



March 18, 2020

Dear CDC Contractor,

Beginning today, Wednesday, March 18th, CDC began moving to full-time telework – except for our ongoing response activities and essential campus functions, such as support for our laboratories. Contractors should participate in this movement to full-time telework to the extent allowed by your company. While our objective is to move our employees and on-site contractors to telework status, there are exceptions. Animal husbandry, laboratories, construction, and protection of government property are examples of contractor services that will continue to be performed on-site.

Specific questions related to telework eligibility, or the suitability of the services you provide for telework should be directed to the cognizant Contracting Officer's Representative (COR). Contractor employees who are ineligible for telework for any reason, should notify the company and the cognizant COR to determine if they are to report to their normal work location and practice social distancing measures in accordance with CDC guidance.

Please continue to work closely with your Contracting Officers to resolve any questions related to the terms and conditions of your contract(s), specifically as they relate to telework clauses or provisions.

Lastly, I want to reaffirm your critical role in supporting CDC during this unprecedented public health emergency. Remember it is essential that you continue to communicate often with your employees and closely monitor their resilience, as we are with our staff. Thank you for your partnership, your contributions, and your continued collaboration as we navigate this changing landscape together.

Jeffrey L. Napier
Director, Office of Acquisition (OAS)