



UNITED STATES DEPARTMENT OF COMMERCE

Washington, D.C. 20230



COVID-19 WORKPLACE SAFETY PLAN

January 2023

DOC COVID-19 Coordination Team

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Introduction

Since the onset of the COVID-19 pandemic in 2020, the Department of Commerce (DOC) has taken a measured and managed approach — focused on employee **health, safety, and well-being** — to mitigate the spread of COVID-19 and the impact on our workforce, while ensuring the continuity of Mission Critical work across our 13 Bureaus. We are committed to ensuring your safety and continue to make decisions based on the latest Centers for Disease Control and Prevention (CDC) recommendations, public health best practices, and guidance from the Administration.

On January 20, 2021, President Joseph R. Biden issued [Executive Order \(EO\) 13991: Protecting the Federal Workforce and Requiring Mask-Wearing](#). This EO states:

“It is the policy of the Administration to halt the spread of coronavirus disease 2019 (COVID-19) by relying on the best available data and science-based public health measures. Such measures include wearing masks when around others, physical distancing, and other related precautions recommended by the Centers for Disease Control and Prevention (CDC). Put simply, masks and other public health measures reduce the spread of the disease, particularly when communities make widespread use of such measures, and thus save lives.” – President Joseph R. Biden, 2021

In accordance with President Biden’s EO, the DOC continues to make significant strides and provide overarching guidance and policies to its Bureaus in all areas of COVID-19 workplace safety. For example, the DOC developed and implemented numerous policies and initiatives including:

- ✓ Successfully transitioned in 2020 to maximum telework with minimal issues or disruption while continuing to achieve all mission objectives and maintaining 24/7 building operations, and in 2021 and early 2022 developed critical data-driven processes for the workplace return to office and post-return to office activities across all Bureaus, and implemented those processes
- ✓ Implemented a rigorous DOC-level approval process for any critical travel, meetings and conferences, and visitor tracking
- ✓ Established a Federal vaccination site in partnership with more than 10 agencies in the National Capital Region (NCR)
- ✓ Created a COVID-19 Information Hub to educate the public and our employees on key COVID-19 activities occurring at the DOC and to communicate critical policy updates and resources
- ✓ Developed and implemented the DOC COVID-19 Communications Plan, deployed targeted communications on key DOC policy updates and COVID-19 guidance through multiple channels, including the Commerce.gov COVID-19 Information Hub
- ✓ Engaged with ~10,000 personnel during DOC COVID-19 Virtual Town Hall Series to answer employees’ pressing concerns about the latest COVID-19 science, medical data, and mental health information
- ✓ Developed the DOC COVID-19 Safety Handbook detailing policies and guidance for a phased return to the office and post-return to office activities to aid in Bureau and Office leadership decision-making

- ✓ Conducted various types of vaccination education to remind personnel about the importance of getting vaccinated, the safety and efficacy of the vaccines, the Federal employee COVID-19 vaccination requirement pursuant to EO 14043 (when previously enforced prior to an applicable nationwide injunction), deadlines to become fully vaccinated, and resources on where to get vaccinated
- ✓ Updated critical workplace health and safety guidance in alignment with CDC guidance and the Safer Federal Workforce Task Force's Model Agency COVID-19 Safety Principles

The DOC also formally established the [DOC COVID-19 Coordination Team](#) to oversee our efforts and ensure the health and safety of our workforce.

In response to Office of Management and Budget (OMB) Memoranda [M-21-15](#) and [M-21-25](#), [EO 14042](#), [EO 14043](#), Safer Federal Workforce Task Force Model Agency COVID-19 Safety Principles ([most recently updated 9/15/22](#)), and other Safer Federal Workforce Task Force guidance and Frequently Asked Questions on [SaferFederalWorkforce.gov](#), the DOC COVID-19 Coordination Team developed and enhanced its [COVID-19 Workplace Safety Plan](#).

In implementing EOs 14042 and 14043, the Department will comply with all relevant court orders, including by following relevant OMB and Safer Federal Workforce Task Force guidance. Note:

- One or more court orders currently prohibit the enforcement of requirements of Executive Order (EO) 14042 on *Ensuring Adequate COVID Safety Protocols for Federal Contractors* against certain parties and within certain locations. At this time, consistent with guidance from OMB and the Safer Federal Workforce Task Force, DOC will take no action to enforce compliance with any contract clause implementing EO 14042 regardless of party or location. See the Safer Federal Workforce Task Force website for more information, including the latest guidance regarding the implementation and enforcement of EO 14042: [For Federal Contractors | Safer Federal Workforce](#)
- To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated depending on the course of ongoing litigation, the Department will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to EO 14043 on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*. Any aspects of this COVID-19 Workplace Safety Plan related to the vaccination requirement pursuant to EO 14043 are not in effect and will not be implemented or enforced by DOC while the injunction is in place.

The purpose of our COVID-19 Workplace Safety Plan, outlined below, is to provide [minimum mandatory safety guidance for all DOC employees, onsite contractor employees, and any visitors and other individuals interacting with the DOC workforce in DOC facilities](#).

In accordance with EO 13991, DOC must require compliance with CDC guidance with respect to public health measures by on-duty or onsite Federal employees, onsite Federal contractor employees, and all individuals in Federal buildings or on Federal lands. The Secretary may also make categorical or case-by-case exceptions to the extent that doing so is necessary or required by law, and consistent with applicable law. Consistent with EO 13991, DOC works closely with the Safer Federal Workforce Task Force on implementation, operation, and potential exceptions to policy.

In cases where additional layers of prevention are recommended by the CDC or state, local, tribal, or territorial regulations apply or conflict with policy, DOC observes the more stringent policy related to COVID-19 mitigation and prevention.

For any questions about the DOC COVID-19 Workplace Safety Plan, please contact the DOC's COVID-19 Coordination Team Lead Zack Schwartz (Zschwartz@doc.gov).

Overview

The **goal** of the Department's **COVID-19 Workplace Safety Plan** is to ensure the **health** and **safety** of our Federal workforce.

Our COVID-19 Workplace Safety Plan builds upon the Department's framework for safe workplace operations and includes updated health and safety policies, protocols, and essential COVID-19 work requirements consistent with Federal policies and guidelines, including:

- [Latest guidance](#) from U.S. Centers for Disease Control and Prevention (CDC)
- [Latest guidance](#) from the Safer Federal Workforce Task Force (Task Force)
- [Latest guidance](#) from Occupational Safety and Health Administration (OSHA) on preparing workplaces for COVID-19
- Latest guidance from [OMB, Office of Personnel Management \(OPM\)](#), and [General Services Administration \(GSA\)](#)

The DOC COVID-19 Workplace Safety Plan includes:

- Current Department-level and Bureau-specific policies
- Communication strategy for employee, contractor employees, and visitor COVID-19 updates (see Appendix)

The DOC COVID-19 Workplace Safety Plan is a **living document**. The DOC COVID-19 Coordination team will continue to assess and refresh this plan and related DOC policies and processes over time as conditions warrant, and as guidance from the CDC, the Safer Federal Workforce Task Force, OMB, and other Federal agencies is updated.

DOC Bureaus & Offices

The DOC will adhere to all applicable laws and guidelines and will follow a tailored rather than “one-size-fits all” approach to empower its Bureaus & Offices (“Bureaus”) to craft policy and make decisions based on the needs of their workforce. The DOC continues to maintain close coordination with its Bureaus for continued implementation of health and safety policies outlined in the COVID-19 Workplace Safety Plan based on the needs of their workforce and environment. In addition to addressing Bureau-specific safety challenges, the DOC ensures all employees, onsite contractor employees, and visitors are aware of the requirement to comply with CDC guidelines and the policies and protocols in this Workplace Safety Plan, and have access to COVID-19 resources and information, as outlined in our COVID-19 Workplace Safety Plan Socialization Framework. The DOC COVID-19 Coordination Team regularly coordinates across DOC to discuss and review Bureau-specific plans and policies to ensure they are aligned to all relevant Federal policies and guidelines.

DOC COVID-19 Coordination Team

The DOC COVID-19 Coordination Team is responsible for championing health protocols established by the CDC and regularly reviewing COVID-19-related data, guidelines, and workplace safety needs across Bureaus. The DOC COVID-19 Coordination Team meets regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to DOC COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluates any other operational needs related to COVID-19 workplace safety. The Team includes representatives from Human Resources, Occupational Safety & Health, Executive Leadership, the Office of the General Counsel, and Public Health Experts.

The core members of the DOC COVID-19 Coordination Team include:









- Acting Chief Financial Officer and Assistant Secretary for Administration
- COVID-19 Coordination Team Lead
- Associate Deputy General Counsel of the Office of the General Counsel
- Acting Deputy Assistant Secretary for Administration and Director Office of Facilities and Environmental Quality (OFEQ)
- Associate Director of Office of Space and Building Management
- Manager of Occupational Safety and Health at Herbert C. Hoover Building (HCHB)
- Director of the Office of Human Resources Management (OHRM)
- Director of Occupational Safety and Health
- Representative from the Office of Safety, Security, and Asset Management (OSSAM)

The DOC COVID-19 Coordination Team also includes representation from all Bureaus including:

- Bureau of Economic Analysis (BEA)
- Bureau of Industry and Security (BIS)
- U.S. Census Bureau (USCB)
- Economic Development Administration (EDA)
- Office of the Under Secretary for Economic Affairs (OUS/EA)
- International Trade Administration (ITA)
- Minority Business Development Agency (MBDA)
- National Institute of Standards and Technology (NIST)
- National Technical Information Service (NTIS)
- National Oceanic and Atmospheric Administration (NOAA)
- National Telecommunications and Information Administration (NTIA)
- U.S. Patent and Trademark Office (USPTO)
- Office of the Secretary (OS)

DOC COVID-19 Response

The COVID-19 Workplace Safety Plan is part of the Department’s larger COVID-19 response strategy. In addition to creating the COVID-19 Workplace Safety Plan, the Department continues to take action to protect our workforce against COVID-19.

	<ul style="list-style-type: none"> • Coordinate closely with the Safer Federal Workforce Task Force to protect the health and safety of the American public and DOC employees. • Update the DOC COVID-19 Workplace Safety Plan and other policy guidance as Federal and CDC guidelines evolve.
	<ul style="list-style-type: none"> • Coordinate with DOC Bureaus to align their workplace safety plans with the DOC COVID-19 Workplace Safety Plan. • Develop Bureau-specific health and safety protocols to limit disruption to Mission Critical activities.
	<ul style="list-style-type: none"> • Assist DOC Bureaus in implementing and communicating health and safety protocols across their workforces.
	<ul style="list-style-type: none"> • Identify and source supplies and services necessary to respond to COVID-19 in consultation with the Office of Acquisition Management (OAM).
	<ul style="list-style-type: none"> • Evaluate and implement building reconditioning activities like mechanical and safety system checks (e.g., HVAC) to prepare for increased workforce occupancy.
	<ul style="list-style-type: none"> • Provide up-to-date COVID-19 resources and information for employees and updates on Departmental and Bureau COVID-19 activities on the DOC COVID-19 Information Hub.
	<ul style="list-style-type: none"> • Work with DOC Bureaus to obtain and report all COVID-19 data to the Emergency Operations Center and DOC COVID-19 Coordination Team.
	<ul style="list-style-type: none"> • Ensure engagement with organized labor to confer, coordinate, and satisfy applicable collective bargaining obligations as it relates to the current operating status and with respect to return-to-office planning.

Health & Safety

Vaccination

Federal Employees: Vaccination

The DOC supports public health guidance and recognizes vaccines as the best available resource to protect people from getting seriously ill, being hospitalized, and dying. DOC urges all employees to get all COVID-19 vaccinations [recommended by the CDC](#) to protect themselves and others. Consistent with CDC guidance, [DOC's workplace safety protocols do not vary based on vaccination status or otherwise depend on employee vaccination information.](#)

DOC may enforce vaccination requirements unrelated to [EO 14043](#) and pursuant to other authorities and require documentation from employees and potential employees subject to those requirements. Bureaus and offices should consult with the DOC COVID-19 Coordination Team, the Office of the General Counsel, and DOC's Senior Agency Official for Privacy before enforcing any vaccination requirements unrelated to [EO 14043](#).

Federal Employees: Vaccination and Administrative Leave

In accordance with Federal guidance, employees can request up to four (4) hours of administrative leave to complete any non-required dose of an FDA-authorized COVID-19 vaccine. If an employee needs to spend less time getting the vaccine dose, only the required amount of administrative leave should be granted. DOC employees should obtain approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes.

DOC will grant up to two (2) workdays of administrative leave if an employee has an adverse reaction to a COVID-19 vaccine dose that prevents the employee from working (i.e., no more than two (2) workdays for reactions associated with a single dose). If an employee requests more than two (2) workdays to recover, the employee may take other appropriate leave (e.g., sick leave) to cover any additional absence.

In limited situations, DOC may require employees to be vaccinated against COVID-19 pursuant to DOC-specific vaccination requirements. In this situation, DOC would allow employees to undertake required COVID-19 vaccine doses on duty time. Please contact your bureau or office leadership for additional guidance related to leave, if needed.

For COVID-19 vaccinations received after July 29, 2021, DOC will grant employees up to four (4) hours of administrative leave per dose to accompany a family member that is receiving a COVID-19 vaccination as defined in OPM's leave regulations (5 CFR 630.201). If an employee needs to spend less time accompanying a family member who is receiving a COVID-19 vaccination, DOC will grant only the needed amount of administrative leave time. DOC employees should obtain approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes. DOC employees will not

be credited with administrative leave or overtime work for time spent outside of their tour of duty helping a family member receive their COVID-19 vaccination.

Contractor Employees and Visitors

The Department does not require onsite contractor employees and visitors to provide information about their vaccination status at this time. Additionally, onsite contractor employees and visitors are not required to show proof of a negative COVID-19 test when entering or in a DOC facility, regardless of their vaccination status.

Bureaus and offices should consult with the DOC COVID-19 Coordination Team, the Office of the General Counsel, and DOC's Senior Agency Official for Privacy before enforcing any setting-specific dependencies that require contractor employees and visitors to provide vaccination information. Collection of any contractor employee or visitor vaccination information must be in accordance with the Privacy Act of 1974 and, if applicable, would require a DOC-specific Systems of Records Notice (SORN).

In certain circumstances, DOC may establish COVID-19 point-in-time screening testing requirements for onsite contractor employees and visitors accessing high-risk settings within DOC facilities, regardless of their vaccination status. All bureaus and offices must consult with the DOC COVID-19 Coordination Team and the Office of the General Counsel before implementing any onsite contractor or visitor COVID-19 screening testing requirements.

DOC will allow for persons who are denied access to a Federal facility to receive services, including obtaining any Federal benefits or other services to which the individual is entitled, such as monetary benefit payments or required adjudicative appointments or hearings if visitors are unable to access Federal facilities due to mask-wearing, symptom screening, or other requirements in place pursuant to Executive Order 13991 on "Protecting the Federal Workforce and Requiring Mask-Wearing" and Safer Federal Workforce Task Force and agency guidance.

COVID-19 Community Levels

The Department considers CDC [COVID-19 Community Levels](#), which measure the impact of COVID-19 illness on health and healthcare systems, to inform the appropriate prevention strategies to utilize at a given time for each DOC facility. CDC provides county-level data showing the COVID-19 Community Level for each county in the United States, as determined by CDC. Bureaus will determine the COVID-19 Community Level for a given facility by looking to the COVID-19 Community Level for the county in which the facility is located. The Department will review the COVID-19 Community Level for each of its facilities on a weekly basis, to determine any changes that should be made to agency COVID-19 workplace safety protocols for the upcoming week.

Bureaus should make county-level assessments each Friday to determine the appropriate safety protocols for the subsequent week. All DOC COVID-19 safety protocols, informed by local COVID-19 Community Levels, must be followed by all Federal employees and onsite contractor employees in Federal buildings, in Federally controlled indoor worksites, and on Federal lands within the respective locality.

Please refer to the [Mask-Wearing section](#) to learn more about how DOC’s Mask-Wearing Policy is linked to COVID-19 Community Levels.

Mask-Wearing

The Department follows current [CDC guidance on mask-wearing](#) and guidance from the [Safer Federal Workforce Task Force](#).

All individuals onsite at a DOC facility or workspace must comply with mask-wearing guidance from the Safer Federal Workforce Task Force.

All DOC employees, onsite contractor employees, and visitors who are two years or older are required to wear a high-quality mask in public indoor settings, regardless of vaccination status, when the COVID-19 Community Level is HIGH, pursuant to [EO 13991](#) and consistent with CDC guidance. This includes when DOC employees are interacting with members of the public as part of their official responsibilities. **When the COVID-19 Community Level is MEDIUM or LOW, mask-wearing is optional**, except where required by Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements. Due to unique operational circumstances, certain DOC workplaces may require other or additional prevention measures. Bureaus and offices should consult with the DOC COVID-19 Coordination Team and the Office of the General Counsel before putting in place or enforcing any mask-wearing guidelines in excess of the baseline guidance. Any Bureau or office policies exceeding baseline guidance should be submitted to the COVID-19 Coordination Team and approved by the Deputy Secretary, following consultation with the Safer Federal Workforce Task Force, pursuant to EO 13991 and Safer Federal Workforce Task Force [guidance on exceptions](#).

County-level COVID-19 Community Level assessments will take place on Fridays with appropriate masking policies applicable to the following week. Please refer to the [COVID-19 Community Levels section](#) for resources to determine the local COVID-19 Community Level for each DOC facility. Pursuant to [EO 13991](#), DOC follows CDC’s guidance for mask wearing in specific settings.

When mask wearing is required in DOC facilities when COVID-19 Community Levels are HIGH:

- Individuals should wear a “high-quality” [mask or respirator](#). High-quality masks or respirators include respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or “procedure” or “surgical”-style masks.
- DOC will make high-quality masks or respirators available to agency employees and onsite contractor employees and visitors.
- DOC will post and update signs and post information online on agency websites, making clear what mask-wearing requirements apply in each Federal facility.

When individuals are required to wear a high-quality mask or respirator (such as an N95) in Federal facilities:

- Masks and respirators should be well-fitting and worn consistently and correctly (over mouth and nose).

- Masks or respirators should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- Individuals do not need to wear masks or respirators when outdoors.

Limited exceptions to mask-wearing are allowed when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when an individual is eating or drinking and maintaining distance from others. Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with agency safety and security requirements.

When the COVID-19 Community Level is LOW or MEDIUM in a county where a Federal facility is located, to be consistent with Safer Federal Workforce Task Force guidance, signage in DOC facilities will provide notice that mask-wearing is optional.

DOC requires that **individuals wear high-quality masks or respirators (such as an N95) when in Government-operated aircraft, boats and other maritime transportation conveyances, and buses with multiple occupants.**

- In these conveyances, occupants can remove their masks or respirators for safety reasons or for brief periods of time while eating, drinking, or taking medication.
- Mask-wearing is not required for outdoor areas of conveyances, if any.
- Mask-wearing in these Government- operated conveyances is not required if there is a single occupant or if the occupants are all co-habitants.
- In Government-operated vans, cars, trucks, and other motor pool passenger vehicles, DOC recommends that individuals wear high-quality masks or respirators (such as N95s) when there are multiple occupants.

Testing

In accordance with Safer Federal Workforce Task Force guidance regarding testing for Federal employees, the Department of Commerce (DOC) established the [DOC COVID-19 Testing Program](#).

COVID-19 testing will be available according to mission needs consistent with Safer Federal Workforce Task Force guidance, CDC guidance, and other sources of Federal guidance. This includes COVID-19 testing required for employees and onsite contractor employees who are known to have been exposed to COVID-19 and are onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities (see Post-Exposure Precautions).

For more information, please visit the [DOC COVID-19 Information Hub](#).

Symptom Monitoring

Employees, onsite contractor employees, or visitors who have fever or chills—or who have other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches—should not enter a Federal workplace. If an individual suspects that they have COVID-19, such as because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter a Federal workplace and should get tested if they have not already done so.

The DOC requires all employees, contractor employees, and visitors to complete a self-conducted symptom screening before entering a Federal facility. Additionally, all DOC employees must complete a self-conducted symptom screening prior to interacting with members of the public in person as part of their official responsibilities. Symptom screening does not need to be verified by DOC personnel. The DOC and its Bureaus post signage in and around their facilities and offices requiring all employees, contractor employees, and visitors to complete a self-conducted symptom screening prior to entering a Federal facility.

In alignment with EO 13991, DOC requires that any individual, regardless of vaccinations status, who develops a fever, chills, or other new or unexplained symptoms consistent with COVID-19, while onsite during the workday immediately wear a high-quality mask or respirator (such as an N95) and promptly leave the workplace.

The DOC supports Bureaus in the development of facility-specific entry guidelines (e.g., barrier/partitional controls, virtual health checks, staggered arrival) and appropriate signage, where applicable and in line with [OSHA safe work guidance](#). The DOC COVID-19 Coordination Team regularly assesses Bureau facility-specific guidelines to ensure they are in accordance with CDC and Safer Federal Workforce Task Force policies.

The DOC encourages Bureaus to expand and provide resources such as Standard Operating Procedures (SOPs), Frequently Asked Questions (FAQs), and tools for Bureau supervisors to systematically report employees infected with COVID-19. The DOC also encourages its Bureaus and Offices to implement flexible, nonpunitive sick leave and supportive policies as part of a comprehensive approach to prevent and reduce transmission among employees.

Post-Exposure Precautions

DOC follows current Safer Federal Workforce Task Force guidance on [Post-Exposure Precautions](#) for individuals who have had known exposure to someone with COVID-19, including required masking, physical distancing, testing, and symptom monitoring precautions.

Per CDC guidance, asymptomatic individuals who have had known exposure to someone with COVID-19 are not required to quarantine at home and may enter DOC facilities.

Pursuant to Executive Order 13991 and consistent with CDC guidance on [post-exposure precautions](#), individuals who are known to have been exposed to someone with COVID-19, regardless of their vaccination status, are required to:

1. Wear a high-quality [mask or respirator](#) (such as an N95) while indoors at an agency workplace or interacting indoors with members of the public in person as part of their official responsibilities as soon as possible after notification of exposure and continue to do so for 10 full days from the date they were last known to have been exposed;
2. Take [extra precautions](#), such as avoiding crowding and physically distancing from others, when they know they are around people who are [more likely to get very sick from COVID-19](#) while onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities, for 10 full days from the date they were last known to have been exposed; and
3. Watch for [COVID-19 symptoms](#) for 10 full days from the date they were last known to have been exposed.

Isolation and Post-Isolation Precautions

DOC follows current Safer Federal Workforce Task Force [guidance on isolation, returning to working onsite at an agency workplace following isolation, and post-isolation precautions](#). Any Bureau policies exceeding baseline guidance should be submitted to the COVID-19 Coordination Team and approved by the Secretary following consultation with the Safer Federal Workforce Task Force, pursuant to EO 13991 and Safer Federal Workforce Task Force [guidance on exceptions](#).

Additionally, DOC follows Safer Federal Workforce Task Force [leave guidance](#) related to isolation.

Travel

In line with CDC [travel guidance](#) and the latest Task Force guidance on [Official Travel for Federal Employees](#), there are no Government-wide limits on official travel, regardless of an employee's vaccination status. [Please refer to DOC's Office of Financial Management Travel Guidance for complete requirements and procedures related to official travel.](#)

DOC follows the latest Task Force guidance on [Official Travel](#) for individuals with COVID-19 symptoms, individuals with a positive COVID-19 test, and individuals who are known to have been exposed to COVID-19.

DOC, in alignment with the CDC, recommends that all employees are up to date with COVID-19 vaccines before travel and consider getting tested for current COVID-19 infection with a viral test as close to the time of departure as possible, but no more than three (3) days before travel. All employees must adhere to CDC guidance for [domestic](#) and [international](#) travel before, during, and after official travel and check the local COVID-19 Community Level and any travel restrictions at their destination before departure. All employees should wear a high-quality mask or respirator (such as an N95) while on-duty and around

others indoors at their destination, if the COVID-19 Community Level in the county where their destination is located is HIGH.

Meetings, Events, and Conferences

All in-person attendees at any meetings, conferences, or events hosted by DOC must comply with relevant COVID-19 safety protocols, including as it relates to required mask-wearing when COVID-19 Community Levels are HIGH, pursuant to EO 13991, Safer Federal Workforce Task Force, and CDC guidance.

In certain circumstances, DOC may establish COVID-19 point-in-time screening testing in high-risk settings for meetings, events, and conferences, following consultation with the Task Force. Bureaus and offices must first coordinate with the DOC COVID-19 Coordination Team and the Office of the General Counsel before establishing COVID-19 point-in-time screening testing requirements for meetings, events, and conferences in high-risk settings.

Confidentiality and Privacy

The DOC and its Bureaus coordinate with the Department's Agency Records Officer, Chief Information Officer, and Senior Agency Official for Privacy to determine the best means to collect and maintain required medical information and documentation. As required, the DOC and its Bureaus **present personnel with a Privacy Act statement at the point of documentation and information collection.**

DOC bureaus and offices will coordinate closely with DOC's Senior Agency Official for Privacy (SAOP) when collecting, storing, and maintaining any vaccination information related to setting-specific dependencies. Collection of any contractor and visitor vaccination information requires a DOC-specific Systems of Records Notice (SORN).

All employee proof of vaccination data collected to date will be preserved in the appropriate collection systems in accordance with National Archives and Records Administration records schedules.

Personnel medical information is treated as confidential in accordance with applicable law.

The DOC consistently evaluates its COVID-19 specific confidentiality policy to identify areas for additional enhancement, as necessary and promotes department-wide privacy and information technology (IT) security compliance. These efforts are an extension of the DOC's adherence to existing laws and policies with respect to the confidentiality and handling of personal medical data generally. Employees should contact the DOC COVID-19 Coordination Team for any questions or issues related to privacy or confidentiality.

Workplace Operations

Ventilation & Air Filtration

DOC, Bureau, and Office facilities follow the latest CDC guidance on [ventilation in buildings](#), including as it relates to heating and air conditioning (HVAC) recommendations. To the maximum extent feasible, [indoor ventilation is optimized](#) to increase the proportion of outdoor air, improve filtration, and reduce or eliminate recirculation.

The DOC uses Ultraviolet Germicidal Irradiation (UVGI) light in Air Handling Units (AHUs) throughout the HCHB in Washington, D.C. This system kills viral, bacterial, and fungal organisms and in combination with increased outside air exchanges and appropriate protocols, reduces risk of COVID-19 transmission. Additionally, the HCHB is maximizing ventilation by expanding hours of operating of the AHUs, which increases the number of daily air exchanges. Finally, all AHUs are regularly maintained and utilize the highest MERV rating air filters allowable per the manufacturer’s recommendations, including MERV 13 air filters.

Collective Bargaining Obligations

The DOC continues to satisfy all applicable collective bargaining obligations under [5 U.S.C Chapter 71](#) when implementing the DOC COVID-19 Workplace Safety Plan and corresponding policies, including on a post-implementation basis when necessary. The DOC and its corresponding Bureaus and Offices will continue to communicate regularly with the appropriate employee representatives on workplace safety matters.

Appendix

Table 3. DOC COVID-19 Workplace Safety Plan Version Control

Version Number	Modifications Made	Date Modified
2.0	Finalized DOC COVID-19 Workplace Safety Plan for publication based on OMB and GSA feedback and additional requirements	2/19/21
3.0	Updated DOC COVID-19 Workplace Safety Plan to align with CDC Federal Guidelines for Fully Vaccinated Individuals, OMB M-21-25, EO 14042, and EO 14043.	9/10/21
4.0	Updated DOC COVID-19 Workplace Safety Plan to align with Safer Federal Workforce Task Force Updated COVID-19 Workplace Safety Agency Model Safety Principles, Vaccination Guidance, and Guidance for Federal Contractors and Subcontractors.	10/8/21
5.0	Updated DOC COVID-19 Workplace Safety Plan to include updated Vaccination and Confidentiality and Privacy Guidance following an assessment using the OMB COVID-19 Workplace Safety Plan Agency Self-Assessment Tool.	10/15/21
6.0	Updated DOC COVID-19 Coordination Team Members, included additional progress made to date within the introduction and added a new requirement easing mask requirements after two weeks of moderate community risk.	10/29/21
7.0	Updated formatting, links, and the Vaccination, Levels of Community Risk, Telework & Remote Work, Masking & Physical Distancing, Quarantine & Isolation, Travel, Occupancy, and Appendix sections per OMB feedback and GSA recommended text.	11/30/21
8.0	Updated introduction to include required statement from OMB regarding the implementation of EO 14042 and compliance with applicable court orders.	12/10/21
9.0	Updated based on the applicable nationwide court injunction of EO 14043, changes to community risk metrics, testing, and quarantine and isolation.	2/25/22
10.0	Updated to include latest Safer Federal Workforce Task Force frequently asked questions (FAQs) on CDC COVID-19 Community Levels and related safety protocols.	3/15/22
11.0	Updated the Telework & Remote Work and Visitors sections per the latest guidance from the Safer Federal Workforce Task Force. Removed the Occupancy and Work Schedules sections.	03/25/22

12.0	Updated the Testing section with a link to the latest DOC COVID-19 Screening Testing Policy.	04/29/22
13.0	Updated the Quarantine and Isolation section with the latest DOC Quarantine and Isolation Policy.	05/06/22
14.0	Updated the Contact Tracing and Quarantine and Isolation sections with the latest DOC policy.	05/10/22
15.0	Updated Visitor Policy to be more explicitly in line with Safer Federal Workforce Task Force FAQs.	05/18/22
16.0	Updated to include latest Safer Federal Workforce Task Force FAQs on official travel, leave, mask-wearing, and exceptions.	06/14/22
17.0	Updated to align environmental cleaning procedures to Safer Federal Workforce Task Force FAQs.	07/19/22
18.0	Removed outdated information on shared spaces and telework.	07/22/22
19.0	Added Telework and Remote Work updates from the U.S. General Services Administration (GSA).	08/10/22
20.0	Removed policies related to vaccination status and policies dependent on vaccination status and removed quarantine requirements consistent with Safer Federal Workforce Task Force guidance and updated Centers for Disease Control and Prevention (CDC) guidelines.	08/21/22
21.0	Updated policies related to masks and respirators, as well as physical distancing, consistent with Safer Federal Workforce Task Force guidance.	09/01/22
22.0	Updated policies related to Vaccination and Administrative Leave consistent with Safer Federal Workforce Task Force guidance.	09/16/2022
23.0	Updated policies related to Vaccination, Contractor Employees and Visitors, COVID-19 Community Levels, Masking, Testing, Symptom Monitoring, Isolation and Post-Isolation Precautions, Travel, and Ventilation & Air Filtration. Removed the Environmental Cleaning, Hygiene, and DOC COVID-19 Communications Plan sections. Added a new Post-Exposure Precautions section.	10/27/22
24.0	Updated policies related to Vaccination, Contractor Employees and Visitors, COVID-19 Community Levels, Masking, Testing, Symptom Monitoring, Isolation and Post-Isolation Precautions, Travel, and Ventilation & Air Filtration. Removed the Environmental Cleaning, Hygiene, and DOC COVID-19 Communications Plan sections. Added a new Post-Exposure Precautions section.	01/06/23