



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF FINANCE AND OPERATIONS

DATE: November 17, 2021

TO: Department of Education Contractors

FROM: Phillip R. Juengst
Deputy Assistant Secretary for Acquisition and Grants Administration
Senior Procurement Executive

SUBJECT: COVID-19 Entry Procedures for On-Site Contractors Reporting to Department of Education Facilities

This is a follow-up to the memorandum I issued on September 17, 2021, regarding the Department of Education's (Department) COVID-19 safety protocols for Federal contractors.

The Department has been working to update its current operating procedures in response to the President's [Path Out of the Pandemic: COVID-19 Action Plan](#), the Executive Order on [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), and the Safer Workforce Task Force's guidance concerning [COVID-19 Workplace Safety](#).

In accordance with these directives, **effective Monday, November 22, 2021**, Department facilities will require on site personnel to be fully vaccinated or present proof of a negative COVID-19 test. All Federal contractors reporting on-site to a Department facility must complete the OMB-approved [Certification of Vaccination Form](#) and attest to their vaccination status to access the facility. Contractors who are not fully vaccinated, or who decline to provide their vaccination status on the [Certification of Vaccination Form](#), must present proof of a negative COVID-19 test from within 3 calendar days prior to the date on which they seek to enter a Department facility. Contractors should bring the [Certification of Vaccination Form](#) and/or negative COVID test results with them and be prepared to present it to building security and front desk staff prior to accessing the facility.

Note the assigned Contracting Officer's Representative for the contract should be listed as the contact on page 3 of the [Certification of Vaccination Form](#).

The Department will **not** be collecting these forms; however, the contractor should keep it with them at all times while in a Department facility and be prepared to show the documents to any security guard or other government official, if requested. As a reminder, on-site contractors must continue to follow all signage posted in Department facilities regarding mask usage and social distancing and comply with all instructions by security officers and facility managers. Failure to comply with these facility requirements may result in the contractor being denied entry to or removed from the facility.

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Again, I would like to express my gratitude to the contractor employees who continued to provide mission support throughout this pandemic. As we continue to review and update our operating plan, I will share relevant updates and any changes to these procedures.