



Acquisition Services Division

Los Alamos National Laboratory
PO Box 1663, P201
Los Alamos, NM 87545
505-667-9182

Symbol: ASM:DO: 20-020
Date: March 20, 2020

Subject: COVID-19 Preparedness and Maintaining Laboratory Operations

Dear Valued Subcontractor:

Thank you for your quick attention to the letter I sent last week outlining proactive measures to take to allow us to continue operations at the Laboratory. Social distancing is proving effective, and I want to reiterate that our Laboratory remains open and our work on behalf of the nation will continue as we face this pandemic. Your support of that work is key.

As the situation in New Mexico continues to develop, and as we continue to receive guidance from NNSA, we will provide additional guidance to you to ensure we are handling those changes appropriately. To that end, in addition to the steps we outlined last week (attached) we request our partners:

1. Notify Business@LANL.gov of any proactive or preventative actions you have taken to ensure continuity of your operations and support of the Laboratory.
2. If you have employees that are returning from travel and support the Laboratory at any of its sites or facilities, ensure that: (A) Subcontractor employees returning to the Laboratory with no symptoms self-isolate at home for 14 days; and (B) Those who are showing flu-like symptoms (fever, cough, shortness of breath or difficulty breathing, chills, body aches or sore throat) self (not social) isolation until either an alternative diagnosis is provided (evidence of another infection such as influenza or rhinovirus), and/or a negative COVID-19 test is provided to Occupational Medicine.
3. Individual Laboratory programs and business units may have contacted you for information that is more detailed or shared their customer-specific guidance. Please communicate with your Laboratory Procurement counterpart, copying Business@LANL.gov, to understand if there are additional restrictions being put in place by either the customer, the Laboratory or your company.
4. Inform the Laboratory at Business@LANL.gov using the form below as you determine how this situation impacts your business and if you anticipate the developing situation will impact the valuable work you are performing at the Laboratory. At this time, the Laboratory plans to treat all non-performance as default and timely communication is important.

Our ongoing goal is to keep our workforce, suppliers, and families safe and healthy while maintaining operations at Laboratory. Please contact the Laboratory's supplier management department at Business@LANL.gov or 505-667-4419 if you have questions or would like to discuss this matter further.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Drew Fuller', with a long horizontal flourish extending to the right.

G. Drew Fuller
Chief Procurement Officer

Attachment 1

| | |
|------------------------------------|--|
| Supplier name: | |
| Responsible person name: | |
| Responsible person title: | |
| Responsible person phone number: | |
| Responsible person e-mail: | |
| | |
| Problem origination date: | |
| Source of problem (Tier 1, Tier 2) | |
| Tier 1 Supplier name, location: | |
| Tier 2 Supplier name and location: | |
| Custom or COTS? | |
| | |
| Purchase Order # : | |
| Mfg Part # : | |
| | |
| Description of problem: | |
| | |
| | |
| | |
| <u>Action to date:</u> | |
| | |
| <u>Original delivery schedule:</u> | |
| | |
| <u>Current delivery schedule:</u> | |
| | |
| <u>Other comments</u> | |

Attachment 2

Acquisition Services Division

Los Alamos National Laboratory
PO Box 1663, P201
Los Alamos, NM 87545
505-667-9182

Symbol: ASM:DO: 20-017

Date: March 13, 2020

Subject: COVID-19 Preparedness and Maintaining Laboratory Operations

Dear Valued Supplier:

As cases of COVID-19 are confirmed in New Mexico, 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, we are taking proactive measures now to reduce the severity of the outbreak in the weeks to come while maintaining operations at the Laboratory. To that end, we request that our partners:

- Avoid unnecessary visits to Laboratory sites and facilities by supplier personnel;
- Hold virtual meetings when possible using VTC technology, Skype, Webex or phones instead of holding in-person meetings;
- Encourage your personnel to practice “social distancing” in daily interactions: maintain a distance of six feet from others as much as possible, clean hands regularly and avoid facial touching, avoid shaking hands.
- Monitor your employees performing work onsite at Laboratory sites and facilities and ensure they do not have flu like symptoms or a fever when arriving at the work site;
- Notify the Laboratory’s occupational medicine department at 505-667-0660 if one of your workers is ill, work with appropriate Laboratory staff to assess the situation, and take appropriate action, including notifying appropriate community health groups; and
- Inform the Laboratory at Business@LANL.gov using the form below as you determine how this situation impacts your business and if you anticipate the developing situation will impact the valuable work you are performing at the Laboratory.

Our common goal is to keep our workforce, suppliers, and families safe and healthy while maintaining operations at Laboratory. We are advising all visitors and Laboratory employees to follow the [New Mexico Department of Health recommendations](#). Please contact the Laboratory’s supplier management department at Business@LANL.gov or 505-667-4419 if you have questions or would like to discuss this matter further.

Sincerely,



G. Drew Fuller
Chief Procurement Officer