Subject: Restricted Access of Goddard Space Flight Center due to Coronavirus (COVID 19) situation.

As we navigate this difficult time, the protection and care of the NASA family continues to be our top priority and the key consideration as we make decisions on how to move forward. Due to the latest developments in the Coronavirus (COVID 19) situation, as of March 18, 2020, the Goddard Space Flight Center is temporarily on mandatory telework status for Government personnel with restricted access to the center for all personnel until further notice.

Goddard Space Flight Center remains open, however, access to the Center is restricted to certain specific mission essential activities that have been determined necessary to support critical Agency needs. Onsite contractors are encouraged to telework and should speak with their project manager and, if appropriate, their Contracting Officer Representative (COR) regarding telework eligibility and follow company guidance/policy accordingly. Only personnel responsible for performing specific mission essential activities below will be allowed to enter the facility to support these activities.

At this time, no mission essential on-site activities have been identified under this contract. If in the future it is determined this contract will have certain specific mission essential activities, you will be notified by the contracting officer.

For mission-essential work travel, please contact the NASA program/project manager or Contracting Officer Representative (COR) for guidance regarding mission-essential travel. You are reminded, to ensure the health and safety of our workforce, NASA leadership has enacted a temporary policy for individuals who have recently traveled to any country that the Centers for Disease Control and Prevention has placed at “Level 3” concern. Currently most of Europe, United Kingdom, Ireland, South Korea, Italy, and China are at “Level 3”, check [CDC travel advisory website](https://www.cdc.gov/travel) for details and updates. Individuals who travel to any country at “Level 3” may not return to work onsite at NASA centers for a 14-day period, from the time of re-entry to the United States. This includes both business and personal travel. These travel restrictions are supplemental to other prohibitions on travel by U.S. citizens to Iran, designated by the State Department as “Level 4 - Do Not Travel” and by NASA civil servants and contractors to China (no official travel without appropriate certification to Congress).
If your employees are performing mission-essential work on a facility and they feel sick, they should not go to work. Please advise your employees to contact you immediately if they have been in close contact with a person known to have the Coronavirus (COVID 19) or if they went through airport screening and were told to self-observe or self-quarantine.

Actions that may result in increased contract costs due to this coronavirus situation should be minimized to the maximum extent practical. If you do consider such actions to be necessary, you are required to notify the Contracting Officer, Spencer W. Hurd. This notification should be done before the additional costs are incurred and should include a breakdown of the estimated costs and detailed rationale for these costs.

Contractor employees working off-site that are affected by Coronavirus (COVID 19) should defer to their established company guidance/policy.

You are responsible for monitoring the local radio, television stations, NASA Web sites, and other communications channels, for example contracting officer notification, for further updates on access to the Goddard Space Flight Center.

Any questions concerning this letter shall be directed to the undersigned at spencer.w.hurd@nasa.gov, or by phone at 202-650-8696.

Spencer W. Hurd
Contracting Officer