

*Exceptional service in the national interest*



# SPECIAL ANNOUNCEMENT

March 30, 2020

## Notification of Responsibilities for III Employees

Sandia National Laboratories (Sandia), as part of the Essential Critical Infrastructure Workforce, remains operational to meet its national security missions during the COVID-19 pandemic. Sandia and its related subcontractors have a special responsibility to maintain staffing and working schedules to perform essential activities.

Critical information for you to know is as follows:

Sandia's subcontractors and their employees are not to enter any Sandia facilities if they are ill or exhibiting any COVID-19 symptoms. Failure to adhere to these requirements may result in being barred from Sandia facilities and inability for the subcontractor to meet their subcontract requirements.

Subcontractors must notify Sandia Medical and their Subcontracting Professional (SP) if they have an employee who tests positive and has visited any Sandia facilities in the previous 14 days utilizing the reporting procedure outlined below.

1. Call Sandia Medical at (505) 844-4237, option 1. The receptionist will route your notification to a provider who will take the report over the phone.
2. Notify the Sandia Subcontracting Professional (SP) for your subcontract.

**For questions, please contact your SP to discuss your specific questions.**



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