



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF FINANCE AND OPERATIONS

DATE: September 17, 2021

TO: Department of Education Contractors

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

SUBJECT: New COVID Safety Protocols for Department of Education Contractors

The Department of Education (Department) is in the process of updating its current operating procedures in response to the President's [Path Out of the Pandemic: COVID-19 Action Plan](#) and the recent Executive Order on [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#). The order ensures that the parties that contract with the Federal Government provide adequate COVID-19 safeguards to their workers performing on or in connection with a Federal Government contract or contract-like instrument, through inclusion in the contract or contract-like instrument of a clause that the contractor and any subcontractors (at any tier) will incorporate into lower-tier subcontracts.

By September 24, the Safer Federal Workforce Task Force will issue guidance on specific COVID-19 workplace safety protocols that contractors and subcontractors must follow. More information about these protocols can be found [here](#).

By October 15, the Department will include a clause incorporating the COVID-19 workplace safety protocol in contracts, contract-like instruments, solicitations, extensions, renewals, or exercises of options.

On-site contractor personnel, like federal employees, are also required to follow all signage posted in ED facilities regarding mask usage and comply with all instructions by security officers and facility managers. Failure to do so will result in their removal from the facility.

The contractor community plays a vital role in achieving the Department's mission and I wish to express my continued gratitude to the contractor employees who have been part of our workforce, working to further our mission and objectives throughout this pandemic.

I will continue to share relevant updates regarding operating, testing, and vaccination requirements as information becomes available.

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