



Acquisition Services Division

Los Alamos National Laboratory
PO Box 1663, P201
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505-667-9182

Symbol: ASM:DO: 20-017
Date: March 13, 2020

Subject: COVID-19 Preparedness and Maintaining Laboratory Operations

Dear Valued Supplier:

As cases of COVID-19 are confirmed in New Mexico, I would like to assure you that our Laboratory remains open and our work on behalf of the nation will continue as we face this pandemic.

In light of the situation, we are taking proactive measures now to reduce the severity of the outbreak in the weeks to come while maintaining operations at the Laboratory. To that end, we request that our partners:

- Avoid unnecessary visits to Laboratory sites and facilities by supplier personnel;
- Hold virtual meetings when possible using VTC technology, Skype, Webex or phones instead of holding in-person meetings;
- Encourage your personnel to practice “social distancing” in daily interactions: maintain a distance of six feet from others as much as possible, clean hands regularly and avoid facial touching, avoid shaking hands.
- Monitor your employees performing work onsite at Laboratory sites and facilities and ensure they do not have flu like symptoms or a fever when arriving at the work site;
- Notify the Laboratory’s occupational medicine department at 505-667-0660 if one of your workers is ill, work with appropriate Laboratory staff to assess the situation, and take appropriate action, including notifying appropriate community health groups; and
- Inform the Laboratory at Business@LANL.gov using the form below as you determine how this situation impacts your business and if you anticipate the developing situation will impact the valuable work you are performing at the Laboratory.

Our common goal is to keep our workforce, suppliers, and families safe and healthy while maintaining operations at Laboratory. We are advising all visitors and Laboratory employees to follow the [New Mexico Department of Health recommendations](#). Please contact the Laboratory’s supplier management department at Business@LANL.gov or 505-667-4419 if you have questions or would like to discuss this matter further.

Sincerely,

G. Drew Fuller
Chief Procurement Officer

Supplier name:	
Responsible person name:	
Responsible person title:	
Responsible person phone number:	
Responsible person e-mail:	
Problem origination date:	
Source of problem (Tier 1, Tier 2)	
Tier 1 Supplier name, location:	
Tier 2 Supplier name and location:	
Custom or COTS?	
Purchase Order # :	
Mfg Part # :	
Description of problem:	
<u>Action to date:</u>	
<u>Original delivery schedule:</u>	
<u>Current delivery schedule:</u>	
<u>Other comments</u>	