



GSA Leadership is reviewing the most recent CDC and Safer Workforce Task Force guidance released August 11, 2022 to update the GSA COVID-19 Workplace Safety Plan.

General Services Administration

COVID-19 Workplace

Safety Plan

August 10, 2022

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1. PURPOSE

This document supersedes the General Services Administration (GSA) COVID-19 Workplace Safety Plan dated December 22, 2021, and will take effect on August 10, 2022. GSA has met all applicable collective bargaining obligations associated with the plan. This plan provides GSA's 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, 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 continue to 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 governmentwide 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

All GSA employees, and all selected job candidates ready to enter-on-board, are encouraged to stay up-to-date on COVID-19 vaccinations and to provide acceptable documentation of their vaccination status for the purposes of implementing safety measures in Federal facilities.

Vaccination Documentation & Information.

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*. Safer Federal Workforce Task Force guidance on other Federal agency safety protocols based on vaccination status—including guidance on protocols related to masking, distancing, travel, testing, and quarantine—remains in effect.

GSA employees and selected job candidates are asked to submit vaccination information and documentation, including proof of primary vaccination series, additional doses and booster shots, using [GSA's Certification of Vaccination Form](#) and Certification of Vaccination Booster Form. GSA will maintain and review the information and documentation submitted to implement safety protocols based on vaccination status. Employees that do not submit their vaccination information and documentation will be treated as not fully vaccinated for the purposes of implementing GSA's safety protocols, such as quarantine and isolation. Employees who are working remotely or have had a prior COVID-19 infection should still submit information and documentation necessary to verify the employee's vaccination status. 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. Guidance on completing the forms and submitting appropriate documentation is posted to GSA's employee intranet, [InSite](#).

Employees who are not fully vaccinated or who decline to provide information on their vaccination status may be subject to COVID-19 testing, depending on the COVID-19 community level.

Contractor Employees will be provided with the Certification of Vaccination Form when entering a GSA facility located in a county with medium or high COVID-19 community levels. Contractor employees should complete the Certification of Vaccination Form and keep it with them while in the facility - they may be asked to show the form to a GSA employee who oversees their work.

When the COVID-19 Community Level is MEDIUM or HIGH in a county where a GSA facility is located, onsite contractor employees who are not fully vaccinated (or who decline to disclose their vaccination status) should be able to show proof of a negative COVID-19 test result from within the previous 3 days when in that facility. GSA does not have a screening testing program for contractor employees and will not provide onsite testing or test kits. It is the responsibility of the GSA employee overseeing the work to ensure the onsite contractor complies with GSA safety policies and procedures. GSA employees may email the Certification of Vaccination Form to contractor employees in advance of their time on-site or utilize a tool or application to share the form with contractor employees and enable them to easily complete it, but GSA employees should not

maintain Certification of Vaccination Forms from contractor employees unless the agency develops a system of records notice that covers its collection of this information.

Visitors will be provided with the Certification of Vaccination Form when entering a GSA facility located in a county with MEDIUM or HIGH COVID-19 community levels. Visitors should complete the Certification of Vaccination Form and keep it with them while in the facility.

When the COVID-19 Community Level is MEDIUM or HIGH in a county where a GSA facility is located, visitors who are not fully vaccinated (or who decline to disclose their vaccination status) should be able to show proof of a negative COVID-19 test result from within the previous 3 days when in that facility. Members of the public entering a Federal facility to obtain a public service or benefit do not need to provide proof of a negative COVID-19 test.

GSA employees may email the Certification of Vaccination Form to visitors in advance of their time on-site or utilize a tool or application to share the form with visitors and enable them to easily complete it, but GSA employees should not maintain Certification of Vaccination Forms from visitors unless the agency develops a system of records notice that covers its collection of this information.

Requirements related to the provision of vaccination information and proof of a recent COVID-19 test do not apply to members of the public entering a GSA building to obtain a public service or benefit. However, they are required to follow required workplace safety protocols consistent with their vaccination status while accessing the facility.

Vaccination Time & Attendance.

1. **Leave for getting vaccinated.** GSA employees seeking an authorized dose of a COVID-19 vaccination, including primary series doses, authorized boosters, and authorized additional doses during work hours, should be granted administrative leave and should not use duty time. GSA authorizes up to four (4) hours of administrative leave for any COVID-19 vaccination dose consistent with the guidance for boosters and additional doses. GSA authorizes up to four (4) hours of administrative leave to travel to the vaccination site, acquire the vaccination, and travel back to their workplace. If an employee needs less time to acquire the dose or booster, only the needed amount of administrative leave should be granted. Employees should obtain approval in advance from their supervisor before using administrative leave for time spent acquiring a vaccination dose or booster. All leave needs to be entered into HR links and approved.
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 or booster shot 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 or booster. For example:
 - o GSA grants leave-eligible employees up to four (4) hours of administrative leave per dose or booster—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.

- 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.
 - Employees should 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 helping a family member get vaccinated.
4. **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 recommended by the CDC.

Privacy & IT Security. All data submitted by GSA employees related to the COVID-19 vaccination requirement is stored within a Federal Information Security Management Act (FISMA) Moderate boundary, which is the standard privacy and security system categorization whenever Personal Identifiable Information (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 PII. 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.

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.

Definition of Up-to-date on Vaccinations. According to the CDC, a person is considered up-to-date on vaccinations when the person has received all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.

2b. COVID-19 Community Levels

GSA follows the Safer Federal Workforce Task Force and CDC guidance to incorporate COVID-19 community levels into GSA's processes and protocols. When determining COVID-19 community levels in a given area, GSA references the [CDC COVID-19 Data Tracker County View](#). GSA's mask wearing and testing guidance incorporates CDC COVID-19 Data Tracker County data and is based on the community level where the agency facility is located.

Specifically, GSA conducts a weekly assessment of the COVID-19 community level in a given area to determine mask wearing and testing requirements. When the COVID-19 community level related to a given agency facility increases from low to medium 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.

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 were given advance notice (30 days) and guidance before being required to return 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 technology 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 Navigating Change and Transition. GSA will continue to explore new trainings that may be needed.

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. Deputy Chief of Staff for Operations
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 and Task Force 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 when required, [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 COVID-19 community level. GSA's current facemask and physical distancing guidance is:

All Employees, Visitors, and Contractor Employees:

1. Do not need to wear a mask in their workplace in an [area with a medium or low COVID-19 community level](#).
2. Do need to wear a mask indoors when reporting to a GSA facility if they are in an area with [a HIGH COVID-19 community level](#), 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 community level.
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.
6. Must wear a well-fitting mask when in a Government-operated aircraft, boat and other maritime transportations conveyances, and buses with multiple occupants. In these conveyances, occupants can remove their masks for safety reasons or for brief periods of time while eating, drinking, or taking medication. Mask-wearing is not required for outdoor areas of conveyances, if any.
7. GSA recommends wearing a well-fitting mask when there are multiple occupants in Government-operated vans, cars, trucks, and other motor pool passenger vehicles.

If members of the public are entering a Federal building or Federal land to obtain a public service or benefit, these visitors must comply with all relevant CDC guidance, including wearing a mask in areas with HIGH COVID-19 community levels. 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 those who are not up to date on COVID-19 vaccines should stay at least 6 feet away from other people, especially if they are at a higher risk of getting very sick with COVID-19.

2f. Screening Testing Program

In accordance with Safer Federal Workforce Task Force guidance, GSA established a screening testing program for COVID-19. At this time, the testing program is for those GSA employees who are not fully vaccinated or choose not to disclose their current vaccination status. These employees must test at least once during any week they report to a facility in an area with a MEDIUM or HIGH COVID-19 Community Level, to mitigate the risk to others by not being fully vaccinated. If a GSA employee enrolled in the GSA Screening Testing Program receives a positive test result, the employee is required to follow GSA notification procedures and take appropriate actions as required by agency policy, defined in *Sections 2g. Contact Tracing* and *2l. Quarantine and Isolation* below.

Employees may request and use COVID-19 tests from GSA procured sources or stocks, or receive testing 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. Rapid tests may be used for purposes of weekly screening testing.

All testing and travel to and from the test location should be performed during the employee's regular duty hours. If the employee chooses not to use a GSA-provided test, 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.

When the [COVID-19 Community Level](#) is MEDIUM or HIGH in a county where a Federal facility is located, contractor employees and visitors who are not fully vaccinated or who decline to provide information about their vaccination status should be able to provide proof of a negative COVID-19 test from within the previous 3 days when in that facility. At GSA-controlled facilities, it is the responsibility of the occupant agency associated with the visitor to ensure that individuals accessing the facility have the appropriate documentation given their COVID-19 vaccination status.

Members of the public entering a Federal facility to obtain a public service or benefit do not need to provide proof of a negative COVID-19 test. If they are not fully vaccinated, visitors should comply with all relevant CDC guidance and follow established safety protocols for that facility, consistent with their vaccination status.

2g. Diagnostic Testing

Regardless of vaccination status, employees who are determined to have been in close contact to

persons with COVID-19 in the workplace should complete a diagnostic COVID-19 test at least 5 full days after they last had close contact with someone with COVID-19 (unless they tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, in which case they do not need to get tested after close contact), follow CDC guidance for quarantine and isolation and communicate with their supervisor or Local Reasonable Accommodation Coordinator if they test positive. GSA will not provide onsite testing to employees, but will reimburse employees for the cost of their COVID-19 test and associated travel expenses for exposures that occur within the workplace. Employees may choose to complete an at-home test or a point-of-care test, and will be granted administrative leave to travel to a testing site and obtain a test. The CDC recommends testing should occur as soon as possible after symptoms develop OR at least 5 days after the individual last had close contact with someone with COVID-19 (the date of the last close contact is considered day 0). Employees are not required to submit any testing information or results to GSA before returning to the workplace.

GSA is not responsible for providing a test or reimbursing the cost of a test for an individual as a result of an exposure that occurred outside of the workplace.

2h. 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. Employee **Notifies Supervisor**. The employee with a confirmed case of COVID-19 notifies their supervisor or OHRM reasonable accommodation coordinator.
2. Supervisor **Obtains Information**. The supervisor or OHRM local reasonable accommodation coordinator (LRAC) obtains information from the employee including close contacts and frequented areas in the GSA facility. The supervisor or LRAC submits an online form with information collected.
3. Notification sent to **PBS Contact**. An automation notifies the appropriate PBS contact of employee's frequented areas in the GSA facility to inform cleaning procedures.
4. Notification sent to **Close Contacts**. An automation notifies any employee(s) who have come into close contact with the affected employee. The notification 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).

2i. 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. Federal employees should adhere strictly to CDC guidance for domestic and international travel before, during, and after official travel. The CDC recommends that individuals make sure they are up to date with COVID-19 vaccines before travel. OAS will publish updated guidance when necessary. GSA's current (as of April 11, 2022) travel guidance includes the following:

1. All official travel – including, but not limited to travel for conferences and training – can be authorized in accordance with all agency travel policies ([OAS 5700.1A, Temporary Duty Travel Policy](#) or [OAS 5770.1A, Local Travel Policy](#)) and Safer Federal Workforce [travel guidance](#).
2. Conference attendance requires an approved attendee request in Event Tracker. Attendee requests must be submitted no later than 30 days prior to the event start date.
3. Employees should take the following actions prior to travel:
 - Obtain approval in Event Tracker, if applicable.
 - Email gsa-oas-travelteam@gsa.gov to verify travel card activation.
 - Make reservations and obtain authorization in [ConcurGov](#) as early as possible.
 - Consider being tested for COVID-19 with a viral test as close to the time of departure as possible (no more than 3 days) before travel.
 - Check the destination's COVID-19 situation before traveling, including given that State, Tribal, local, and territorial governments may have travel restrictions in place.
 - GSA will follow CDC guidance for [domestic](#) and [international](#) and [Safer Federal Workforce Task Force Travel guidance](#) regarding testing prior to or following travel. If the CDC otherwise recommends or requires COVID-19 testing prior to or following travel, employees traveling on official business must be tested consistent with such CDC guidance, pursuant to Executive Order 13991. In this instance, GSA will provide for any recommended testing and provide for any required testing associated with official travel at no cost to the employee, such as through the agency's screening testing program.

4. International Travel

If an employee who is not up to date with COVID-19 vaccines travels internationally to the United States, GSA will require such employees to follow agency quarantine protocols and not enter a Federal facility or interact with members of the public in person as part of their official responsibilities for at least 5 full days after their travel. Employees should telework during quarantine if they are able to do so. If the employee is unable to telework, GSA will provide weather and safety leave while the employee is in quarantine following official international travel to the United States. If the employee is unable to telework during this

period because they are sick, then the employee should use sick leave, annual leave, or other forms of paid time off (e.g., compensatory time off or credit hours). Employees are directed to the [Safer Federal Workforce Travel FAQs](#) for more information regarding probable or confirmed COVID-19 or close contact COVID-19 exposures while on local or on official travel.

2j. 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. GSA offices can be authorized to conduct events (e.g., conferences, internal management meetings) in accordance with [OAS 5785.1C, Conference and Event Management](#).

All internal management meetings and events must have an approved event request in [Event Tracker](#). Requests should be submitted no later than 45 days prior to the event's planned start date.

Per guidance from the Safer Federal Workforce Task Force, organizers of any event with expected in-person attendance of more than 50 participants must check the COVID-19 Community Level for the county where the event will occur. If the Community Level is **HIGH**, organizers must obtain final approval from GSA's Chief of Staff.

In-person attendees who are not fully vaccinated or decline to provide information about their vaccination status must also provide proof of a negative COVID-19 test completed within the previous 3 days. All attendees must comply with masking requirements if the conference is hosted in an area with HIGH COVID-19 Community Levels.

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](tel:202-969-7057) regarding Event Tracker requests.

2k. 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 modified 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, onsite contractor employees and visitors 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), 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: 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 your own COVID-19 diagnostic 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 procedures, defined in *Section 2g. Contact Tracing and Section 2l. Quarantine & Isolation* of this document

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

2l. Quarantine & Isolation

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 should first contact your healthcare provider. Then, notify your supervisor or Local Reasonable Accommodations Coordinator. Do not report to a GSA-controlled facility and isolate at home for at least 5 days from the onset of symptoms. You may reenter the workplace when you have completed the 5 day isolation period, have been fever free for more than 24 hours, and your symptoms have improved, For an additional 5 days after the end of their 5-day isolation, individuals should continue to wear a mask, avoid eating and drinking around others, avoid environments such as dining facilities and gyms where they may be unmasked around others, avoiding travel, avoid people who are immunocompromised or at high risk for severe disease, and avoid nursing homes and other high-risk settings. .
 - b. **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. If an employee is experiencing COVID-19 symptoms and is isolating while actively seeking to be tested, weather and safety leave may not be used, but up to 3 days of administrative leave may be offered on a limited basis.
2. If you have come into close contact with someone with COVID-19:

Close contact is defined as being within 6 feet of someone who has probable or confirmed COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.

- a. If you are up-to-date with your COVID-19 vaccines or you have had confirmed COVID-19 within the last 90 days, you do NOT need to quarantine, but should self-monitor for symptoms for 10 days following close contact experience.

- You should complete a diagnostic COVID-19 test 5 full days after the close contact experience, and if you test negative, you may continue to enter a GSA-controlled facility. If you test positive, you should follow isolation protocols.
 - Consider taking precautions for the 10 days following the close contact experience by wearing a mask around others, avoiding eating and drinking around others, avoiding environments such as dining facilities and gyms where you may be unmasked around others, avoiding immunocompromised people or those who are at high risk for diseases, and avoiding nursing homes.
 - If you are unable to wear a mask, such as pursuant to a medical condition or disability for which you have received reasonable accommodation, you should quarantine for 10 days.
- b. If you are not up-to-date with COVID-19 vaccines and have not had confirmed COVID-19 within the last 90 days, you should quarantine at home for at least 5 full days and complete a viral COVID-19 test after the 5 full days.
- You should complete a viral COVID-19 test after 5 full days of quarantine, and if you test negative, you may then enter a GSA-controlled facility. If you test positive, you should follow isolation protocols.
 - While quarantining, self-monitor for symptoms. If symptoms develop, isolate and remain isolated until you can get tested for COVID-19 and obtain results.
 - Consider taking precautions for 10 full days after the close contact experience by wearing a well-fitted mask when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities and gyms where they may be unmasked around others, avoiding people who are immunocompromised or at high risk for severe disease, and avoiding nursing homes and other high-risk settings. If you are unable to wear a mask around others, such as pursuant to a medical condition or disability for which you have received reasonable accommodation, you should quarantine for 10 days while self-monitoring for symptoms.
- c. **Leave related to quarantine.** If an employee who is not up to date with COVID-19 vaccines needs to quarantine as recommended by agency quarantine protocols after a known close contact, the employee should telework during quarantine if they are able to do so. If the employee is unable to telework because, for example, they are ineligible to do so, do not have an applicable telework agreement, or are otherwise not able to telework based on their job duties, then agencies should provide weather and safety leave while the employee is in quarantine. If the employee is unable to telework during this period because they are sick, then the employee should use sick leave, annual leave, or other forms of paid time off (e.g., compensatory time off or credit hours). GSA may ask employees for additional information if necessary to confirm that the employee has been notified of having

had a close contact, including if the agency has reason to believe the employee has requested leave under false pretenses.

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

2m. 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 vaccination status 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. 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.

Employees are expected to follow the reentry procedures:

1. Complete the Daily Check-In survey to report your work location every day.
2. If you are reporting to a facility, complete the symptom screening questionnaire.
3. Follow signage in the facility related to health and safety protocols.

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. 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, Deputy Administrator, Chief Human Capital Officer, and Chief Administrative Services Officer 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:** To date, GSA has released multiple reopening pulse surveys to employees throughout the pandemic and will continue to collect employee feedback via recurring surveys. OAS has released a weekly In-Office Experience Survey to gather feedback on safety and productivity from employees that are reporting to the facility.

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.