April 15, 2020

To all NEEA’s valued contractors:

COVID-19 is impacting every facet of our lives - both personal and business. As we all struggle to recalibrate, NEEA would like you to know that we are right there with you and will help adjust current projects as needed to reflect COVID-19 realities. If your work with NEEA is encountering pandemic-related obstacles, please connect with NEEA as soon as possible so we can help find solutions and adjust your contract accordingly.

NEEA wants to ensure the well-being of all people in our energy efficiency community. We have arranged for all employees to work remotely and are complying with all government restrictions and guidelines related to COVID-19. We ask that NEEA contractors help prevent the spread of COVID-19 by doing the following:

- Comply with all government restrictions and recommendations for preventing the spread of COVID-19.
- Suspend all work that requires an onsite visit from contractor or subcontractor at a NEEA, NEEA funder, or NEEA program participant location unless contractor has obtained prior written permission from NEEA, NEEA’s funder, and the program participant. Any such work will require additional guidance from NEEA before it can be resumed.
- Ensure that contractor employees, subcontractors, and project stakeholders involved in NEEA’s work that have a confirmed or presumptive COVID-19 case, are exhibiting symptoms related to COVID-19 (including fever, cough, sore throat, and shortness of breath), or have been exposed to COVID-19 within the last 14 days are prohibited from coming into contact with NEEA staff, funder staff, program participants, or other individuals involved in NEEA’s work.
- Notify NEEA immediately (by emailing legal@neea.org) if any contractor employees, subcontractors, or project stakeholders have a confirmed or presumptive COVID-19 case and has come into contact within 14 days with NEEA staff, funder staff, program participants, or other individuals involved in NEEA’s work.
- Ensure that contractor employees and sub-contractors have reviewed and will comply with these requirements.

Thank you for your help and cooperation during these challenging times. Together, NEEA and our energy efficiency community will get through this and move forward.