

QUESTIONS PERTAINING TO SAFER FEDERAL WORKFORCE TASK FORCE COVID-19 WORKPLACE SAFETY: GUIDANCE FOR FEDERAL CONTRACTORS AND SUBCONTRACTORS

As a result of EO 14042, “[Ensuring Adequate COVID Safety Protocols for Federal Contractors](#)” and [guidance issued on September 24th](#), THTBC is required to comply with the directed safety and health protocols including issuing a [THTBC mandatory vaccine policy](#) to be completed by December 8, 2021. The below FAQs are help provide further guidance. Visit www.THTBC.com/wellness for more links and details.

1. Can THTBC ask employees about their vaccination status?

A: **Yes, only designated Company representatives may inquire about employees’ individual vaccination status. Such inquiries will be limited to the employee’s vaccine status: collecting the date(s) of vaccination and the kind of vaccination received. Individual vaccination status information will be kept confidential. Only designated Company representatives will collect and have access to this information.**

2. What is the deadline for federal employees to be fully vaccinated?

A: **Guidance put out on 24 September 2021 specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by 8 December 2021. That means employees must complete required vaccination dose(s) by 24 November as they will not become “fully vaccinated” until 2 weeks after their final dose (the second of 2 doses for Pfizer and Moderna, and the first dose for Johnson and Johnson). The only exception is for individuals who receive a legally required exception approved under established agency processes.**

3. When can an agency initiate the enforcement process for failure to comply with the requirement to be fully vaccinated?

A: **Agencies may initiate the enforcement process as soon as 25 November 2021, for employees who have not received their required vaccination dose by 24 November 2021, unless the employee has received an exception, or the agency is considering an exception request from the employee.**

4. What happens if I choose not to get vaccinated and I do not have or submit a medical or religious accommodation?

A: Employees who have not received their final or single vaccine dose by 24 November 2021 without an approved accommodation will be placed on unpaid leave and terminated for failure to satisfy a condition of employment.

5. Which personnel will be designated to coordinate implementation of and compliance with the guidance?

A: HR/Legal will work with the program leads to ensure we are in compliance.

6. If the designated person or persons to coordinate implementation of and compliance with the guidance is off-site, will that person be coordinating compliance for all visitor's and sub-contractors that come onto the Federal workplace under the covered contract?

A: This action will need to be coordinated in conjunction with HR and someone on site.

7. We have subcontract employees under our Prime Contract. Do we have any information on how their employees will be providing proof of vaccination or requesting an accommodation?

A: This is a responsibility of the subcontractor to comply with the mandate as a covered contractor. We are working with Contracts to flow down the guidance to all subcontractors.

8. Who will review approved accommodations from a subcontractor?

A: The subcontractor will approve their own workforce and will notify THTBC of any accommodations that have been approved.

9. For all new service agreements with a subcontractor, do we need to add a clause to the terms and conditions on requirements of the guidance?

A: Yes

10. For all current service agreements with subcontractors, will they need to be revised prior to December 8th, 2021 to add a clause on the requirements of the guidance?

A: Yes

11. Will there be a deadline for submitting a request for accommodation prior to December 8th, 2021?

A: Yes, requests for accommodations, both medical and religious should be submitted to covid@thtbc.com as soon as possible but NLT 23 November

2021. If a request is not submitted in a time the employee would be required to go out on an unpaid leave of absence or utilize available PTO until the request can be reviewed.

12. If I do not work on a military installation or work remote, does this mandate apply to me?

A: Yes, this mandate applies to all THTBC employees regardless of work location.

13. Will I be required to provide proof of my vaccination status to THTBC?

A. Yes. All THTBC employees will upload required vaccination documentation through a secure portal / link. Further details will be provided in the near future.

14. What should I do if I have lost or do not have a copy of the required vaccination documentation?

A. You will need to get a replacement vaccination card or copies of other documentation for proof of vaccination. You should contact the vaccination provider site where you receive your vaccine. The provider should be able to provide you with a new card or documentation with up-to-date information about the vaccinations they have. If the location where you received your COVID-19 vaccination is no longer operating, contact your State or local health department immunization information system (IIS) for assistance or local health department. An attestation of vaccination will not be accepted.

15. There have been fraudulent vaccination cards reportedly being sold to the public. What if I submitted falsified documents or provided fraudulent information on any request for accommodation?

A. Any such falsification, misrepresentation or fraudulent information provided to THTBC shall result in THTBC taking immediate action in accordance with the THTBC Employee Handbook, Code of Business Conduct and Ethics, which may include termination of employment, reporting criminal activity to law enforcement and adverse report filed if employee holds a security clearance.

16. I believe I qualify for a medical exemption or a religious exemption but unsure what documents should be provided. Where do I get more information?



- A. Visit www.thtbc.com/wellness for all accommodation request forms. You may also email covid@thtbc.com or call THTBC's Covid Hotline: (571) 402-2802 with questions.