



General Services Administration

COVID-19 Workplace Safety Plan

December 22, 2021

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1. PURPOSE

This document supersedes the GSA COVID-19 Workplace Safety Plan dated February 24, 2021 and will take effect on December 22, 2021. GSA has met all applicable collective bargaining obligations associated with the plan. This plan provides the U.S. General Services Administration's (GSA) COVID-19 Workplace Safety Plan in response to Executive Order (EO) 13991 on [Protecting the Federal Workforce and Requiring Mask-Wearing](#), and the Office of Management and Budget (OMB) memorandum [M-21-15: COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#) requiring the Chief Financial Officer (CFO) Act agencies to develop agency-specific COVID-19 workplace safety plans. This plan was updated to incorporate guidance and requirements pursuant to OMB memorandum [M-21-25, on Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environments](#), issued June 10, 2021, [Executive Order 14042](#) on Ensuring Adequate COVID Safety Protocols for Federal Contractors, [Executive Order 14043](#) on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, the [Agency Model Safety Principles](#) from the Safer Federal Workforce Task Force, updated on September 13, 2021, in addition to requirements from the Agency Self-Assessment Checklist and FAQs issued by the Task Force.

This plan applies to all GSA employees, candidates who accept job offers at GSA, contractor employees working onsite at GSA facilities, and visitors to GSA offices. It puts the safety of GSA's people first; and follows the [latest guidance](#) from the U.S. Centers for Disease Control and Prevention (CDC), the [Occupational Safety and Health Administration \(OSHA\)](#) on preparing workplaces for COVID-19, and the Safer Federal Workforce Task Force. This plan will be updated as new guidance from these entities is provided.

GSA applies the following guiding principles to prioritize the health and safety in decision making:

1. The Federal workforce's health and safety is one of the Administration's highest priorities.
2. Employee wellness and engagement are at the center of GSA's reentry, post-reentry, and future of work efforts, as the agency continues to deliver on its mission.
3. GSA strives to be a leader in telework and flexible work environments, in order to fulfill our mission, attract and retain top talent, improve the customer experience, and align operations with employee preferences when possible.
4. GSA supports the recovery of Federal government operations and the delivery of workspace that enables the workforce to deliver safely, efficiently, and effectively on its core mission.
5. GSA delivers safe workplaces wherever our Federal workforce serves, manages responsive acquisitions to facilitate mission success, and provides technology platforms and products to effectively deliver public service.
6. GSA provides Federal resources and tools, and uses government-wide strategies to reduce the spread of COVID-19 and support community recovery.
7. GSA embraces the Administration's priority to combat climate change, integrates this priority into the management of Federal property, and prioritizes the reduction of the carbon footprint into property and supply chain investment strategies.
8. GSA incorporates the Administration's diversity, equity, inclusion, and accessibility goals in the workplace to better support our workforce and customers.
9. GSA is committed to our partnership and communication with labor unions to drive transparency and support the workforce.

2. HEALTH & SAFETY

Below is a summary of GSA's approach to health and safety, organized by topic.

2a. Vaccination

To comply with [Executive Order 14043](#), all GSA employees, and all selected job candidates ready to enter-on-board, are required to be fully vaccinated and must provide acceptable documentation of their vaccination status, unless in receipt of an approved exception to the vaccination requirement.

Vaccination Documentation & Information.

GSA employees are required to submit information regarding their vaccination status and appropriate documentation in GSA's [Certification of Vaccination Form](#). Employees who are working remotely or have had a prior COVID-19 infection are not excused from this requirement. Information and documentation collected is necessary to verify that the employee is fully vaccinated. This includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of acceptable documentation, as set forth below. When providing this information, employees are required to certify under penalty of perjury that the information they submit is true and correct. GSA collects documentation from employees to prove vaccination through the Certification of Vaccination Form. Guidance on completing the Form and submitting appropriate documentation is posted to GSA's employee intranet, [InSite](#).

Employees who are not fully vaccinated, are not in the process of getting vaccinated, or who decline to provide information on their vaccination status and do not have an approved or pending exception request may be subject to discipline.

Selected job candidates are provided a tentative offer of employment and provided guidance to submit proof of vaccination. Selected job candidates who start on or after November 22, 2021, are required to be fully vaccinated prior to their start date, unless in receipt of an approved exception to the vaccination requirement. In situations where there is an urgent, mission-critical hiring need to onboard a new employee, the employee may, in limited scenarios, be onboarded and given 60 days from the employee's start date to be fully vaccinated.

When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, GSA will treat that individual as not fully vaccinated for purposes of implementing safety measures.

Contractor Employees are required to be fully vaccinated by January 18, 2022 in order to conduct business with GSA. This requires contractor employees to receive their final vaccination dose by January 4, 2022 to be considered fully vaccinated by the January 18 deadline. Contractors that work with the federal government are responsible for managing this process. For additional information regarding the vaccination requirements for covered contracts, covered contractors should contact the respective Contract Officer (CO) assigned to the contract. In implementing Executive Order 14042, GSA will comply with all relevant court orders, including by following relevant OMB and Task Force guidance.

Onsite contractor employees who are not yet contractually required to be vaccinated must attest to their vaccination status and to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, the GSA will treat that individual as not fully vaccinated for purposes of implementing safety measures. In requesting this information, GSA will comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.

Visitors are required to complete the Certification of Vaccination Form to attest to their vaccination status and the truthfulness of the response they provide. The form will be available online prior to arrival and at the entrance to facilities. GSA will not collect the form; however, visitors should keep the form with them during their time on Federal premises and may be asked to show the form upon entry to a Federal building or while in a Federally controlled indoor worksite. GSA will not ask visitors to provide documentation to verify their attestation. Visitors who indicate that they are not fully vaccinated or who decline to provide information on their vaccination status will be treated as not fully vaccinated for the purposes of implementing safety measures.

Vaccination Time & Attendance.

1. **Leave for getting vaccinated.** GSA employees are eligible to undertake required doses of the COVID-19 vaccination during duty time. GSA authorizes up to four (4) hours of duty time per required dose to travel to the vaccination site, acquire the vaccination, and travel back to work. Administrative leave is not to be used by employees for time spent in acquiring the current mandatory vaccine dose(s). If less time is needed, only the needed time should be granted. If more time is needed, the employee must document the reasons why. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic duty hours, the normal overtime hours of work apply.
2. **Leave for vaccination side effects.** GSA grants up to two workdays of administrative leave if an employee has an adverse reaction to any COVID-19 vaccination dose that prevents the employee from working (i.e., no more than two workdays for reactions associated with a single dose). If an employee requires more than two workdays to recover from vaccination side effects, the employee may take other appropriate leave (e.g., sick leave or annual leave) to cover any additional absence.
3. **Leave to accompany a family member being vaccinated.** GSA grants leave-eligible employees up to four (4) hours of administrative leave per dose to accompany a family member (as defined in OPM's leave regulations, see [5 CFR 630.201](#)) who is receiving any COVID-19 vaccination dose. For example:
 - o GSA grants leave-eligible employees up to four hours of administrative leave per dose—for example, up to a total of twelve hours of leave for a family member receiving three doses—for each family member the employee accompanies.
 - o If an employee needs to spend less time accompanying a family member who is receiving the COVID-19 vaccine, only the needed amount of administrative leave will be approved.
 - o Employees should obtain advance approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes.
 - o Employees will not be credited with administrative leave or overtime work for time spent outside their tour of duty helping a family member get vaccinated.
4. **Leave related to quarantine.** Official or personal travel may result in a mandatory quarantine before an employee is allowed to return to the workplace.
 - o If quarantine is required because of official travel or workplace exposure, and the employee is feeling well, the employee may telework. For employees who are not telework-ready, weather and safety leave may be granted. If the employee is unwell, GSA will grant weather and safety leave or other administrative leave.
 - o If quarantine is required because of personal travel, and the employee is otherwise expected to be present onsite, the employee may take personal leave while under mandatory quarantine. If an employee refuses to quarantine or refuses to take personal leave while under mandatory quarantine after personal travel, GSA may elect to bar the employee from the workplace for the safety of others. If GSA bars the employee from the workplace, the employee must be placed on administrative leave until a determination is made as to what status the employee should be placed in while on quarantine. The agency, however, should avoid placing an employee on extended administrative leave in this situation and should act quickly to determine the appropriate status for the employee.
5. **Leave related to isolation due to COVID-19 infection.** If an employee is subject to isolation due to being infected with COVID-19, the employee may telework, or if unable to telework, the employee may request sick leave. Employees may also request accrued annual leave and other forms of paid or unpaid leave in this situation as appropriate.
6. **Leave for getting booster shots or additional doses for immunocompromised employees.** GSA grants leave-eligible employees up to four (4) hours of administrative leave to receive any authorized COVID-19 vaccine booster shot or additional doses for immunocompromised employees. All leave needs to be entered into HR links and approved.

Privacy & IT Security. All data submitted by GSA employees related to the COVID vaccination requirement is stored within a Federal Information Security Management Act (FISMA) Moderate boundary, which is the standard privacy and security system categorization whenever PII or other sensitive information is involved. The data collected is accessible only to GSA staff who have a need to know to ensure effective implementation of the safety protocols. Vaccine certification information is covered by the Systems of Records Notice [OPM/GOVT10](#). GSA's Chief Privacy Officer, Senior Accountable Official for Records Management and Chief Information Officer consulted on matters related to the handling of personally identifiable information. In requesting this information, GSA:

1. Complies with any applicable Federal laws, including requirements under the Privacy Act, Rehabilitation Act of 1973, Paperwork Reduction Act, and any applicable collective bargaining agreements.
2. Provides employees with a Privacy Act statement at the point of collection of this information.
3. Does not maintain this information in the employee's electronic Official Personnel Folder (eOPF).
4. Takes steps to promote privacy and IT security, while only disseminating the relevant information to those who need to know in order to implement the safety protocols, which, in many cases, includes the supervisor level.

Enforcement. Employees covered by Executive Order 14043 who fail to comply with the requirement to be fully vaccinated and provide proof of vaccination that have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including removal. Consistent with the Administration's guidance, GSA will initiate an enforcement process to work with employees to encourage their compliance through employee counseling and education, followed by unpaid suspension, prior to separation actions.

Limited Legally Required Exceptions. In limited situations, employees may request an exception to this requirement for a medical or religious reason.

Employees may submit a request for an exception to the mandate through GSA's [COVID-19 Vaccination Mandate Accommodation Portal](#). The portal contains forms, developed based on guidance from the Safer Federal Workforce Task Force, to submit requests for medical and religious exceptions. GSA is maintaining all documentation submitted in compliance with the Privacy Act and is taking all steps necessary to ensure privacy and IT security, while also providing information to those who need to know. Employees were asked to submit their requests no later than October 18, 2021; however, GSA will continue to accept requests as required by agency policy.

Determining whether an employee is entitled to an exception includes consideration of factors such as the basis for the claim; the nature of the employee's job responsibilities; and the reasonably foreseeable effects on the agency's operations, including protecting other agency employees and the public from COVID-19. GSA OHRM is leading this process and may request more information from the employee to determine whether the employee is entitled to an exception.

If an employee's request is denied, the employee may request reconsideration. If the exception remains denied after the employee exhausts the reconsideration process, GSA will notify the employee that they must begin or complete the vaccination process. If receiving a two-dose series, the employee must receive the second dose within 6 weeks of receiving the first dose. If the employee received a first dose of a two-dose series prior to seeking an accommodation, agencies should require that the employee receive their second dose within two weeks of the final determination to deny the accommodation or within a week of the earliest day by which they can receive their second dose, whichever is later. An employee may also elect to file an Equal Employment Opportunity (EEO) complaint following the reconsideration process or in lieu of the reconsideration process, but doing so will not delay GSA enforcement actions for non-compliance with the requirement.

GSA employees who are approved for an exception to the vaccination mandate and are not fully vaccinated may be required to follow additional safety protocols in GSA facilities, including wearing

masks in the workplace, physical distancing, and submitting to the agency's testing program, once instituted. Travel for all GSA employees, whether fully vaccinated or not, must adhere to the travel guidance found in section 2h of this document.

Definition of Fully Vaccinated. For purposes of its safety protocols, GSA considers employees, onsite contractor employees, and visitors [fully vaccinated](#) for COVID-19 two weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration (FDA) or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, that is 2 weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, that is 2 weeks after an employee has received a single dose. Employees receiving the U.S.-based AstraZeneca or Novavax vaccines in a clinical trial, will be considered fully vaccinated. GSA follows the CDC and Safer Federal Workforce Task Force definition of fully vaccinated which at this time does not require a booster shot. Guidance for GSA employees on full vaccination is posted to GSA's InSite page.

2b. Levels of Community Transmission

GSA follows the Safer Federal Workforce Task Force and CDC guidance to incorporate levels of community transmission into GSA's processes and protocols. When determining levels of community transmission in a given area, GSA references the [CDC COVID-19 Data Tracker County View](#). GSA's mask wearing and physical distancing guidance incorporates CDC COVID-19 Data Tracker County data and is tailored based on where the agency facility is located and the transmission levels of surrounding local counties from which employees commute to the facility.

Specifically, GSA conducts a weekly assessment of transmission rates in a given area to determine mask-wearing requirements. When the level of transmission related to a given agency facility increases from low or moderate to substantial or high, GSA promptly implements protective safety protocols consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force as soon as operationally feasible.

When the level of transmission related to a given agency facility is reduced from high or substantial to moderate or low, the level of transmission must remain at that lower level for at least two consecutive weeks before GSA utilizes those protocols recommended for areas of moderate or low transmission by CDC guidelines and guidance from the Safer Federal Workforce Task Force.

2c. Telework, Remote Work, Hybrid Work Environment

GSA utilizes telework, flexible work schedules, and remote work consistent with the principles set forth in OMB Memorandum [M-21-25](#) and agency plans for reentry and post-reentry. Based on success operating in an increased telework environment during COVID-19, GSA is adopting a model that incorporates additional telework, remote work, and hybrid work for its employees' long term. Through GSA's reentry and post-reentry initiatives, GSA is continuing to promote increased telework, remote work, and an increased hybrid work environment compared to the pre-pandemic environment. Employees currently on maximum telework status will be given advance notice (at least 30 days) and guidance before returning to the physical workplace. Information about GSA's reentry and post-reentry approach and timeline is posted to InSite.

Additionally, GSA has numerous resources available for employee health and safety, telework, remote work, and hybrid work:

1. **FAQs:** FAQs regarding leave and telework policy are available on GSA's InSite.
2. **On-Demand & Live Training:** GSA established on-demand and live training to improve the employee experience in new work environments. Specifically, OHRM continuously communicates with employees about upcoming and available training, and GSA IT established resources to best support employees and supervisors in operating in a hybrid/telework environment. GSA's current on-demand and live training topics are organized along broad categories: Communications; Supervisors and Managers; Wellness; Telework; and Information Technology. Some examples of current trainings are Leading in a Hybrid Environment and Future of Work. GSA will continue to explore new trainings that may

be needed as we plan for and begin reentry; updated training on telework and telework agreements, for instance, is currently under development.

2d. COVID-19 Coordination Team

GSA's COVID-19 Coordination Team meets as needed to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The COVID-19 Coordination Team includes the following members:

1. Administrator
2. Deputy Administrator
3. Chief of Staff
4. Senior Advisor to the Administrator on COVID
5. Senior Advisor to the Deputy Administrator
6. Associate Administrator for the Office of Mission Assurance
7. Public Buildings Service (PBS) Commissioner
8. PBS Deputy Commissioner
9. Federal Acquisition Service (FAS) Commissioner
10. FAS Deputy Commissioner
11. Chief Financial Officer
12. Chief Information Officer
13. Chief Human Capital Officer
14. Chief Administrative Services Officer
15. General Counsel
16. Associate Administrator, Office of Strategic Communication
17. Regional Representative: PBS Region 2 Regional Commissioner
18. Regional Representative: PBS Region 7 Regional Commissioner
19. Occupational Safety and Health Representative & Public Health Expert

In alignment with [M-21-15](#) and Safer Federal Workforce Task Force [Agency Model Safety Principles](#), COVID-19 Coordination Team responsibilities include:

1. Conduct assessments to establish, implement, and monitor compliance with: (a) safety protocols for physical space, masking and vaccination and (b) determinations of on-site and telework/remote working.
2. Review draft COVID-19 workplace safety plans and protocols for the agency, make any necessary changes, and submit plans to the Safer Federal Workforce Task Force for review and comment.
3. Meet regularly to review compliance and consider revisions to agency COVID-19 workplace safety plans and protocols.
4. Consult with appropriate GSA Service and Staff Offices, OPM, OMB and the Safer Federal Workforce Task Force.
5. Validate that PBS Facility Managers and Lease Administration Managers interact with Facility Security Committees, as appropriate.
6. Partner with GSA's Chief Acquisition Officer, given application of safety protocols to contractor employees.
7. Release frequently asked questions (FAQs) and health and safety information in response to CDC guidance.
8. Update GSA's Workplace Safety Plan based on new guidance and/or directives from Safer Federal Workforce Task Force, OMB, CDC and OPM.

2e. Face Masks & Physical Distancing

GSA follows CDC guidance and Safer Federal Workforce Task Force requirements on the use of face masks and physical distancing. GSA distributes recurring reminders to employees, onsite contractor employees and visitors that [masks](#) should be [worn consistently and correctly](#) in any common areas or shared workspaces (including open floor plan office space, cubicle embankments, and conference rooms), where required by CDC guidance. Additionally, GSA's mask guidance is posted to InSite. Throughout GSA-controlled facilities, signage is posted to remind employees, contractor employees and visitors about the required use of masks and physical distancing, consistent with the facility's current community transmission level. GSA's current facemask and physical distancing guidance is:

Fully Vaccinated Employees, Visitors, and Contractor Employees:

1. Do not need to wear masks in their workplace in [areas of moderate or low community transmission](#).
2. Do need to wear a mask indoors in public if you are in an area [of substantial or high transmission](#), except for limited exceptions discussed in the "Face Masks and Physical Distancing" section of the revised [Model Safety Principles](#).
3. May choose to wear a mask regardless of the level of transmission.
4. Must follow any applicable Federal, State, local, Tribal, or territorial law, rules, or regulations that require additional safety or mitigation measures.
5. Must follow CDC's guidance for mask wearing and physical distancing in specific settings, including [healthcare](#), [transportation](#), [correctional and detention facilities](#), training facilities and child care centers, as applicable.

Not Fully Vaccinated Employees, Contractor Employees, and Visitors:

1. Maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.
2. Properly wear a mask regardless of community transmission level, consistent with CDC guidelines.
3. Wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated (recommended).
4. Follow any applicable Federal, State, local, Tribal, or territorial law, rules, or regulations that require additional safety or mitigation measures.
5. Follow CDC's guidance for mask wearing and physical distancing in specific settings, including [healthcare](#), [transportation](#), [correctional and detention facilities](#), training facilities and child care centers, as applicable.

If members of the public entering a Federal building or Federal land to obtain a public service or benefit are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distance themselves from other people. Visitors entering to obtain a public service or benefit do not have to attest to their vaccination status. GSA has signage to this effect, information about this on their website, and otherwise communicates this information to its visitors seeking public services or benefits.

Additional guidance in accordance with CDC guidance:

1. Recommend disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets.
2. Do not allow novelty or non-protective masks, masks with ventilation valves, or face shields as

a substitute for masks.

3. Provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distance in accordance with CDC guidelines. May ask individuals to lower their mask briefly for identification purposes in compliance with safety and security requirements. Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.
4. Reinforce that physical distancing is not a substitution for face coverings.

2f. Screening Testing Program

GSA is following the Safer Federal Workforce Task Force guidance to establish a screening testing program for COVID-19. At this time, the testing program is for those GSA employees who are not fully vaccinated. These employees must test at least once during any week they report to a facility, to mitigate the risk to others by not being fully vaccinated. If a GSA employee is notified of a positive test result, the employee is required to follow GSA notification procedures and take appropriate actions as required by agency policy, defined in *Section 2g. Contact Tracing* below.

Tests can come from a third party of the employee's choice, which may be a physician, pharmacy, state, local testing center, or for veterans, any Veterans Affairs (VA) medical center or clinic. Any COVID-19 viral test, such as a PCR or antigen test, that has been authorized by the Food and Drug Administration to detect current infection is acceptable. GSA recommends use of state or local testing facilities, VA, or any other reputable testing facility.

All testing and travel to and from the test location should be performed during the employee's regular duty hours. GSA will reimburse the cost of the COVID-19 test and transportation to the testing location in accordance with agency and local travel policy. Employees should normally use a testing location in the local area, and they are entitled to reimbursement of all allowable local travel expenses that exceed those that would be incurred in their commute.

Visitors who are not seeking a service or benefit and attest to not being fully vaccinated (or who decline to provide vaccination status) will be required to provide proof of a negative COVID-19 test that was conducted no more than 3 days prior and should furnish a paper copy of their negative test results when in a GSA-Controlled facility and retain these results while in the facility. The visitor's point of contact in the agency is the person responsible for obtaining the attestation and verifying the visitor has the proper documentation.

2g. Contact Tracing

GSA maintains procedures in place to protect employee, contractor employee and visitor safety when a COVID-19 suspected or confirmed exposure occurs in one of its facilities. OHRM released a standard operating procedure for reporting a COVID-19 exposure for GSA personnel, including a process for notifying individuals who may have been exposed and communications templates for informing personnel. To aid in contact tracing, GSA employees must follow the steps below if they have been exposed to COVID-19. This process is posted to GSA's InSite.

1. **Notify Supervisor.** The exposed employee notifies the employee's supervisor or OHRM reasonable accommodation coordinator.
2. **Obtain Information.** The supervisor or OHRM reasonable accommodation coordinator obtains information from the employee to assist in cleaning and disinfection, general notifications, etc.
3. **Notify PBS.** The supervisor or reasonable accommodation coordinator notifies the appropriate PBS Facility Manager (for federally owned facilities) or the PBS Lease Administration Manager (for leased facilities), as applicable.
4. **Notify Employees with Close Contact.** The supervisor notifies any employee(s) who the supervisor believes had direct contact with the affected employee. However, the supervisor

will not disclose the name of the affected employee or any other personally identifiable information to those with direct contact.

5. **Notify All Agency Points-of-Contact in the Building.** All facility occupant points of contact in the GSA facility, regardless if they came into close contact with the affected employee, are notified of the incident.
6. **Building Cleaning.** The process for cleaning and disinfecting affected areas of the facility is initiated as soon as possible, in accordance with CDC guidelines.

GSA's COVID-19 Coordination Team also collaborates with and supports local health department's contact tracing programs to help identify, track, and manage contacts of COVID-19 cases, consistent with Federal privacy and confidentiality regulations and laws. Disclosures by the agency regarding COVID-19 cases are consistent with Federal, State, and local privacy and confidentiality laws and regulations. If an employee tests positive for COVID-19, the case is recorded on an OSHA Illness and Injury Log if each of the following conditions are met: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by 29 CFR 1904.5); and (3) 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).

2h. Travel

GSA continues to adjust to the changing COVID-19 pandemic status. GSA's Office of Administrative Services (OAS) continues to update GSA's travel guidance to align with current [CDC guidance](#). GSA maintains current travel guidance on the "Travel" page of GSA's InSite.

The OAS will publish updated guidance when necessary, GSA's current (as of October 20, 2021) travel guidance includes the following:

1. Travel authorized by the Government (domestic and international) must be mission critical, time sensitive, and required to perform essential duties, regardless of vaccination status.
2. All travel for conferences, related events, and training do not meet this requirement and are not authorized.
3. Employees are required to review and follow guidance on the [CDC Domestic Travel During COVID-19 website](#) prior to conducting official travel, including taking health and safety precautions, self-monitoring for symptoms, and wearing a mask during travel.
4. Travel from abroad:
 - a. All air passengers coming to the United States from abroad, including Federal employees who are fully vaccinated, are required to have a negative SARS-CoV-2 viral test result no more than three days before the flight to the United States departs or must show documentation of recovery from COVID-19 within the previous 90 days before they board a flight to the United States.
 - b. Fully vaccinated travelers are advised that they should also, after traveling abroad, 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 U.S. destination after travel.
5. Employees are directed to the [Safer Federal Workforce Travel FAQs](#) for more information on official travel for fully vaccinated and unvaccinated federal employees.

2i. Meetings, Events, and Conferences

GSA's OAS monitors requests for meetings, events, and conferences, and continues to update guidance in alignment with CDC and Safer Federal Task Force Workforce guidance. Currently, GSA is not approving requests to sponsor/co-sponsor in-person events or attend any in-person conferences. OAS reviews requests to hold or attend events that require physical attendance on a case-by-case basis. Holding a meeting, conference or event that will be attended by more than 50 in-person participants requires the Administrator's approval. In-person attendees at any meetings,

conferences, and events hosted by GSA, regardless of event size, are provided information about how to conduct themselves based on their vaccination status. In providing this information, the agency complies with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. Attendees who are not fully vaccinated or decline to provide their vaccination status must also comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the guidance related to visitors in the Face Masks and Physical Distancing section of the Agency Model Safety Principles.

GSA employees should contact cge-access-requests@gsa.gov for questions about ConcurGov. Contact Chester McMillon at chester.mcmillon@gsa.gov or 202-969-7057 regarding Event Tracker requests.

2j. Symptom Monitoring

GSA understands that [symptoms associated with COVID-19](#) vary. Employees are encouraged to know their own physical health and to monitor their COVID-19 symptoms, following CDC guidance. As defined in *Section 3a. Occupancy*, GSA requires all employees to complete a mandatory Daily Check-In survey to report their work location. GSA is modifying the Daily Check-In to include symptom screening questions. If an employee is reporting to an office that day, they will need to complete symptom screening questions and attest to not having COVID-19 symptoms. Additionally, employees and onsite contractor employees must follow virtual and/or in-person health checks required by the facility, including completing symptom screening, if applicable. For example, at GSA headquarters (1800 F St), employees, onsite contractor employees, and visitors are required to [answer screening questions](#) through an app or manually prior to entering the building.

GSA's intranet site, InSite, provides a link to the CDC website for monitoring symptoms of COVID-19, as well as GSA's current guidance, defined below:

1. If you are experiencing COVID-19 symptoms: Consult with your health care provider. You may need to take a COVID-19 test. Do not enter a GSA-controlled facility under any circumstances. Notify your supervisor or a Local Accommodation Coordinator that you are experiencing COVID-19 symptoms and will not be entering the GSA facility.
2. If you are not feeling well but are not sure if you are experiencing COVID-19 symptoms: Consult with your health care provider. You may need to take a COVID-19 test. Do not enter a GSA-controlled facility under any circumstances. Notify your supervisor or a Local Accommodation Coordinator that you are not feeling well and will not be entering the GSA-controlled facility.
3. If you develop COVID-19 symptoms onsite: Exit the facility immediately taking care to interact with the fewest number of people possible and wear a mask. Consult with your health care provider. You may need to take a COVID-19 test. Notify your supervisor or a Local Accommodation Coordinator that you are experiencing COVID-19 symptoms.
4. If it is determined that you do have COVID-19 and have been in a GSA facility: immediately follow the "Contact Tracing" procedures, defined in *Section 2g. Contact Tracing* of this document.

Employees and supervisors may reach out to their [Local Accommodation Coordinator](#) for advice and support on any reporting or human resources requirements.

2k. Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

GSA's goal is to use quarantine and isolation procedures to prevent exposure to those who are or may be sick with COVID-19. GSA follows [CDC guidance](#) in regards to quarantine and isolation, including the definitions of quarantine and isolation. Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

GSA's current guidance is:

1. If you tested positive for COVID-19 or are showing COVID-19 symptoms, regardless of vaccination status:
 - a. You must first contact your healthcare provider. Then, stay out of a GSA-controlled facility for at least 10 days or more if symptoms are severe since symptoms first appeared, and at least 24 hours with no fever without fever-reducing medication.
2. If you have been exposed to someone who has COVID-19:
 - a. **Fully vaccinated** people are not required to quarantine or isolate themselves unless they develop symptoms. However, if you have had close contact with someone with suspected or confirmed COVID-19, you are advised to get tested 3-5 days after exposure, even if you do not have symptoms. CDC also advises you to wear a mask indoors in public for 14 days following exposure or until your test result is negative. If your test result is positive, you should isolate yourself for 10 days.
 - b. **Not fully vaccinated** people must first contact their healthcare provider. Then, stay out of a GSA-controlled facility for 14 days after contact with someone suspected of having or confirmed to have COVID-19. Consider self-quarantining at home during this time. Stay out of a GSA-controlled facility for 7 days after receiving a negative test result (test must occur on day 5 or later). Consider self-isolating at home during this time.
3. If you believe you have been exposed to someone who has COVID-19 at work or tested positive after recently being in the office:
 - a. **Fully vaccinated** people are not required to quarantine or isolate themselves unless they develop symptoms.
 - b. **Not fully vaccinated** people must first contact your healthcare provider and if you have not been vaccinated, please isolate yourself as much as possible. Then, please contact your supervisor or Local Accommodation Coordinator immediately.

In addition to the CDC guidance, people should follow any applicable Federal, State, local, Tribal, or territorial law, rules, or regulations that require additional safety or mitigation measures.

2I. Confidentiality & Privacy

GSA is committed to the confidentiality and privacy of employee information. GSA has identified the Chief Privacy Officer as the individual responsible for all questions relating to the agency's treatment of personal medical information in the context of its COVID-19 workplace safety protocols.

All data submitted by GSA employees related to the COVID vaccination requirement is stored within a Federal Information Security Management Act (FISMA) Moderate boundary, which is the standard privacy and security system categorization whenever personally identifiable information or other sensitive information is involved. The data collected is accessible only to GSA staff who have a need to know to ensure effective implementation of the safety protocols. All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, is treated by GSA in accordance with applicable laws and policies on confidentiality and privacy, and is accessible only to those with a need to know. GSA has consulted the Senior Agency Official for Privacy on matters related to the handling of personally identifiable information.

Additionally, GSA's Exposure Notification Process and Standard Operating Procedure for Reporting COVID-19 allows employees to report an exposure either confidentially or non-confidentially. The process allows employees to communicate medical information to an OHRM Reasonable Accommodation Coordinator, if the employee does not wish to share this information directly with the employee's supervisor. The Exposure Notification Process is posted to GSA's InSite.

3. WORKPLACE OPERATIONS

3a. Occupancy

GSA requires all employees to complete a mandatory [Daily Check-In survey](#) to report their work location and to track occupancy in GSA facilities. This survey serves as a tool to ensure that GSA is not exceeding desired capacity limits at GSA facilities, if applicable at the time wherever possible. A summary of the Daily Check-In results for all organizations is provided to the GSA Administrator and GSA Heads of Services and Staff Offices on a daily basis for review and appropriate action.

The government-wide occupancy requirements set forth in OMB Memorandum M-21-15 are no longer in effect as of June 10, 2021. However, GSA may establish reentry procedures that impact occupancy levels. Employees are expected to:

1. Complete the Daily Check-In survey to report your work location every day.
2. Obtain supervisor's approval to come to the facility if you have not been identified as mission critical.
3. Follow reentry guidance communicated by the GSA Administrator, Deputy Administrator, Chief Human Capital Officer, and Chief Administrative Services Officer.

3b. Environmental Cleaning

GSA routinely cleans frequently touched surfaces in common and high-traffic areas, such as lobbies, restrooms, elevators, and stairwells, in accordance with CDC guidelines. GSA's Office of Administrative Services provides hand sanitizer and other disinfectant products in Headquarters and Regional Office Buildings, and assists in the acquisition and distribution of these products across field office locations, as requested. Wipes and other Environmental Protection Agency approved disinfectants are available throughout GSA-occupied spaces to clean individual workstations and related personal property. Physical barriers, such as plexiglass shields, have been installed where appropriate. GSA employees and contractor employees are expected to:

1. Clean agency personal property, such as phones, computers, desks, and other office equipment after use, using a type of cleaner appropriate for the surfaces, such as disinfectant wipes available in the office.
2. Follow GSA's fire safety guidance posted to InSite when alcohol-based hand sanitizer is stored in GSA-controlled facilities.

GSA follows a cleaning and disinfecting process for when a COVID-19 exposure is reported in a GSA-controlled facility. When a COVID-19 exposure is reported, the facility management office is required to submit an Office of Mission Assurance SPOT Report to identify the impact to normal operations in the building (*i.e.*, the cleaning process). The impacted areas are cleaned and disinfected in accordance with [CDC guidelines](#) and the PBS-issued Cleaning and Disinfection Procedures. GSA also uses a real-time COVID-19 Exposure Tracker to track COVID-19 incidents. Through the SPOT report and COVID-19 Exposure Tracker, GSA is able to monitor the incident from report submission to cleaning completion.

3c. Hygiene

GSA provides employees best hygiene practices on InSite to prevent the spread of germs and viruses, in alignment with CDC guidance. GSA provided individual facilities with printable sign templates to promote good hygiene habits. [CDC recommends](#) hand sanitizer with at least 60% ethanol and manufactured in accordance with FDA requirements. GSA has set up hand sanitizer stations in alignment with CDC recommended hand sanitizer at the entrances of GSA-controlled facilities and throughout workspaces.

3d. Ventilation & Air Filtration

To the extent feasible, GSA increases ventilation, improves filtration, and reduces or eliminates air recirculation to protect the safety of our employees. GSA's approach to ventilation and air filtration aligns with current CDC recommendations on workplace ventilation and is being implemented in all

GSA facilities. GSA is:

1. Increasing ventilation rates, where feasible.
2. Confirming ventilation systems operate properly and continue to provide acceptable indoor air quality for each space's current occupancy level.
3. Increasing outdoor air, where feasible.
4. Improving central air filtration to the highest level compatible with the existing filter rack, and sealing edges of the filter to limit bypass.
5. Increasing air exchanges.
6. Considering HEPA filters on a facility-by-facility basis, if requested by a tenant (in this case GSA) for placement in their occupied area on a reimbursable basis.

3e. Collective Bargaining Obligations

GSA has kept and continues to keep employee unions informed of the agency's plans for health and safety, in addition to reentry. GSA recognizes the importance of two-way feedback and ongoing conversations with unions to adjust and improve its planning and communications. OHRM continuously engages unions on changes to policies that impact the workforce, and conducts regular meetings with union representatives to provide informational updates. GSA is committed to a safe, equitable, and transparent transition back to the facilities and assuring the unions that their input is valued and bargaining responsibilities will be met. GSA provided a draft version of this COVID-19 Safety Plan to its unions in order to provide a meaningful opportunity for the unions to consult prior to publishing the plan publicly and fulfill collective bargaining obligations.

4. COMMUNICATIONS

GSA applies a range of communication channels to reach employees, answer questions, and create transparency on GSA's health and safety approach. Communications range from announcing changes to mandatory telework, reminders about health and safety protocols (e.g. face masks), and soliciting feedback from employees. GSA recognizes the need for two-way communication and includes feedback loops in its communications strategies. GSA communications channels include:

1. **COVID-19 and Workplace Safety InSite Page:** Continuously update a page on GSA's intranet site to provide the latest guidance on workplace safety and support the health and safety of GSA's employees, contractor employees, and visitors.
2. **Town Halls:** Conduct recurring GSA-wide and regional virtual meetings to discuss COVID-19 plans and answer questions from employees.
3. **Messages from Leadership:** Continuously distribute messages from the Administrator and Deputy Administrator throughout the pandemic.
4. **FAQs:** Continuously update FAQs based on new external guidance and GSA's policies, including health and safety protocols, and telework and leave rules.
5. **Centralized Questions Inbox:** Maintain a centralized email address for GSA employees to submit feedback and receive a response from the appropriate GSA point of contact.
6. **Employee Surveys:** Release pulse surveys as needed. To date, GSA has released five reopening pulse surveys to employees throughout the pandemic and will continue to collect employee feedback via recurring surveys.

5. DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY

GSA's policies, guidance and communications are in accordance with Equal Employment Opportunity Commission guidance. In a GSA-wide message issued on February 2, 2021, Acting Administrator Katy Kale emphasized taking "a holistic approach to diversity, equity, and inclusion. We will be intentional in our people, processes, and partners. We will make sure that they reflect our

values and priorities.”

Integrating consistency and equity into decision making for the future of work is extremely important to GSA. GSA incorporates input from across and within all levels of the organization, from pulse survey results to capture employee feedback to working sessions with leadership to develop strategies and make decisions about health, safety, reentry and post-reentry. GSA appointed a Senior Advisor to the Administrator on Equity to coordinate its focus on creating policies, guidance and processes that drive equitable treatment of the workforce and break down barriers for advancement, regardless of employee work locality, re-entry preferences or work status. Key focus areas for consistent and equitable decision making include:

1. **Supervisor Training:** Supervisor training on diversity, equity, inclusion and accessibility (DEIA), cultural competency, and managing hybrid (dispersed and in-person) teams are key components of GSA’s reentry, post-reentry, and future of work planning and implementation.
2. **Workforce Analytics:** GSA is assessing ways to leverage workforce data and analytics to consider the unique needs and experiences of employees in regards to health and safety.
3. **Position Categorization:** In July 2021, GSA completed the process of categorizing positions into three categories based on their need and ability to work in-person, remotely or both for the future of work and reentry. Consistency and equity are a key focus area during the categorization process. The results were reviewed across Services and Staff Offices, Regions and job series, assessing consistency and equity, and identifying any discrepancies for review.
4. **Implementation Planning:** GSA’s health and safety plan includes messaging and resources for GSA supervisors to communicate about health and safety, creating consistency in messaging to employees regardless of office or supervisor. GSA resources include talking points, guides, and briefings for supervisors to facilitate conversations with employees on health and safety.