



Department of Energy

Brookhaven Site Office

P.O. Box 5000

Upton, New York 11973

March 20, 2020

Mr. Kevin Fox
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, NY 11973

Dear Mr. Fox:

SUBJECT: COVID-19 Acquisition Guidance under Prime Contract No. DE-SC0012704 with
Brookhaven Science Associates, LLC

In order to minimize the impact of COVID-19 on Department of Energy operations, you are hereby authorized to maximize the use of telework and to provide up to 30 days of paid leave for Weather and Safety or equivalent leave. The telework approval and the authorization of paid leave is subject to the following parameters:

Employees who are able to telework: Employees who are able to perform their jobs remotely shall telework. Only hours worked may be charged to the contract. The contractor should make every effort to identify work that can be performed remotely to maximize employee telework.

Weather and Safety Leave (or Contractor equivalent for a condition that prevents employees from safely traveling to or performing work on site): Weather and Safety Leave or other equivalent leave is only available to employees who **are unable to work due to COVID-19 related circumstances and cannot telework.**

The authority applies only to M&O contracts and major site and facility management contracts that are subject to DOE Order 350.1, *Contractor Human Resources Management Program*, include the model H clause "Employee Compensation: Pay and Benefits," or equivalent language, and require Department approval of contractor compensation and benefits.

Please make sure that you have policies and procedures in place to ensure the employees do not receive both unemployment compensation and paid time off. The lab needs to track costs related to the COVID-19 pandemic, including tracking all leave associated with the pandemic.

DOE recognizes that this is an evolving situation and will amend this guidance as needed.

If there are any questions, please contact me at 631-344-7812.

K. Fox

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March 20, 2020

Sincerely,

Fausto R. Fernandez, Contracting Officer
Director, Business Division

Attachments: None

cc: R. Gordon, SC-BHSO
J. Eng, SC-BHSO
M. Dikeakos, SC-BHSO
J. Loh, SC-BHSO
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