

# SPECIAL ANNOUNCEMENT

March 31, 2020

## Mission Essential Subcontract Activities During COVID-19 Response

Sandia National Laboratories (Sandia) remains operational for mission essential functions 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:

The Department of Energy's National Nuclear Security Administration has provided direction to continue mission essential operations as necessary to support the needs of the Nation.

Sandia's subcontractors are expected to continue meeting their subcontract commitments and are directed to maintain readiness to meet evolving requirements. Subcontractors are also expected to follow guidance from the Centers for Disease Control and Prevention, as well as state and local government officials, regarding strategies to limit disease spread. As a reminder, **Sandia's subcontractors and their employees are not to enter any Sandia facilities if they are ill or exhibiting any COVID-19 symptoms.**

1. Subcontractors must maintain staffing and work schedules to perform essential activities. Subcontractors are expected to follow their company policies in directing their employees to continue work and any associated documentation required to do so, in accordance with the law.
2. Subcontractors experiencing impacts to their workforce and/or subcontract deliverables should notify the Sandia Subcontracting Professional (SP) for their subcontract(s) as per the "Delivery," "Notification of Potential Delays," and/or other applicable subcontract terms and conditions. As a reminder, international and domestic travel on any Sandia subcontract is subject to increased restrictions. Please coordinate all travel with the SP and Sandia Delegated Representative (SDR).
3. Some Sandia facilities may have site restrictions during the COVID-19 pandemic. Before attempting to access a Sandia facility, visit [sandia.gov/coronavirus](http://sandia.gov/coronavirus) for special announcements and major updates. Subcontractors may also contact their SP for the latest guidance.
4. Subcontractors should balance safety while ensuring the continued delivery of critical infrastructure services and functions.

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



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