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ibilities to contract workers and provide contract extensions whenever possible, when
work is not an option (see

[OMB Memorandum M20-18](#) dated March 20, 2020) You are encouraged to proactively work with your contracting officer and program manager/contracting officer's representative to identify ways to continue contract performance

In concert with these efforts we are asking that only personnel, including contractors and visitors, performing or supporting mission critical functions that cannot be performed remotely, access DOC facilities, and only when necessary. All other access should be limited to the maximum extent practicable. Program Offices, in coordination with contracting officers, work with affected contractors as needed.

If your employees have traveled

If your employees are feeling sick with influenza symptoms (cough, fever, difficulty breathing), whether at home or while traveling, please have them contact their supervisor to discuss staying home for the duration of their symptoms and steps to take before returning to the office following CDC guidelines. Please engage with your employees as soon as possible to discuss options or any specific concerns they may have.

If any of your employees have reported a positive test for COVID, you are also requested to provide notice to the Contracting Officer along with the dates and locations where the employee was present at a Commerce facility. Voluntarily providing this information will assist with the Government's informed decisions on protecting the health and welfare of all employees in the workplace. The Government will protect any contractor health information it receives from you as required by law. Additionally, we rely on you to ensure compliance with any restrictions on