U.S. Occupational Safety and Health Review Commission

COVID-19 WORKPLACE SAFETY PLAN

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The U.S. Occupational Safety and Health Review Commission (OSHRC or Review Commission) established a policy on May 22, 2020, to protect the safety, health, and well-being of its employees and contractors as a result of the Coronavirus (COVID-19) pandemic. This policy was updated on February 16, 2021, to reflect information and guidance about social or physical distancing, handwashing, face coverings, cleaning, disinfecting, and several other ways to maintain a safe and healthy work environment in all federal workplaces.

This workplace safety plan has now been revised to address agency reentry operations and incorporate updated guidance from the Centers for Disease Control and Prevention (CDC), the Office of Management and Budget (OMB), the Office of Personnel Management (OPM), the General Services Administration (GSA), the Occupational Safety and Health Administration (OSHA), as well as executive orders issued by the President.

All employees and contractors are required to comply with this plan. It also applies to any authorized visitors who must enter agency offices (e.g., mail delivery personnel, building maintenance). To minimize the risk of potential exposure, other individuals (e.g., family members, friends) should not be present in the workplace unless absolutely necessary (e.g., you are not feeling well and a family member or friend is picking you up from the workplace).

I. Authorities

- CDC Updates and Shortens Recommended Isolation and Quarantine Period for General Population
- CDC - Travel Guidance
- Executive Order 14043 - Requiring Coronavirus Disease 2019 Vaccination for Federal Employees
- Executive Order 14042 - Ensuring Adequate COVID Safety Protocols for Federal Contractors
- Federal Acquisition Regulation Council Guidance
- President Biden's Path Out of the Pandemic: COVID-19 Action Plan
- Guidance for Federal Contractors and Subcontractors (saferfederalworkforce.gov)
- OPM Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043
- GSA – Safer Federal Workforce Task Force – Frequently Asked Questions
- CDC - Legal Authorities for Isolation and Quarantine
II. COVID-19 Vaccinations

According to the CDC, getting a COVID-19 vaccine can keep you from getting and spreading the virus that causes COVID-19, from getting seriously ill if you do get COVID-19, and can protect people around you, particularly people at increased risk for severe illness from COVID-19. You are considered fully vaccinated for COVID-19 two weeks after you have received the second dose in a 2-dose series (Pfizer/-BioNTech/Comirnaty, Moderna, or AstraZeneca/Oxford), or two weeks after you have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen). There is currently no post-vaccination time limit on fully vaccinated status.

Clinical trial participants from a United States site who are documented to have received the full series of an “active” (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board), can be considered fully vaccinated two weeks after they have completed the vaccine series. Currently, the Novavax COVID-19 vaccine meets these criteria.
A. Employees

In accordance with Executive Order 14043, all Review Commission employees must be fully vaccinated against COVID-19, except in limited circumstances in which an employee is legally entitled to an exception and a reasonable accommodation must be provided. Employees who telework full-time or work remotely are not exempt from this vaccine mandate. Any employee who is not fully vaccinated or declines to provide proof of vaccination and has neither received an exception nor has an exception request under consideration, is in violation of a lawful order. An employee who violates a lawful order is subject to discipline, up to and including removal. See 5 CFR § 752 for additional information.

Employees, including any new hires, must submit documentation to verify that they are fully vaccinated using the form located on the agency’s internal server and must certify under penalty of perjury that the information they are submitting is true and correct. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points. The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above. An antibody test cannot be used to prove vaccination status.

Employees who are not fully vaccinated (e.g., because they have an approved reasonable accommodation but later decide to get vaccinated, they have been denied a reasonable accommodation, or they are newly hired) will be granted up to four hours to travel to the vaccination site, complete any vaccination dose, and return to work—for example, up to eight hours of duty time for an employee receiving two doses. Only the needed amount of duty time will be granted. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply. An employee who needs longer than four hours to receive the vaccine must document the reasons for the additional time. In addition, the Review Commission will reimburse employees for reasonable transportation costs that are incurred as a result of obtaining the vaccine. The reimbursement process is consistent with agency policy for local travel or temporary duty travel reimbursement. Please see OSHRC 21 - Travel and Transportation for additional information.

Administrative leave of up to two workdays will be granted if an employee has an adverse reaction to any COVID-19 vaccination dose (including booster shots) that prevents the employee from working (i.e., no more than two workdays for reactions associated with a single dose). An employee who needs additional time to recover may take sick leave to cover any additional absence.
Administrative leave of up to four hours will be granted to an employee who receives any authorized COVID-19 vaccine booster shot or additional dose. Only the needed amount of administrative leave will be granted. Employees must obtain advance approval from their supervisor before using administrative leave for purposes of obtaining a COVID-19 vaccine booster shot or additional dose. Employees will not be credited with administrative leave or overtime work for time spent getting a booster vaccine shot or additional dose outside their tour of duty.

In the case of booster shots, administrative leave may be granted retroactively to the time when authorized booster shots became available (i.e., no earlier than September 22, 2021, when the Food and Drug Administration (FDA) amended the emergency use authorization for the Pfizer-BioNTech COVID-19 vaccine to allow for the use of a single booster dose). In the case of additional doses, administrative leave may be granted retroactively to the time when authorized additional doses became available (i.e., no earlier than August 12, 2021, when the FDA amended the emergency use authorization for the Pfizer-BioNTech and Moderna COVID-19 vaccines to allow for the use of an additional dose in certain immunocompromised individuals). Information on booster shots is located on the [CDC web page on COVID-19 vaccine booster shots](https://www.cdc.gov/vaccines/covid-19/boosters.html). Information on additional doses is located on the [CDC web page on immunocompromised patients & COVID-19 vaccine](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/for-immuno.html).

Administrative leave will be granted to an employee who accompanies a family member receiving a COVID-19 vaccine. For this purpose, a “family member” is an individual who meets the definition of that term in OPM’s leave regulations (see [5 CFR 630.201](https://www.gpo.gov/fdsys/gopublication?gsid=26271946)). Specifically, employees will be granted up to four hours of administrative leave per dose—for a potential maximum total of eight hours of leave for a family member receiving two doses. This applies to covered vaccinations received after July 29, 2021. Employees must obtain advance approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes. Employees will not be credited with administrative leave or overtime work for time spent outside their tour of duty accompanying a family member getting a vaccination.

### B. Contractors

In accordance with [Executive Order 14042](https://www.whitehouse.gov/administration/fedreg/2021/09/28/2021-22664), all Review Commission contractors must be fully vaccinated against COVID-19 in accordance with their contractual requirement, except in limited circumstances in which their contractor employer has determined that an exception is legally required and a reasonable accommodation must be provided. (See Section III for additional information).

Contractors who have been granted an exception from the vaccine mandate by their contractor employer because of an approved accommodation must wear a facemask that meets [CDC Guidelines](https://www.cdc.gov/vaccines/covid-19/prepare Needle-Prick-Testing-2021-07-29.html) and practice social distancing whenever present in Review Commission workspaces. In addition, upon entry to a Review Commission worksite, these contractors must show proof of a negative COVID-19 test from within the previous three days. This includes a viral COVID-19 test, such as a Polymerase Chain Reaction (PCR) or antigen test, that has been [authorized by the Food and Drug Administration](https://www.fda.gov/coronavirus/prevention-control) to detect current
infection. Testing may be performed at any facility (e.g., Walgreens, CVS Pharmacy, their local health department) that provides a report of test results. Contractor employee testing records cannot be collected or maintained by the agency.

Contractors not yet subject to a contractual requirement to be vaccinated must complete a Certification of Vaccination form and keep the form with them during their time in Review Commission workspaces. Upon entry to a Review Commission worksite, contractors must show the Certification of Vaccination form to any agency employee who oversees their work. If a contractor attests to not being fully vaccinated, they must also show proof of a negative COVID-19 test from within the previous three days as explained above.

Contractors are responsible for all costs associated with testing. Contractors who refuse to be tested or who fail to present proof of a negative COVID-19 test from within the previous three days will be denied entry to the workplace and may be in violation of their contract terms and conditions.

C. Visitors

Visitors to Review Commission facilities will be asked to provide information about their vaccination status. A Certification of Vaccination form will either be provided to you when entering an agency facility or emailed in advance of your arrival. You must present the completed form upon entry and keep the completed form with you during your time in the agency’s workplace. You are prohibited from emailing the form to agency personnel as the Review Commission cannot collect or maintain these forms.

Visitors who are not fully vaccinated or decline to complete the form must present a negative COVID-19 test result from within the previous three days to a designated agency employee. Visitor testing records cannot be collected or maintained by the agency.

If you are currently a federal employee and visiting a Review Commission workplace, you must comply with these visitor requirements.

Individuals entering a Review Commission workplace to obtain a public service or benefit do not need to complete the certification form or show documentation of a negative COVID-19 test result. However, if they are not fully vaccinated, they must comply with all relevant CDC guidance and safety protocols, including mask-wearing and social distancing requirements.

D. Safeguarding Vaccination Information

With regard to vaccine information collected from employees, or presented by contractors and visitors, the Review Commission will:

• Comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act;
• Take steps to promote privacy and information technology security, while also providing the relevant information to those who need to know in order to implement the safety protocols;
• Consult with the Agency Records Officer, Chief Information Officer, and Senior Agency Official for Privacy to determine the best means to maintain employee vaccination information to meet the agency’s needs; and
• Only disseminate vaccination information to the appropriate agency officials who have a need to know to ensure effective implementation of the safety protocols.

III. **Reasonable Accommodation Requests for Employees**

Any employee seeking an exception from the vaccine mandate because of a disability or a sincerely held religious belief, practice, or observance must request a reasonable accommodation using the appropriate form located on the agency’s internal server. Any new hire who intends to seek an exception from the vaccine mandate because of a disability or a sincerely held religious belief, practice, or observance must notify the agency of their intent to do so at the time they accept the agency’s offer of employment. The new hire must complete the appropriate form and submit their request within their first week of employment with the Review Commission.

All requests will be reviewed by the agency pursuant to the process set forth in OSHRC 32, Reasonable Accommodation Policy and Procedures. While the request is being considered, the employee may be directed to telework. If the employee’s duties cannot be performed via telework, the employee will be granted administrative leave. For more information on how to request an accommodation, please see OSHRC 32 - Reasonable Accommodation Policy and Procedures.

If an employee’s request for a reasonable accommodation is denied, following the process for consideration and appeal, the employee must receive their first (or, if a one-dose series, only) dose within two weeks of the final determination to deny the accommodation. If receiving a two-dose series, the employee must receive the second dose within six weeks of receiving the first dose. If the employee received a first dose of a two-dose series prior to seeking an accommodation, the employee must receive their second dose within two weeks of the final determination or within a week of the earliest day by which the employee can receive their second dose, whichever is later.

An employee who has been granted an exception from the vaccine mandate because of an approved reasonable accommodation must follow all required safety protocols identified in Section VI. This includes maintaining a distance of at least six feet from others at all times (including in offices, conference rooms, and all other communal and workspaces), and properly wearing a facemask regardless of community transmission level, consistent with CDC guidelines. Employees who are not fully vaccinated may only remove their facemasks when they are alone in a private office with a closed door. Consistent with CDC guidance, those who are not fully vaccinated are advised to wear a facemask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
In addition to masking and social distancing when present in the workplace, an employee with an approved reasonable accommodation must be tested for COVID-19 prior to entering the workplace. These screening tests are intended to identify asymptomatic or pre-symptomatic infected individuals without known or suspected exposure to SARS-CoV-2. Testing is mandatory for these individuals. Employees must be tested two times per week (e.g., Monday and Thursday) and coordinate an agreed upon testing schedule with their supervisor. Employees must receive a viral test, such as a PCR, or antigen test, that has been authorized by the Food and Drug Administration to detect current infection. The test can be performed at any facility (e.g., Walgreens, CVS Pharmacy, their local health department) that provides a report of test results. Employees must provide a copy of the test results report to their supervisor or their designee each time they are tested. Reports will be filed and maintained in the employee medical files (EMFs) pursuant to the government-wide system of records (OPM/GOVT-10) for EMFs, which is governed by OPM regulations (5 CFR, Part 293, Subpart E). Access to these records is limited to the Executive Director and/or the Human Resources Specialist. Employee confidentiality will be maintained at all times.

The Review Commission will reimburse these employees for the costs associated with any screening testing. In addition, the agency will pay for the cost of testing if the employee is required to visit another federal agency for official government business. The time an employee spends obtaining the COVID-19 test (including travel time) is considered duty time. In most circumstances, the Review Commission will authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to the worksite. The reimbursement process for testing costs, including reasonable travel costs, is consistent with agency policy for local travel or temporary duty travel reimbursement. Please see OSHRC 21 - Travel and Transportation for additional information.

An employee’s refusal to participate in the agency’s testing program may result in disciplinary action. In addition to pursuing any disciplinary action, the Review Commission may separately elect to bar the employee from the agency workplace for the health and safety of others pending resolution of any disciplinary or other action. If the Review Commission bars the employee from the workplace, and the nature of the employee’s duties cannot be performed via telework, the employee will be granted administrative leave until the question of disciplinary action is resolved.

IV. **Symptom and Exposure Monitoring**

All employees and contractors must self-monitor for any symptoms related to COVID-19, such as fever or cough, and assess any potential exposure to COVID-19, before departing for and/or arriving at the workplace. Please be responsible and do your part to keep yourself and your coworkers safe and healthy. Stay home if you have a fever or any of the symptoms related to COVID-19 as defined above, or if you have been exposed to someone with COVID-19 or related symptoms. If you are working onsite (regardless of your vaccination status) and develop symptoms consistent with COVID-19 during the workday, you must immediately isolate, wear a facemask (if not already), notify your supervisor, and promptly leave the workplace.
As part of this self-screening process, employees and contractors must complete the OSHRC COVID-19 Screening Form in Appendix A before entering the workplace on any given day. A completed form is required for each day that you are scheduled to be present in the workplace. **You cannot enter the workplace without completing and submitting this form.**

A completed form must be submitted in one of the following ways:

- By emailing the completed form to covid-19screening@oshrc.gov prior to your departure for the workplace;
- By placing the completed form in the secured collection box located near the front receptionist desk immediately upon your arrival at the workplace; or
- By hand-delivering the completed form to either the Executive Director or Human Resources Specialist immediately upon your arrival at the workplace.

Access to these records is limited to the Executive Director and/or the Human Resources Specialist. Employee confidentiality will be maintained at all times in accordance with Equal Employment Opportunity Commission guidance. Please refer to the Privacy Act Statement on the screening form for additional information.

If you are not approved for entry to the workplace based on your responses to the screening form questions, you must follow the form’s instructions. If you are sick and unable to work, contact your supervisor to request sick leave. If you feel well, you must either telework or request annual or sick leave. If circumstances exist such that your approved alternative worksite is no longer approved (partially or completely) during your regularly scheduled hours on the days you are not approved for entry to the workplace, you may request annual, sick, or administrative leave for the time you are unable to work. If you are not telework-ready, you may request administrative leave for the time you are unable to work.

As provided in 5 CFR 630.401(a)(2), an employee is entitled to request sick leave if health authorities or a health care provider determine that the employee’s presence on the job would jeopardize the health of others because of exposure to a contagious disease. In addition, an employee is entitled to request sick leave to care for a family member who has been similarly exposed. The use of sick leave would be appropriate in these circumstances even if the employee or family member is not sick but would be limited to circumstances in which exposure alone would jeopardize the health of others and would only arise in cases of serious contagious diseases, such as contagious diseases in which Federal isolation and quarantine are authorized. (See CDC’s Legal Authorities for Isolation and Quarantine for additional information).

If you receive a notification of potential exposure and you are not fully vaccinated due to an approved accommodation, you must either telework or request leave, and self-monitor for symptoms until 5 days from the last date of exposure before returning to the workplace. You should get a test on day 5, if possible.

If you test positive for COVID-19, you must isolate regardless of your vaccination status. You must isolate for 5 days. If you have no symptoms or your symptoms are resolving after 5 days,
you can leave your house and wear a facemask around others for 5 additional days. If you have a fever, continue to isolate until your fever resolves.

If you were exposed to someone with COVID-19:

- If you have been boosted OR completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR completed the primary series of J&J vaccine within the last 2 months, you must wear a facemask around others for 10 days and test on day 5, if possible. If you develop symptoms get a test and isolate.
- If you completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR completed the primary series of J&J over 2 months ago and are not boosted OR are unvaccinated, you must isolate for 5 days. After that continue to wear a facemask around others for 5 additional days. If you cannot quarantine you must wear a facemask for 10 days. Test on day 5, if possible. If you develop symptoms get a test and isolate.

The COVID-19 Coordination Team, as discussed in section XI, is responsible for collaborating with, and supporting the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases. This Team ensures that the Review Commission makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractors, and the public, in accordance with local public health mandates.

If a COVID-19 case occurs within a specific building or work setting, the COVID-19 Coordination Team will determine—in consultation with local public health officials—appropriate next steps. The Team will coordinate with appropriate staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

V. Exposure Notification & Diagnostic Testing

A. Exposure Notification

If the Review Commission is notified that a person who has been present in the workplace has tested positive for COVID-19 or has been diagnosed as having symptoms consistent with COVID-19, employees and contractors who were also present in the workplace and in close contact with that person will be notified by the agency of any potential exposure. CDC guidance defines close contact as being within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset until the time the infected person is isolated.

If you begin to experience COVID-19 symptoms, please notify your supervisor, and follow the protocols in the section above on Symptom and Exposure monitoring. If you are required to telework and feel well, you must either work or request annual or sick leave (as provided in 5 CFR 630.401(a)(2)) for the quarantine period. If circumstances exist such that your approved alternative worksite is no longer approved (partially or completely) during your
regularly scheduled hours on the days you are quarantined, you may request annual, sick, or administrative leave for the time you are unable to work. If you are not telework ready, you may request administrative leave for the quarantine period.

Following any notification that a person who has been present in the workplace has tested positive for COVID-19 or has been diagnosed with symptoms consistent with COVID-19, the Review Commission will have the entire workplace cleaned and disinfected.

Employee confidentiality will be maintained at all times in accordance with Equal Employment Opportunity Commission guidance. This means that Review Commission management will not share the name of the person who has tested positive for the coronavirus or has been diagnosed as having symptoms consistent with COVID-19.

Under OSHA’s recordkeeping requirements, if an employee tests positive for COVID-19, the case will be recorded on the OSHA Illness and Injury Log if each of the following conditions are met:

- The case is a confirmed case of COVID-19;
- The case is work-related (as defined by 29 CFR 1904.5); and
- The case involves one or more relevant recording criteria (set forth in 29 CFR 1904.7) (e.g., medical treatment beyond first aid, days away from work).

B. Diagnostic Testing

If you have been exposed to COVID-19 at work, you must receive a diagnostic test (e.g., a PCR, or antigen test, that has been authorized by the Food and Drug Administration) to detect current infection. Testing can be performed at any facility (e.g., Walgreens, CVS Pharmacy, their local health department) that provides a report of test results. Employees must provide a copy of the report to their supervisor or their designee each time they are tested. The Review Commission will reimburse employees for the cost of diagnostic testing. Contractors are responsible for all costs associated with diagnostic testing and they must show proof of a negative COVID-19 test. Employees and contractors will be denied entry to a Review Commission facility if they fail to present proof of a negative test result.

VI. Workplace Safety and Health Protocols

If you are an employee or contractor performing duties in a Review Commission worksite, you must do all that you can to keep yourself and your coworkers safe and healthy. Employees and contractors who are not fully vaccinated because they have an approved reasonable accommodation must wear a facemask that meets CDC Guidelines and maintain the required social distance of six feet from others at all times when present in the workplace, (including in offices, conference rooms, and all other communal and workspaces), and properly wear a facemask regardless of community transmission level. Employees and contractors who are not fully vaccinated may only remove their facemasks when they are alone in a private office with a closed door.
For employees and contractors who are fully vaccinated, onsite health and safety protocols depend upon community transmission levels for the counties/territory where the National and Regional offices reside (e.g., District of Columbia, Denver, and Fulton). The COVID-19 Coordination Team will track community transmission rates in these areas at least weekly to determine when mask-wearing and other health and safety measures recommended by the CDC and the Safer Federal Workforce Task force are required.

- When the level of transmission in the county/territory where a Review Commission facility resides is substantial or high, all employees and contractors must—regardless of vaccination status—wear a facemask that meets CDC Guidelines at the worksite and practice social distancing.

- When the level of transmission in the county/territory where a Review Commission facility resides is moderate or low for at least two consecutive weeks, employees and contractors are not required to wear a facemask or socially distance.

- Employees and contractors are encouraged to continue to practice mask-wearing and social distancing at the worksite when the level of transmission in the county/territory where a Review Commission facility resides is moderate or low, but the transmission levels of surrounding local counties from which employees/contractors travel to the facility are substantial or high.

- Where a locality imposes more protective pandemic-related safety requirements, those requirements must be followed by agency employees and contractors, in agency buildings, in agency-controlled indoor worksites, and on agency lands within that locality.

In addition to the protocols above, and regardless of vaccination status, please do your part to ensure that no more than two individuals are in the restrooms and breakrooms at any given time. Further, any in-person meeting, gathering, or training session initiated by an employee or contractor of the Review Commission must include an option for employees and contractors to attend the meeting virtually, using Zoom or Teams, or by telephone. Employees and contractors who cannot attend or do not feel comfortable attending an in-person meeting, gathering, or training session may attend virtually or by telephone, either from their telework location or from their workstation in the office.

The following also applies to any in-person meetings or gatherings hosted by the Review Commission:

- In-person attendees will be asked to provide information about their vaccination status in compliance with applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.
- Any in-person meeting or gathering attended by more than fifty participants must be approved by the COVID-19 Coordination Team.
- Attendees at agency hosted meetings and gatherings (regardless of size) who are not fully vaccinated or who decline to provide their vaccination information must provide proof of
a negative COVID-19 test completed no later than the previous three days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated. In-person attendees in areas of high or substantial transmission must wear a facemask in public indoor settings regardless of vaccination status.

- No in-person attendee vaccination or testing records will be collected or maintained by the Review Commission.

To assist with maintaining a safe and healthy environment, the Review Commission has installed plexiglass partitions in work areas that are shared by more than one employee. In addition, the Review Commission will continue to provide HEPA air purifiers to employees and contractors upon request for use in their individual office workspace. An air purifier can effectively reduce allergens, bacteria, and viruses in office air, creating a healthier indoor environment.

VII. Use of Personal Protective Equipment (PPE) & Cleaning Supplies

Supplies of hand sanitizer, disinfectant spray, wipes, paper towels, facemasks, and disposable gloves are available for your use in central locations throughout the workplace. All PPE must be properly disposed of in specially marked containers located in common areas of the workplace. Please do not remove any agency-provided supplies from workspaces and common areas. Be courteous and responsible—do not use more supplies and PPE than needed to perform your duties safely.

If you are unable to use or wear required PPE in the workplace due to a disability, please notify your supervisor to request a reasonable accommodation. (See Section III for additional information).

A. Best Practices for Facemasks

The Review Commission provides disposable facemasks for use by its employees and contractors in the workplace. Employees and contractors are encouraged to follow the directions listed below to properly use and maintain facemasks.

- Wash reusable facemasks whenever they get dirty or at least once daily.
- Throw out a disposable facemask after wearing it once.
- Always wash your hands after handling or touching a used facemask.

Employees and contractors may also make or purchase their own facemasks (including those made of cloth) consistent with CDC guidelines for use in the workplace. Novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks will not be permitted.

B. Gloves

The Review Commission provides disposable gloves for use by its employees and contractors in the workplace. Although CDC guidelines do not require the use of gloves, employees and contractors are encouraged to wear them when using shared equipment (e.g., copy machine, microwave, refrigerator) or handling outside materials (e.g., delivered packages).
Gloves should not be used to touch multiple surfaces and you should avoid touching your face while wearing them. Gloves should be immediately discarded when done with the noted tasks, followed by a thorough handwashing. Information on how to correctly remove gloves can be found on the CDC’s website here.

C. Handwashing

The CDC advises that regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Please clean your hands often by washing with soap and water for at least 20 seconds, especially after you have been in a public place, come in contact with common surfaces such as door handles, or blow your nose, cough, or sneeze. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands. For more information about handwashing, visit the CDC’s handwashing website here.

VIII. Building Management Initiatives

A. National Office

Beacon Capital Partners and their property management team continue to work diligently to ensure the safety of all building tenants and visitors. Below is a summary of the key elements of their approach.

General Building Health and Safety Plan –
- There are enhanced tenant and visitor management guidelines, and security desks are retrofitted with screen shields to protect tenants, visitors, and staff.
- The building’s fitness center operates with use restrictions.
- Hand sanitizer stations are available throughout common areas and at points of access, including elevators.
- Building employees are required to wear facemasks when community transmission rates are substantial or high, or local laws or regulations require mask-wearing.
- Bathrooms that did not have touchless fixtures have been transitioned to touchless.

Building Disinfection and Cleaning –
- Best-practice protocols are in place for cleaning and disinfection to help minimize any contamination of surfaces (fomites), particularly common area high touchpoints (i.e., doorknobs, handrails, elevator cabs, turnstiles, kiosks, parking pay stations).
- All cleaning solutions and disinfectants are Environmental Protection Agency (EPA) approved.

Building Operations –
- Inspections and maintenance of all building systems are ongoing to ensure that they remain in good working order and are operating properly.
- Bathroom exhaust fans have been programmed to operate continuously.
• The heating, ventilation and air conditioning system will continue to operate with high-efficiency filters 24/7 during the week, with additional external air brought into the building on a continuous basis.

**Personal Protection and Procedures for Building Employees –**

• Building staff, including property management, security, engineering, and janitorial, will continue to comply with all appropriate CDC-recommended personal protective equipment protocols.
• Delivery personnel will only be admitted with appropriate protective equipment.
• Contractors are required to provide written confirmation that they have properly screened employees per District of Columbia protocols and to ensure compliance with CDC and OSHA guidelines before entering agency workspace.

**B. Denver and Atlanta Regional Offices**

These facilities are managed by the GSA. GSA’s custodial staff will continue to clean these facilities according to CDC guidelines. All cleaning products are EPA approved. GSA building management staff will continue to take health and safety precautions that are consistent with updated CDC guidance. These buildings meet all CDC requirements for indoor ventilation.

**IX. Travel**

**A. Temporary Duty Travel**

All employees should adhere strictly to CDC guidelines before, during, and after travel for official agency business. All travelers, regardless of vaccination status, are currently required to wear a facemask over their nose and mouth on all planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors in United States transportation hubs such as airports and indoor train stations. Travelers are not required to wear a facemask in outdoor areas of a conveyance (like a ferry deck, outdoor train station, or an unenclosed top deck of a bus).

Employees must follow all state and local recommendations and requirements, including mask wearing, social distancing, and testing and/or quarantine requirements while on and after domestic travel. For employees who are fully vaccinated, there are no agency restrictions on official domestic travel beyond those already established in Review Commission policies. (See OSHRC 21 - Travel and Transportation for additional information).

For employees who are not fully vaccinated because they have an approved reasonable accommodation, official domestic and international travel is limited to only necessary mission-critical trips. Mission critical refers to activities necessary for the ongoing operation of the Review Commission which cannot be performed remotely.
For official international travel, all employees coming to the United States from abroad, including those employees who are fully vaccinated, are required to have a negative COVID-19 viral test result no more than one day before the flight to the United States departs or they must show documentation of recovery from COVID-19 within the previous 90 days before boarding a flight to the United States (i.e., your positive COVID-19 viral test result on a sample taken no more than 90 days before the flight’s departure from a foreign country and a letter from a licensed healthcare provider or a public health official stating that you were cleared to travel).

The cost of testing for COVID-19, required for official domestic and international travel and not available through a Federal dispensary or not covered (or reimbursable) through travel insurance, can be claimed in a travel voucher as a Miscellaneous Expense under agency travel policies. (See OSHRC 21 - Travel and Transportation for additional information).

Employees who return from travel for official purposes may be required by their supervisor to quarantine before they are permitted to return to the workplace. If quarantine is required because of official travel or worksite exposure, and the employee is unable to telework, the Review Commission will provide weather and safety leave, or other administrative leave.

If you have an approved reasonable accommodation and must travel for mission-critical reasons, the CDC recommends that you have a viral COVID-19 test one to three days before your trip. In addition, you must take the following steps to protect yourself and others from COVID-19:

- While you are traveling:
  - Wear a facemask over your nose and mouth.
  - Avoid crowds and stay at least six feet/two meters (about two arm lengths) from anyone who is not traveling with you.
  - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel, the CDC recommends that you:
  - Take a viral COVID-19 test three to five days after travel AND self-quarantine for a full 5 days after travel.
    - Even if you test negative, self-quarantine for the full five days.
    - If your test is positive, isolate yourself to protect others from getting infected.
  - If you do not get tested (e.g., because your trip was domestic), self-quarantine for 5 days after travel.
  - Avoid being around people who are at increased risk for severe illness for 5 days.
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all state and local recommendations or requirements.

Employees who are fully vaccinated and returning from official international travel should get tested with a viral test 3-5 days after traveling; self-monitor for COVID-19 symptoms; if
symptoms develop, isolate, and get tested; and follow all recommendations or requirements of their local United States destination after travel.

In accordance with OSHRC 21 – Travel and Transportation, you are encouraged to use airline carriers that offer contract city pair fares. Contract city pair fares are discounted airfares negotiated under the GSA’s City Pair Program that offer federal travelers a fare that is below standard commercial rates. If you are having difficulty finding an airline carrier that offers the contract city pair fare, please contact the Travel Management Center at (800) 347-9779 to search for government rates for your destination. Additional resources for official travel can be found on the GSA COVID-19 Information Site.

B. Commuting

Employees and contractors using public transportation to commute to and from the workplace must follow CDC guidance governing these services (e.g., mask wearing). If a mass transit agency has limited the services it provides due to the pandemic such that it will impact your ability to travel to and from the office in a timely manner, you should notify your supervisor and an adjustment to your work schedule may be approved at your supervisor’s discretion.

X. Telework

Requirements for the Review Commission’s telework program are set forth in OSHRC 8, Telework Directive. The program permits an eligible employee to telework as infrequently as one day per week or as frequently as three days per week. (See OSHRC 8 - Telework Directive for additional information).

XI. COVID-19 Coordination Team

As required by OMB M-21-15, the Review Commission has established a COVID-19 Coordination Team. This Team consists of the Chairman or designee, Chief Counsel to the Chairman, Executive Director, General Counsel, and a public health expert assigned to the agency by the CDC. This Team will meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols, and any other operational needs. As relevant and necessary, the Team coordinates facility safety planning with GSA and/or the lessor’s designated representative. The Team also coordinates all contractor safety protocols with the agency’s Contract Specialist.
Appendix A:

OSHRC COVID-19 Screening Tool.pdf