



## DEPARTMENT OF THE AIR FORCE

AIR FORCE LIFE CYCLE MANAGEMENT CENTER  
HANSCOM AIR FORCE BASE MASSACHUSETTS

MEMORANDUM FOR ALL CONTRACTORS

21 December 2020

FROM: AFLCMC/PZI

16 Eglin St, Bldg 1604  
Hanscom AFB, MA 01731

SUBJECT: Performance of Contracts on Air Force Installations/Property, Specifically Hanscom AFB and Our Geographically Separated Units

1. On 31 January 2020 the Secretary of Health and Human Services (HHS) declared a Public Health Emergency in response to COVID-19. On 11 March 2020 the World Health Organization (WHO) announced that the COVID-19 outbreak could be characterized as a pandemic, as the rates of infection continue to rise in many locations around the world and across the United States of America. On 13 March 2020 the President of the United States proclaimed that the COVID-19 outbreak in the United States constituted a national emergency, beginning 1 March 2020. In response to this national emergency, and out of an abundance of caution, we are reminding contractors that enter government installations and property while performing their government issued contracts to be mindful of proper health protocols.

2. Contractors should **NOT** allow any employee to enter onto Hanscom AFB or other government property if in the **last 14 days**:

- Person felt sick or ill such as fever, chills, cough, shortness of breath, body aches, or respiratory symptoms etc.
- Person has returned from overseas travel.
- Person has returned from a state deemed "High Risk" by Massachusetts DPH.
- Person has been in close contact with a lab confirmed positive COVID-19 individual
- Person has been tested for COVID-19 and is awaiting result or tested positive

**If any of the above, Public Health review will be required** for further assessment **prior** to base entry. Please contact the Public Health Department at Hanscom AFB via email at [usaf.hanscom.66-abg.list.publichealth@mail.mil](mailto:usaf.hanscom.66-abg.list.publichealth@mail.mil) or by phone at 781-225-6295.

3. If an employee performing on a contract at Hanscom AFB tests positive for COVID-19, the prime contractor must immediately (NLT 24 hours from result) notify the Contracting Officer and the Contracting Officer Representative. The prime contractor must also provide proper contact tracing for the contract employee or contact information for the employee to enable proper contact tracing by Hanscom AFB Public Health. Proper contact tracing will include dates, times, building(s) occupied by subject employee to include specific areas visited and entry points and rest rooms utilized. If the subject came into contact with any other government employees or contractors, please provide as much information on contact as possible.

4. This information is issued for the protection of both contractor and government employees during this unprecedented time. Your cooperation is greatly appreciated.

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