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Subject: COVID-19 Onsite Subcontractor Update

Exceptional service in the national interest



SPECIAL ANNOUNCEMENT

March 23, 2020

COVID-19 Onsite Subcontractor Update

The COVID-19 pandemic continues to be a dynamic and fluid situation. As of today, Sandia-New Mexico (SNL-NM) is still operational and work is being performed. Sandia-California (SNL-CA) is operating at minimal levels.

Critical information for you to know today is as follows:

Sandia has deployed many steps to ensure we are maintaining a safe and healthy environment for our employees and contractor partners. We request your cooperation and compliance with your subcontracts by ensuring timely reporting of positive COVID-19 test results.

If you have an employee who has been diagnosed with COVID-19 and has visited any Sandia facilities in the previous 14 days from the date when the symptoms began, please immediately follow the reporting procedure outlined below.

1. Call Sandia Medical at (505) 844-4237, option 1. The receptionist will route your notification to a provider who will take the report over the phone.
2. Notify the Sandia Subcontracting Professional (SP) for your subcontract.

Additional health and safety procedures

Practice social distancing. Maintain a 6-foot distance between yourself and others, whenever possible.

If you can perform work offsite, do so in coordination with your company processes, your subcontract terms and conditions and your SDR and your SP.

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



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