

## USACE Volunteer COVID-19 Vaccination Attestation Guidance for Civil Works Activities

**USACE volunteers shall be treated as “official visitors”** as defined in Attachment 2 of the 20 December 2021 “Force Health Protection Guidance (Supplement 23) Revision 3 - Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening, Testing, and Vaccination Verification” (FHP 23). Official visitors are non-DOD individuals seeking access, one time or recurring, in association with the performance of official DOD business.

USACE Civil Works activities with volunteers must implement this guidance in their volunteer programs **effective immediately**.

### **Summary of requirements:**

Per the Official Visitor guidance, volunteers assigned to or whose service requires their presence in USACE buildings or government vehicles must:

- Complete DD Form 3150, “Contractor and Visitor Certification of Vaccination” and show it to authorized DOD personnel upon request.
- If they are not fully vaccinated against COVID-19, or decline to share their COVID-19 vaccination status, they must also possess and present an electronic or paper copy of a negative FDA-authorized or approved COVID-19 test result within the 72 hours immediately prior to the date of entry **in CDC Community Levels of Medium and High**; and
- Maintain completed form (or test result, if necessary) on their person for the duration of their visit and present it to the volunteer manager or volunteer supervisor, as needed; and
- Comply with all public health protocols in place at the USACE project or office.

**Official visitors will conduct COVID-19 testing at their own expense when a Commander implements screening testing in accordance with reference 1.I and Annex Y (Appendix 3) of OPORD 2021-38. If an official visitor is unable to show a negative COVID-19 test result, the visitor will be denied access. Official visitors will not be provided onsite self-testing.**

The above requirements only apply as a condition of physical access to USACE buildings or government vehicles. Volunteers who do not access USACE buildings or government vehicles and serve outdoors or who only receive ad hoc access are not required to complete the DD 3150 form or present negative test results.

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### **FAQs for Volunteer Managers**

- a. **What requirements apply to volunteers?**

The Department of Defense Force Health Protection Guidance regarding access to federally controlled buildings for official visitors has been determined by USACE to apply to volunteers. Therefore, volunteers who access USACE-controlled buildings or vehicles must fill out the DD Form 3150, "Contractor and Visitor Certification of Vaccination" and carry it with them while volunteering. If necessary, volunteers must also comply with testing requirements.

**b. Which volunteers must adhere to the vaccination attestation or COVID-19 testing protocol?**

1. Volunteers assigned to or whose service requires their physical presence in USACE buildings or government vehicles must comply with the attestation and testing requirements. This will typically include regular, recurring volunteers, including those volunteering on a consistent short-term or long-term basis.

2. The following types of USACE volunteers do not need to comply with the attestation and testing requirements:

- a) Volunteers who serve outside only or who only have ad hoc access to buildings and vehicles. This will typically include one-term service events, citizen science, or episodic volunteers.
- b) Volunteers who serve virtually only.

3. Individuals whose service does not require their physical presence in USACE buildings or government vehicles are still required to comply with the other COVID-19 mitigation requirements for recreational visitors, such as masking and social distancing, but are not required to provide a DD 3150, "Contractor and Visitor Certification of Vaccination".

**c. Do the court-ordered injunctions regarding the vaccination mandate for federal contractors or federal employees based on Executive Orders 14042 and 14043, respectively, affect the implementation of this guidance for volunteers?**

The USACE volunteer vaccination attestation guidance is based on the Department of Defense Force Health Protection Guidance for COVID-19 regarding access to federally controlled buildings for official visitors. Therefore, volunteer vaccination attestation guidance is not impacted by the current injunctions against Executive Orders 14042 or 14043.

**d. Are there medical or religious exemptions for official visitor volunteers?**

No, there is not a requirement for all volunteers to be vaccinated and the DD 3150 provides a box for volunteers to decline to provide their vaccination status. Only volunteers who physically access USACE buildings or vehicles must attest

to vaccination status or provide a negative COVID-19 test, if applicable. Therefore, there is no need for volunteers to submit vaccine exemption requests.

**e. What types of COVID-19 tests are accepted for unvaccinated official visitor volunteers or those who decline to provide their status?**

FDA-authorized or approved COVID-19 tests to include self-test kits and those done at testing facilities are accepted. Self-test kits must have Instructions for Use and FDA approval, 510(K) premarket clearance or have an FDA Emergency Use Authorization. Army approved self-test kits from Appendix 1 to Annex Y to OPORD 2021-38 (General Instructions for Conducting Screening Tests) for contractors and employees include:

- QuickVue SOP
- Orasure IntelliSwab Rapid Test
- Abbot BinaxNOW Antigen Self-Test

**f. If a volunteer is using a self-testing kit, does the testing process need to be observed by a USACE employee, or can the volunteer complete the test at home/off site and inform the USACE employee of their test result?**

Volunteers must show an electronic or paper copy of negative results from an FDA-authorized or approved COVID-19 test administered no earlier than 72 hours prior to their visit in CDC Community Levels of Medium and High. Self-tests may be performed off-site with virtual supervision. Official visitors will conduct COVID-19 testing at their own expense when a Commander implements screening testing in accordance with reference 1.I and Annex Y (Appendix 3) of OPORD 2021-38. Official visitors will not be provided onsite self-testing.

**g. Do volunteers for outdoor one-day or episodic volunteer projects need to fill out the DD 3150 form?**

Volunteers who serve outside only do not have to fill out the form. This will typically include one-term service events like National Public Lands Day, Martin Luther King Jr. Day of Service, shoreline clean up events, or episodic volunteers for outside-only projects, like citizen science or trail maintenance.

**h. Do regular, recurring volunteers need to fill out the DD 3150, “Contractor and Visitor Certification of Vaccination” form?**

Volunteers assigned to or whose service requires their presence in USACE buildings or government vehicles will need to complete the form. This will typically include regular, recurring volunteers, including those volunteering on a consistent short-term or long-term basis. These volunteers are expected to keep the completed DD 3150, “Contractor and Visitor Certification of Vaccination” on their person while they are inside any USACE building or indoor worksite.

Volunteers who only receive ad hoc access are not required to complete the DD 3150 form.

- i. Are volunteers serving outside who enter a USACE building only to use the bathroom or portable/vault bathroom during their volunteer service required to complete the DD 3150 or provide a negative COVID-19 test?**

No, volunteers who enter a USACE building only to use the bathroom are not required to complete a DD 3150 form or provide documentation of test results. They must still follow all public health protocols in place at the building in question, such as masking.

- j. Are volunteers serving outside who only enter a USACE building to pick up a radio, tool, or supply item during their volunteer service required to complete the DD 3150 or provide a negative COVID-19 test?**

Volunteers who only receive ad hoc access to USACE facilities are not required to complete the DD 3150. This may include volunteers who only enter a USACE building (including barns and small temporary structures such as a shed) to pick up a necessary item at a single location at or near the building entrance. They must still follow all public health protocols in place at the building in question, such as masking.

- k. What is required of volunteers?**

Volunteers assigned to or whose service requires their presence in USACE buildings or government vehicles must:

1. Complete DD Form 3150, "Contractor and Visitor Certification of Vaccination" and show it to authorized DOD personnel upon request.
2. If they are not fully vaccinated against COVID-19, or decline to share their COVID-19 vaccination status, they must also possess and present an electronic or paper copy of a negative FDA-authorized or approved COVID-19 test result within the 72 hours immediately prior to the date of entry **in CDC Community Levels of Medium and High**; and
3. Maintain completed form (or test result, if necessary) on their person for the duration of their visit and present it to the volunteer manager or volunteer supervisor, as needed; and
4. Comply with all public health protocols in place at the USACE project or office.

- l. What is the required frequency for testing volunteers who serve on an ongoing basis, such as multiple days per week?**

For ongoing volunteers, their test may not be older than three days old at any given time.

For example: If a volunteer comes to a USACE building to volunteer each Tuesday and Wednesday, they will need a negative test each week, conducted within the three days prior to that day of service. In this example, the volunteer may want to have test results from Sunday or Monday so that they can use one test to meet the requirement for both days.

- m. In the case of an unvaccinated volunteer couple, if one shows a negative test but the other shows a positive test, are they both barred access during the volunteer with the positive result's CDC recommended quarantine time?**

Volunteers who have had a “close contact” with someone who has COVID-19 should follow the CDC’s guidance on quarantine and isolation, available at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.

- n. Are unvaccinated official visitor volunteers who are recovering from COVID-19 exempt from testing for a 90-day period following their recovery?**

Yes, in accordance CDC guidance, individuals who have recovered from a recent COVID-19 infection and who remain asymptomatic should not be required to undergo regular screening testing for 90 days following their documented date of recovery.

- o. Can USACE staff ask to see the volunteers' COVID-19 Vaccination Record Card instead of or in addition to the DD 3150, “Contractor and Visitor Certification of Vaccination”?**

No, the only forms USACE staff may require the volunteer to show are their DD 3150 or COVID-19 test results.

- p. Which USACE staff may ask to see the volunteers' DD 3150, “Contractor and Visitor Certification of Vaccination”?**

Appropriate USACE personnel with a need to know the volunteers' vaccination status for the purpose of enforcing safety related COVID-19 mitigation measures may ask to see the forms. This may include individuals such as volunteer managers or volunteer supervisors, or when necessary, park managers or Operations Project Managers, who may ask to see the form when the individual is on-site.

q. **What must volunteer managers and volunteer supervisors do?**

Notify volunteers of requirements for attestation, COVID-19 testing in advance of the visit, and relevant COVID-19 safety protocols.

1. Provide volunteers with the DD 3150, “Contractor and Visitor Certification of Vaccination” form, preferably well in advance of their visit. Note: USACE staff are advised to print and maintain a supply of paper forms to provide to volunteers who may need one.
2. Verify completion of—but do not collect—volunteers’ vaccination attestation forms and ensure they present a negative COVID-19 test if necessary.
3. Verify—but do not collect—volunteers’ COVID-19 test results to assure the test is no more than 72 hours old and the result is negative **in CDC Community Levels of Medium and High.**
4. Only admit volunteers who have a completed vaccination attestation form and, if required, a negative COVID-19 test.

r. **How long do volunteer managers have to comply with this requirement?**

Volunteer managers should begin to implement this requirement as soon as possible. Volunteers must begin carrying DD 3150, “Contractor and Visitor Certification of Vaccination” forms as soon as possible.

s. **Should volunteer managers retain a copy of the DD 3150, “Contractor and Visitor Certification of Vaccination” form in the volunteer’s file?**

No. Volunteer managers and volunteer supervisors should read the responses on the form and advise the volunteer accordingly, but they should not take possession of the form or make any record of the specific information reported on the form. **It is permissible to retain a list for the project confirming which volunteers have already had their DD 3150 checked**, as this will prevent volunteers from being asked many times for the same confirmation. Volunteers who must provide test results should continue to be asked for their results.

t. **Do volunteers have to have the DD 3150, “Contractor and Visitor Certification of Vaccination” on them when they are riding in a government vehicle? Is the vehicle considered the same as a federal building?**

Yes, volunteers are expected to keep the completed DD 3150 on their person while they are inside any USACE building or indoor worksite, which includes government vehicles.

u. **For unvaccinated volunteers: How will we conduct testing? Who will pay for testing?**

Official visitors will conduct COVID-19 testing at their own expense when a Commander implements screening testing in accordance with reference 1.I and Annex Y (Appendix 3) of OPORD 2021-38. Official visitors will not be provided onsite self-testing. Self-tests may be performed off-site with virtual supervision.

v. **Are unvaccinated volunteers allowed to serve?**

Yes. Volunteers who are unvaccinated must meet current testing requirements to serve indoors.

Volunteers who do not access USACE buildings or vehicles during their service are required to comply with the COVID-19 mitigation requirements for recreational visitors, such as masking and social distancing, but are not required to provide a DD 3150 form.

w. **Are volunteers under the age of 18 impacted by this policy?**

Volunteers below the age of 18 should have a parent / guardian sign the DD 3150, "Contractor and Visitor Certification of Vaccination" on their behalf, noting this on the "Signature (full name)" line. COVID-19 test results for volunteers under the age of 18 must be provided by a parent/ guardian. Everyone age 5 years and older is currently eligible for COVID-19 vaccination.

x. **What is the process for hiring and onboarding new volunteers under these requirements? Is there language that can be included on Volunteer.gov or other opportunity announcements that outline the volunteer attestation requirements?**

New Volunteer.gov volunteer opportunities and new volunteer agreements, as well as applicable volunteer training or onboarding materials are recommended to include the following language:

Beginning in February 2022, all volunteers accessing USACE buildings or government vehicles must:

1. Complete DD Form 3150, "Contractor and Visitor Certification of Vaccination" and show it to authorized USACE personnel upon request.
2. If they are not fully vaccinated against COVID-19, or decline to share their COVID-19 vaccination status, they must also possess and present a negative FDA-authorized or approved COVID-19 test result within the 72 hours immediately prior to the date of entry in CDC Community Levels of Medium and High; and

3. Maintain completed form (or test result, if necessary) on their person for the duration of their visit and present it to the volunteer manager or volunteer supervisor, as needed; and
4. Comply with all public health protocols in place at the USACE project or office such as masking, social distancing, and hand washing.

**y. Does this guidance pertain to volunteers who serve another organization/agency on USACE outgranted properties?**

Volunteers who are working for an outgrantee must follow all guidance/policy from the organization they are signed up to volunteer for. If their volunteer service requires access to USACE buildings or vehicles, they are required to follow USACE guidance.

**z. Where can I find the referenced policy guidance?**

- <https://corpslakes.erc.dren.mil/covid19/index.cfm?Option=Other>
- <https://corpslakes.erc.dren.mil/employees/policy.cfm?Id=volunteer&Code=All&View=Yes>

**aa. Where can I find information about Contractor vaccination/attestation requirements?**

The general DOD guidance can be found in Force Health Protection 23. USACE implementation guidance can be found in USACE OPORD 2021-38 and related FRAGOs.