

National Aeronautics and  
Space Administration

**Headquarters**

Washington, DC 20546-0001



March 10, 2020

Subject: Assistant Administrator for Procurement Message on Coronavirus

NASA Contractor Community,

As the Coronavirus (COVID-19) situation continues to evolve, I want to make you aware of the NASA's current operating status, NASA remains open but is taking precautions such as increasing telework opportunities. As always, the health and safety of our NASA Community is the top priority and critical to the success of our mission.

To ensure the health and safety of our workforce, NASA leadership has enacted a temporary policy for individuals who have recently traveled to any country that the Centers for Disease Control and Prevention has placed at "Level 3" concern. Individuals who travel to any country at "Level 3" may not return to work onsite at NASA centers for a 14-day period, from the time of re-entry to the United States. This includes both business and personal travel. These travel restrictions are supplemental to other prohibitions on travel by U.S. citizens to Iran, [designated by the State Department as "Level 4 - Do Not Travel"](#) and by NASA civil servants and contractors to China (no official travel without appropriate certification to Congress).

With the Coronavirus global situation evolving rapidly, there are several sources you can refer to for important information. The Centers for Disease Control and Prevention (CDC) [COVID-19 website](#) remains the authoritative source for facts about how to protect yourself and your family from the virus, and how to recognize symptoms of the virus. The site is frequently updated with virus guidance and provides updated travel advisories. It is prudent to review the [CDC travel advisory website](#) before travelling. Currently Iran, South Korea, Italy, and China are at "Level 3", continue to check [CDC travel advisory website](#) for updates.

In addition, NASA created a Coronavirus public facing website at <https://nasapeople.nasa.gov/coronavirus/> where important information regarding the Coronavirus will be posted on a regular basis for our civil servants and contractor workforce. For contract directed travel, please contact the NASA project manager or Contracting Officer Representative (COR) for guidance regarding contract required travel. If your employees must travel to affected areas, please have them contact you prior to their return to work at NASA Facilities to discuss telework, leave or other flexibilities in accordance with your company policies and procedures.

On Friday, 6 March 2020, NASA conducted an agency-wide telework day. The purpose of the exercise was to test NASA's capabilities, resources, and preparedness for large-scale teleworking. Civil servants and onsite contractors who are telework eligible were encouraged to participate by working from an alternate location that day. As the Coronavirus situation continues to evolve, additional telework days may be necessary. Onsite contractors should speak with their project manager and, if appropriate, their Contracting Officer Representative (COR) regarding telework eligibility and follow company guidance/policy accordingly.

Please advise your employees to contact you immediately if they have been in close contact with a person known to have the Coronavirus, or if they went through airport screening upon their return to the United States and were told to self-observe or self-quarantine. If your employee experiences any symptoms while travelling, please have them report to the local public health department and you. If contract performance is affected due to the Coronavirus situation, the contracting officer (CO) is the authority to discuss this with your company.

NASA is mindful of the stress and uncertainty this situation may cause and will continue to communicate and share information as it becomes available through our coronavirus public facing website.