laboratory subcontractor/supplier employees are under the same restrictions. The Laboratory strongly urges subcontractor/supplier employees to self-isolate themselves at home for 14 days upon returning from any overseas trip (business or casual). CDC travel guidance is at this [link](#). If one of your employees is placed on a period of 14-day self-isolation, please work with said employee to evaluate if work-from-home arrangements are possible. During the 14-day quarantine, your employees should monitor their health and notify their personal physician if illness develops, in accordance with CDC [guidance](#).

As with international travel, the Laboratory is strongly encouraging subcontractor/supplier employees to avoid personal travel outside East Tennessee, as defined by the state of Tennessee's three Grand Divisions. While the Laboratory, at this time, cannot mandate limitation of your employee's personal domestic travel, the Laboratory's COVID-19 actions focus on minimizing the chance of COVID-19 appearing at ORNL and among individuals, both for health and safety reasons and to avoid disruptions to Laboratory operations.

Lastly, modified operations at the Laboratory include reduced cafeteria hours. Effective March 26, cafeteria lunch hours at Building 5200 and SNS are 10:45 a.m. to 12:15 p.m., and the HFIR cafeteria is open 11 a.m. to noon. Breakfast is served at Building 5200 from 8-9:30 a.m. Meals are carry-out only. As your employees decide where to eat, please remind them to avoid groups and maintain social distancing.

Our common goal is to keep our workforce, subcontractors/suppliers, and families safe and healthy while maintaining operations at the Laboratory. We are advising all visitors and Laboratory employees to follow the [Tennessee Department of Health recommendations](#). Additionally, the Laboratory has set-up an [ORNL COVID-19 Advisory](#) page to provide all the latest details surrounding operations. Please contact your Procurement Officer if you have any questions or would like to discuss this matter further.

Sincerely,

Brooks Baldwin

Division Director-Contracts

UT-Battelle, LLC

Date sent: 03/26/2020

Vendor No.: 239330

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