

Contracts has issued revised Site Access requirements for subcontractors (see attached). This notice was issued to all subcontractors with an active subcontract flagged as onsite and will be appended to all onsite subcontracts going forward.

The Lab has developed and issued an ***Essential Research Flowchart*** that the Lab has issued to screen for site access which also applies to subcontractor staff. When site access is required, follow the flowchart. However, “staff” should be read as “subcontractor or sub-tier employee” and “manager” read as “TPO.”

Health Services Division (HSD) will be communicating directly with the subcontract employees as indicated. As the TPO, it is critical that you maintain communication. The following guidance provides information on procedures and possible outcomes of the screening process.

Subcontractors with Computer Access for ORNL SharePoint Access:

Subcontractors who have computer access to ORNL/SharePoint should follow the *Return to On-Campus* directions on the *Essential Research Flowchart* to initiate site access upon direction the TPO. Following this procedure involves the TPO providing a link to the Return to Campus Questionnaire (RTCQ) for the subcontractor to complete.

1. If no risk factors are identified, subcontractor and TPO will receive an email that subcontractor **IS cleared** by HSD to come on campus. The subcontractor is encouraged to participate in drive-through testing prior to site access. (see below)
2. If risk factors are identified, subcontractor, TPO, and HSD are notified that access is prohibited until HSD consults with the subcontractor for further vetting. This may also include medically recommended drive-through testing for COVID-19 upon HSD’s discretion.
3. HSD may determine that testing is not recommended due to the short duration of the work along with the ability to remain socially distant and **will notify the subcontractor and TPO by email**.
4. Resumption of work scope at ORNL will be coordinated between the subcontractor employee and TPO.

Subcontractors without Computer Access / SharePoint for ORNL:

No SharePoint Access: The TPO (or TPO designee) provides a written copy of (or reviews the copy with the subcontractor) the four-question *Return to Campus Questionnaire* (RTCQ) to the subcontractor. The subcontractor completes it and returns the copy to the TPO. The TPO reviews the RTCQ.

1. For those answering any question “yes,” they must contact the Health Services Division POC for site access review and vetting at 574-7431. They are **NOT cleared** for entrance until this takes place. TPO must provide a written or electronic copy of the subcontractor’s RTCQ responses to HSD. All completed RTCQs should be emailed / forwarded to POCs freerc@ornl.gov or millers@ornl.gov.
 - a. HSD may determine that testing is not recommended because of the short duration of the work along with the ability to remain socially distant **and will notify the subcontractor and TPO by email**.

2. If all questions are answered “no,” the subcontractor is cleared to come on campus. In this case, the TPO must provide a written or electronic copy of the subcontractor’s RTCQ responses to HSD. All completed RTCQs should be emailed / forwarded to POCs freerc@ornl.gov or millers@ornl.gov. HSD will notify the subcontractor and TPO that the subcontractor **is cleared** by HSD to come on campus.
 - a. Drive-through testing is a medically recommended option. Signing up for drive-through testing is done electronically by the TPO or by HSD POC (see above).
 - b. HSD may determine that testing is not recommended because of the short duration of the work along with the ability to remain socially distant **and will notify the subcontractor and TPO by email.**
 - c. Resumption of work scope at ORNL will be coordinated between the subcontractor employee and TPO.

Drive-Through COVID-19 testing.

Access to this occurs through the online completion of the *Return to Campus Questionnaire* (RTCQ) provided by the TPO to subcontractors with computer access. After successful vetting with the RTCQ, the subcontractor will receive a link to sign up for drive-through testing. Testing is medically recommended but voluntary. If the subcontractor does not have computer access, the TPO must either electronically sign up the subcontractor or request the HSD POC do this for them. If the subcontractor has not been successfully vetted by the RTCQ, they will be contacted by HSD; they may be recommended for drive-through testing at that time. Participants receiving COVID-19 testing typically receive results by text within 1-3 days.

- Previous COVID-19 test results the subcontractor employee may have received outside of ORNL will not be accepted (i.e., results from individual’s own physician or a community drive thru testing effort)
- If the subcontractor employee declines administration of the recommended COVID-19 test, contact the respective Procurement Officer as soon as possible, but no later than 24-hours from the declination.
- **Negative** test result: subcontractor employee will be notified by text message. Subcontractor employee will coordinate with TPO on a schedule for resumption of work scope performance at ORNL.

Important: Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.

- **Positive** test result: test results will immediately be provided by Laboratory Shift Superintendent (LSS)/ HSD via phone call to the subcontractor employee. Subcontractor employee will be advised to seek immediate medical attention and that we will formally notify their employer.
 - The Supervisor and Administrative Assistant and ORNL HSD will be notified.

Important: Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.

UPDATE June 1, 2020 – Updated TPO guidance regarding Site Access for subcontractors

- Positive test results require the TPO to notify the respective Procurement Officer responsible for the Agreement. The Procurement Officer will notify the Seller in writing.
- Purpose of notification is that the Seller's employee is now unable to provide required service due to restricted site access and a revised plan of action needs to be established

The TPO will provide a link to screening questions that must be completed by each subcontractor employee returning to ORNL. Responses to the questions will result in one or more of the following:

- Immediate access being granted with no further follow-up required by ORNL's Health Services Division (HSD) or testing for the presence of coronavirus (COVID-19 (*note: a voluntary option to test for COVID-19 is available*));
 - No test required, subcontractor employee and TPO will be notified by email. Subcontractor employee will coordinate with TPO on a schedule for resumption of work scope performance at ORNL.
- Follow-up communications with HSD, which may or may not result in testing for COVID-19; and/or
- Administration of a test for the presence of COVID-19 (who tells the subcontractor to get the test, TPO or Medical with TPO copied?). Medical will notify the subcontract employee that a test is medically recommended. Note that the testing process including obtaining the obtaining results is taking about 1 – 3 days.
 - If a test is to be administered, subcontractor employee will receive an email advising them of a time and date when to visit ORNL to participate in the test. The test results will be provided (via text message) to the subcontractor employee.
 - Previous COVID-19 test results the subcontractor employee may have received outside of ORNL will not be accepted (i.e., results from individual's own physician or a community drive thru testing effort)
 - If the subcontractor employee declines taking the COVID-19 test, contact the respective Procurement Officer as soon as possible, but no later than 24-hours from the declination.
 - Negative test result: subcontractor employee will be notified by text message. Subcontractor employee will coordinate with TPO on a schedule for resumption of work scope performance at ORNL.

Important: Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.
- **Positive** test result: test results will immediately be provided by Medical Services via phone call to the subcontractor employee. Subcontractor employee will be advised to seek immediate medical attention and that we will formally notify their employer.
 - The Supervisor and Administrative Assistant and ORNL Medical Services will be notified.

Important: Test results are Personally Identifiable Information (PII) and must be handled according to SBMS requirements.

- Positive test results require the TPO to notify the respective Procurement Officer responsible for the Agreement. The Procurement Officer will notify the Seller in writing.
 - Purpose of notification is that the Seller's employee is now unable to provide required service due to restricted site access and a revised plan of action needs to be established.