

COVID-19 Safety Protocols for All Community Levels for All Smithsonian Institution Contractors that Perform Services On-Site

I. Overview and Responsibilities

This document outlines COVID-19 safety protocols the Smithsonian requires shall be taken by all Smithsonian contractors and their employees (contractor employees), including all subcontractors at any tier, that perform work in whole or in part on-site at a Smithsonian owned or leased facility (collectively referred to as Contractors). COVID-19 safety protocols are tied to the [CDC COVID-19 Community Level](#) ratings for the location of the facility.

Smithsonian Contracting Officer's Technical Representatives (COTRs) are responsible for disseminating these guidelines to the COVID-19 officer (see below) for all contracts involving on-site work and shall ensure that the prevention and control measures outlined below are appropriately implemented.

II. Additional Responsibilities of Contractors On-Site

To support implementation and maintenance of COVID-19 prevention and control measures, all contracts requiring on-site work shall have a designated site-specific COVID-19 officer who will be responsible for coordinating all onsite controls and personnel behavior. These individuals shall be familiar with all prevention and control measures that are employed onsite and shall have the authority to take prompt corrective measures. There shall be designated at least one person and, if necessary, one alternate as the site-specific COVID-19 officer required to be onsite whenever work is occurring. Multiple contractor COVID-19 officers may be required depending on the scope of work and nature of the contract.

If a contract has only one contractor employee on site, it will be presumed that this individual will be the COVID-19 officer.

III. COVID-19 Prevention and Control Methods for Contractors On-Site

Contractors shall follow all prevention and control methods as required for Smithsonian employees based on COVID Regional Levels and as laid out in the Smithsonian's Way Ahead Handbook.

Of particular note, when a facility is located in a Smithsonian Region designated as High, Contractors must wear high-quality masks when on site. Acceptable masks include surgical or KN95 masks. The COVID-19 mask requirement should not take the place of PPE (like an N95 respirator) that employees may wear to perform specific job tasks.

IV. Detection and Reporting Guidelines

On-site Contractors MUST perform daily self-health screenings. Contractors should thoughtfully and honestly answer the COVID-19 Reporting Guidelines and Contractor Health Screening Questions (attached) before they leave for work each day. It is not necessary for the answers to be recorded. The screening questions will determine if the Contractor has symptoms of illness and should stay home to avoid exposing co-workers and others in the community.

If a Contractor has a confirmed positive test result for COVID-19, they must *immediately*:

1. Isolate from other staff and return home, if the infected individual is on site.

2. Notify their COVID-19 Officer or have the COTR notified; follow the procedure and any direction from the COTR; and provide all necessary information as outlined in the [COVID-19 Reporting Guidelines and Contractor Health Screening Questions \(attached\)](#).
3. Infected Contractors may return to the work site based on [CDC's guidelines for isolation](#).

Upon identification, the COVID-19 Officer must ensure any other Contractors within their control who were potentially exposed to a COVID-19 case on-site wear a high-quality mask for 10 days following the exposure.



Contractors permitted on Smithsonian owned or leased property (“workplace”) shall thoughtfully and honestly answer these health screening questions before they leave for the workplace. It is **not** necessary for the answers to be recorded. Smithsonian Institution follows the CDC guidelines for cases and potential exposure.

Upon receipt of notice of positive cases from contractors, COTRs shall report to the OSHEM COVID Program:

- Collect the following information from the contractor or its COVID-19 officer and email the OSHEM COVID Program Resource Account (SI-CoronavirusInfo@si.edu), using the **subject line: POSITIVE TEST:**
 - The number of positive cases
 - Last day case(s) were onsite
 - Date case(s) first developed symptoms
- Confirm that the infected individual is and remains off Smithsonian owned or leased property until after prescribed isolation period is complete, per [CDC guidelines for isolation](#).

Health Screening Questions:

1. Do you have any of the following **NEW** or **UNUSUAL-FOR-YOU** symptoms of COVID-19 (including very mild symptoms and even if you are vaccinated/boosted)?
 - Frequent cough (not chronic cough or your normal seasonal allergies)
 - Sore throat
 - Congestion or runny nose
 - New loss of smell or taste
 - Trouble breathing, shortness of breath, or severe wheezing
 - Fever of 100.4 or above, or possible fever-like symptoms like alternating between chills and sweating
 - Muscle or body aches that are not exercise related
 - Headache
 - Nausea or vomiting
 - Diarrhea
- If yes, STAY HOME, seek any needed medical care, isolate from others, notify your employer and/or COTR and do not return to the workplace until you have the results of a COVID test(s).
- Take a diagnostic test for COVID-19. (If you use a rapid antigen test, you should administer a second test 48 hours later before returning to the workplace.)
- If your COVID test(s) comes back NEGATIVE, DO NOT return to the workplace as long as YOU ARE SICK/SYMPTOMATIC.

- If your COVID test comes back POSTIVIE, see directions in #2 below.
2. Have you **TESTED POSTIVE** for COVID-19 in the past **FIVE DAYS**?
- If yes, **STAY HOME**, seek any needed medical care, and isolate from others.
 - Notify your employer and/or COTR you will not be able to report to the workplace for at least 6 DAYS from the day you tested positive (the day you test is DAY 0).
 - Follow the CDC guidance for isolation and do not report to the workplace until you meet their criteria for ending isolation: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>
 - Continue to wear a **WEAR A HIGH-QUALITY MASK** when on SI property through DAY 10.

3. Have you been **POTENTIALLY EXPOSED** to COVID-19?

If you were around a known positive COVID case (including cases in your household) you should consult the CDC's page on [Understanding Exposure Risk](#). Factors that determine potential exposure include length of time, symptoms, mask-wearing, distance and indoor/outdoor settings.

*If multiple factors suggested higher transmission risk, you have been **POTENTIALLY EXPOSED**.*

- If yes, **CONTINUE TO REPORT** to the workplace as currently directed and wear a **WEAR A HIGH-QUALITY MASK** when on SI property through 10 DAYS after your known exposure (day of exposure is DAY 0).
- **MINIMIZE YOUR CLOSE INTERACTIONS** with other contractors and Smithsonian staff and affiliated persons.
- **MONITOR** your symptoms; if you develop symptoms, proceed with the directions under Question 1.
- **TEST** for an asymptomatic case on DAY 6. If negative, continue to wear a mask and distance for the full 10 DAYS. If positive, see directions in #2 above.