

**COVID-19 Guidance for FAA Contractors:
Pilot Policy to Reduce Exposure of Potential
COVID-19 Positive Employees and Contractors in
Critical FAA Facilities**

Background: In the past several weeks, the FAA has had multiple situations in which employees or contractor employees came into an FAA operational facility after testing positive for COVID-19, having COVID-like symptoms, or coming in close contact with a person who has tested positive for COVID-19. These instances can pose risks to individuals in the facility and, depending on the possible in-facility transmission, can lead to unplanned loss of services, including ATC-0 events. Anecdotal evidence suggests that some individuals continue to come into the workplace because they are reluctant to take sick or annual leave. This has also resulted in several hundreds of thousands of dollars of additional cleaning costs.

Temporary Policy: If a contractor employee is waiting for results of a COVID-19 test (or has COVID-19), the contractor must keep its employee away from applicable FAA facilities described below until the results are received. The Contractor must have appropriate policies and procedures to ensure that such Contractor employees do not return to applicable FAA facilities until the Contractor employee receives negative COVID-19 test results. FAA will not be liable for additional costs incurred to promote this compliance with Centers for Disease Control and Prevention (CDC) standards.

Applicability: For the purposes of this Pilot Program Policy, this policy is applicable only to contractor employees who *must* report to an operational or mission-critical FAA facility under the Air Traffic Organization (Air Traffic Services, Systems Operations Services, and Technical Operations only) or the Office of Security and Hazardous Materials Safety (WOC, PAF, and CITE Watch) to perform their work and are not telework eligible. The Contractor employee must meet one or more of the following conditions:

- The Contractor employee is waiting for results of a COVID-19 test;
- The Contractor employee has symptoms consistent with COVID-19 and is seeking a test; or
- The Contractor employee has been in close contact with a known positive case of COVID-19 and is seeking testing.

This guidance is not applicable to Contractor employees who are in telework status. Also, the policy does not apply to Contractor employees who used sick leave for conditions other than suspected or confirmed COVID-19 (e.g., employee was on sick leave for a medical procedure unrelated to COVID-19, recovery from an illness other than COVID-19, or parental leave).

This policy will be in effect from 30 November 2020 to 2 January 2021. An analysis of the results of this pilot will be performed to formulate recommendations to terminate, expand or adopt this policy agency-wide during the public health emergency. Any contractor feedback for this pilot can be sent to 9-afn-acq-em@faa.gov and the Contracting Officer.

Questions: Direct questions about this guidance to the appropriate Contracting Officer.