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**From:** ^General Delivery  
**Sent:** Wednesday, September 29, 2021 11:23 AM  
**Subject:** Updated Visitor Badging Procedure and COVID-19  
**Attachments:** Certification Vaccination On-site Contractors\_Visitors.pdf

## THE HANFORD SITE

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September 29, 2021

**TO:** All Federal/GSSC, CPCCo, HLMI, HPMC OMS, HMIS, and WRPS Employees  
**From:** Central Badging Office

**SUBJECT: Updated Visitor Badging Procedure and COVID-19**

**\*\*PLEASE SHARE THIS MESSAGE WITH THOSE WHO ARE NOT ON COMPUTERS\*\***

To align with the Hanford Site COVID-19 Workplace Safety Plan, HMIS will update the badging procedure for visitors to the Hanford Site. Effective Monday, Oct. 4, the requirements below apply to visitors needing access to the Hanford Site or to any facility owned or leased by DOE. This will apply to any previously issued or approved visitor badge that extends to or beyond Oct. 4.

- Prior to submitting a badge request in the Badging Request System (BRS), the host of the visitor must communicate all COVID-19 requirements to the visitor and provide the [OMB Certification of Vaccination Form \(attached\)](#). The host must advise the visitor to present their completed and signed OMB form at time of badging, along with a copy of their negative COVID-19 test result, if required.
  - The visitor will check one of four boxes to indicate their COVID-19 vaccination status and whether they are: (1) fully vaccinated, (2) not yet fully vaccinated, (3) not vaccinated, or (4) decline to respond.
  - The completed and signed form must be visually verified (but not maintained) by the badging office at time of badging.
  - If the visitor is not fully vaccinated or declines to disclose their vaccination status, the visitor must also provide proof of a negative COVID-19 test result (at their own expense) taken within 72 hours of their planned visit to the Site, at time of badging.

- Visitor badges issued based on a negative COVID-19 test result are valid for up to 7 days. If a visitor badge needs to be extended beyond that time, the visitor must complete and provide proof of another negative COVID-19 test result if they do not attest to being fully vaccinated.
- Visitors should keep the completed OMB form and a copy of their negative COVID-19 test result (if required) with them at all times on the Hanford Site or within DOE owned or leased facilities.

The updated procedure, as well a process workflow to provide additional guidance to hosts, will be available later this week. These requirements apply only to Hanford Site visitors and not to badged vendors or subcontractors. Visitors to the Waste Treatment and Immobilization Plant or Pacific Northwest National Laboratory should work with those offices to obtain specific requirements. If you have any questions on this revised procedure and the requirements, please contact Joel Elliott at 509-376-1846 or Anthony Moore at 509-372-1529.

Thank you for doing your part to maintain the safety and security of the Hanford Site.

