



Dane's Desk

Contract Update

06/19/2020

Dear Site Operations Support Services Employees,

As I communicated to you earlier this week, DOE is preparing to move NETL to the Maximum Telework phase on July 1st, 2020. Yesterday we received an updated letter of direction from our Contracting Officer which will allow most of our staff to return to site on Monday, June 22nd. The purpose of this direction is to allow a few weeks for us to prepare the sites prior to the July 1st date when additional employees will be returning. The following is an excerpt from the letter of direction that outlines the changes to our partial stop Work Order:

The work below includes special instructions related to the restart, including items to remain on-hold, closed, or partial start-ups. These items will remain in the below status until technical direction is issued to identify a change in the status:

- Fitness centers are to remain closed;
- Shuttle services will partially resume with no more than two scheduled days per week for transportation of materials and supplies between the Pittsburgh and Morgantown sites, no passengers;
- Voluntary physicals are to remain on-hold;
- Janitorial services include the daycare cleaning during after-hours (staff must be on-site prior to 5:30PM in order to be screened by NETL screening process);
- Janitorial services to include the screening shelters;
- Warehouse will continue to hold the mail instead of normal mail distribution;
- Warehouse will continue to pass out face masks to employees under normal operating hours (changing back to 8-4 operational hours);
- COVID screening is to continue;
- IC will still handle screening for call-outs, after-hours and weekends;
- MERV-13 Filters are to be acquired and put in place
- ERO program is to continue to work to delay/cancel annual emergency drills;
- Motor pool/fleet to remain inactive in a standby mode; and
- CAS inspections to remain on-hold (local CAS inspections to be done by personnel assigned to each site with no travel between sites

As you prepare to come back to your respective sites, it is important that you understand the protocols that have been put in place to keep you and your co-workers as safe as possible. DOE has developed a slide presentation and video that outlines the requirements for site access. I encourage each of you to review this information and be prepared to comply when you report to work. The bullet points of this protocol include:

- Self-monitor before reporting to work. If you are sick, stay home and notify your supervisor
- Wear a mask to enter the security gate (you may be directed to the warehouse to receive site issued masks if you so desire – otherwise you may use your conforming personal masks)
- Proceed to the screening area and follow instructions
- Wear your mask while on-site
 - There are several exceptions to this requirement outlined in the presentation that you should review and understand once you are back on-site.

Please understand this protocol is not voluntary. These precautions have been adopted from Center for Disease Control and Prevention (CDC) guidance and have been implemented at NETL for our protection. Failure to comply will lead to disciplinary action up to and including removal from the site and termination of your employment

Finally, you will be notified by your supervisor or manager if you have been cleared to return to the site on June 22nd. We have been asked to provide a list of those employees who will be required to return to accomplish the scope approved by DOE. If you are not on that list, you will not be allowed access to the site and will remain in a telework status. Should you have questions about any of what is included in this memo, please contact your supervisor/manager.

Sincerely,

Dane Anderson
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