

# **Pacific Northwest National Laboratory Guidance for Subcontractors**

## **Subcontractors at Pacific Northwest National Laboratory (PNNL) Facilities**

PNNL is asking for your company's help with our COVID-19 response and requests that you share this important message with your employees and lower-tier subcontractors expecting to perform work at PNNL within the next few months. Our goal is to keep the PNNL community healthy, drawing from current federal, state, and local guidance and the best available scientific information.

Prior to, and during, your employees' time on any PNNL campus in Washington, Oregon, or Maryland, we ask that they follow the steps below. Foremost, if any of your employees are ill, those employees should not come to PNNL; rather, they should work with their host to reschedule the trip.

### **Prior to a Contractor Visit**

If any of your employees have been diagnosed with, or exposed to, a known case of COVID-19, that employee may not enter a PNNL campus until they have been cleared—in writing—to resume normal work activities by an appropriate medical provider.

If any of your employees have recently traveled (within 14 days) from or through a country with a Level 3 or 4 Department of State (DOS) travel advisory based on COVID-19 impact, that employee may not enter any of our campuses. Please check the DOS website as conditions can change with short notice ([DOS Travel Advisories](#)).

If any of your employees have any respiratory illness with symptoms including a fever, cough, or difficulty breathing, that employee may not enter a PNNL campus until they have been symptom- and fever-free for 72 hours (i.e., a fever below 100.4°F).

Please work with your employees and their PNNL hosts to reschedule work to a time when your employees have been symptom-free and/or completed a self-quarantine.

## Guidelines for Your Employees' Visit at PNNL

Tell your employees to follow these guidelines when visiting PNNL:

- avoid handshakes—a friendly wave is recommended
- practice social distancing by staying at least 6 feet from others, when possible
- regularly and thoroughly wash their hands with soap and water and/or use alcohol-based hand sanitizer
- avoid touching their eyes, nose, or mouth and wash their hands before and after if they do touch these areas—note that washing hands for at least 20 seconds is recommended)
- follow good respiratory hygiene, which means covering mouth and nose with a bent elbow or tissue when coughing or sneezing and disposing of used tissues immediately in a trashcan.

## Managing an Illness

Should any of your employees become ill (i.e., present with a fever, cough, or respiratory illness) during their time on campus, please immediately notify their PNNL host and have that employee avoid others and return home or to their place of lodging immediately.

If your employee's symptoms worsen (e.g., they present with shortness of breath or a prolonged fever) they should contact a local health care facility or their own medical provider for guidance.

If you or any of your employees have any questions or concerns, please work with your PNNL host for assistance.

Thank you for support during this time.