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Preparing for Reentry

Telework, Remote Work, and Duty Station Guidance

As the Federal Government prepares to return employees to the physical workplace, Federal agencies have been directed to ensure compliance with the Office of Personnel Management's (OPM) pay policy as part of their reentry plan and exit from the maximum telework posture. Per the [DOL Reentry and Post Reentry Future of Work Plan](#), by their scheduled reentry date or the start of Phase 3, whichever is earlier:



1. Employees are required to return to their official worksite and duty station of record.
 2. Employees must have an approved up to date telework agreement to participate in telework or remote work (**see definitions below**).
 3. Employees should expect to return to their pre-pandemic schedule unless a change to their schedule has been approved by their supervisor.
- **Telework** is where an employee performs work at an approved alternate worksite, and the employee is expected to report to their official worksite at least twice per bi-weekly pay period on a regular and recurring basis (can be formal with consistent telework days or informal with ad hoc telework days).
 - **Remote work** is where the employee can perform work from an approved alternate worksite within **or** outside the local commuting area of the agency worksite and the employee is **not** expected to report to the agency worksite on a regular and recurring basis.

Employees who request and are approved to establish a remote work agreement beyond the start of Phase 3 will have their official worksite changed to the location of the remote worksite, which may change their duty

station and have an impact on their locality pay. This includes employees who were temporarily permitted to telework from a different geographic area during the maximum telework posture.

Supervisors and employees are encouraged to have discussions on individual work schedules, and update or establish telework/remote work agreements as appropriate to prepare for reentry. Additional telework/remote work guidance can be found on [DOL's Telework page](#) on LaborNet. Questions about telework and remote work policy can be directed to your [Agency Telework Coordinator](#) or [REDACTED]

Facilities

For employees returning to the Frances Perkins Building (FPB), check out the [FPB Reentry Guide](#) for onsite resources. The [FPB Portal](#) also has a lot of helpful information related to a number of topics including security and access, maintenance and cleaning, safety and health, building amenities, IT connections and other building services.



If your worksite is located outside of the National Office, please refer to [GSA's webpage](#) for regional office buildings. For additional questions, you can reach out to your [Regional OASAM points of contact](#).

Security

Remember to check the expiration date on your [PIV card](#) prior to your reentry date. If it has expired, schedule an appointment to have a new card issued and activated. To do so:

1. Call the DOL USAccess Help Desk at 202-693-7200 to obtain status of your PIV Card. The DOL USAccess Help Desk person will be able to provide additional guidance. Or,
2. Visit the [GSA USAccess scheduler](#) site to schedule an appointment to pick-up/activate your DOL PIV badge.

For employees returning to FPB, the Security Center (SC) will have a PIV kiosk located at the 3rd Street entrance for the first two weeks of each reentry phase. PIV kiosk services include certificate updates, PIN resets, and card activation, with no appointment required. All other PIV services (e.g., new enrollments, card reprints) are available at the PIV Badging Office by appointment only from 8am – 5pm ET, Monday through Friday.

SC will also have an Occupant Emergency Plan (OEP) information desk at that same location in FPB, which will be staffed to answer questions about actions during emergencies, pass out pamphlets, discuss the OEP, and welcome volunteers to join the Occupant Emergency Organization as floor wardens and zone monitors.

Technology

To assist with your technology needs as you return to onsite work, OCIO has developed a [Onsite Work IT Guide](#) outlining key things to know about equipment and office IT support.

If you are a National Office employee with questions about IT, check out the Enterprise Service Desk kiosk that will be in the FPB near the 3rd St. entrance for more information. It will be open from 7am – 3pm, Monday Friday.

In Case You Missed It

Here is a quick recap of the latest COVID 19 information and guidance sent to all DOL employees:

- [Employee Reentry Checklist](#)
- [DOL Reentry Update – Phase 1 Date Moved to February 28](#)
- [New COVID-19 Testing Policy](#)
- **REQUIRED:** [Workplace Safety Training](#) (PDF)
- [DOL Workplace Safety Plan](#) (PDF)
- [DOL Internal Reentry and Post Reentry Plan](#) (PDF)
- [Masking Requirements by DOL Location](#)

Video Resources

To help staff better understand DOL guidance related to the pandemic response, we've put together the following quick video resources. Check them out!



[Reentry Preparation \(4 mins\)](#)

A quick overview of what to be thinking about before returning to onsite work and the day you return to onsite work, plus ongoing health and safety



guidance.

Future of Work

DOL management and representatives from Local 12, AFGE; the National Union of Labor Investigators (NULI); and the National Council of Field Labor Locals (NCFL) concluded negotiations over the Future of Work. The parties agreed to a memorandum of understanding (MOU) that covers flexible work schedules, work schedule flexibilities, telework and remote work, and implementation of TeleworkXpress, the Department's new automated telework agreement system. Once finalized, you can find the MOU on the [DOL Plans and Procedures page](#). More information is forthcoming on TeleworkXpress, which is scheduled to launch in mid-March 2022.

Hybrid Workplace

As onsite work begins to increase over the next few months and telework continues, we need to consider how to prioritize an equitable and inclusive work experience for all our colleagues. There will likely be more situations where some team members are working from a DOL site while others are working remotely. Please consider the following tips to encourage open collaboration as we learn how to best operate in a hybrid environment.



1. **Prepare for the meeting.** If you would like to provide both in person and virtual options for a meeting, coordinate the appropriate conference space and learn how to connect the [technology](#) to use video for colleagues on site. Test the conference room set up in advance to make sure you know how to set it up and allow for time if you need to contact IT support. Check audio/video clarity with a virtual participant. Set up and log in early to ensure there are no connectivity issues.

2. **Consider the logistics.** Establish multiple facilitator roles if you need help with specific aspects of a meeting (screen-sharing a presentation, chat box monitor, Q&A facilitator, in-person setup). Consider listing them in the meeting invite with their roles and as the points of contact. Make sure you have a headset with you onsite in case you need to take virtual meetings from a non-enclosed workspace. Sending presentations or documents in advance of a meeting can enable virtual attendees to follow along, enlarge, or in-person attendees to print.
3. **Familiarize yourself with available technology platforms and extra features.** Check out [OCIO's Training Library](#). Make sure you understand key features of the virtual meeting platforms like screen sharing, chatting, and collaborating.
4. **Plan meetings strategically with participants' schedules in mind. For example,** if the majority of the team teleworks on Mondays, maybe the best option for a large team meeting that day would be a fully virtual meeting, even if a few people are in the office. Consider asking the planned participants what forum would work best for them given their schedules. For recurring meetings, consider alternating between fully virtual meetings and meetings with an in-person option.
5. **Encourage equal participation.** Be conscious of audio clarity to make sure virtual staff can hear conversations in the conference room, and colleagues onsite can see or hear comments read out loud from the chat. Begin a hybrid meeting with instructions about how you prefer for all attendees to communicate during the meeting. For example, instruct participants to use the chat box for comments, or raise hands — both virtually and in person. Alternate between calling on in person and virtual attendees. If people start speaking over each other, actively facilitate. Identify an order for people to speak.
6. **Make sure remote colleagues' voices are heard.** Sometimes in person conversation can dominate a discussion. Make sure you give remote colleagues the chance to jump in if they have a comment. Designate a person to assist by monitoring and reading from the chat and identifying virtual attendees with raised hands. If there are rapid exchanges by people in the room, quickly recap/summarize the discussion for those who might not have caught everything.
7. **Make spontaneity more inclusive.** When you are onsite with colleagues, it is easy to collaborate on the spot. Work with remote colleagues to determine how to best include them spontaneously, whether it be through a quick Teams call, dialing them in via Jabber, or jumping into a virtual meeting.
8. **Be intentional as a remote employee.** It is the entire team's responsibility to stay connected. If you feel out of the loop, be proactive

in maintaining strong lines of communication with your colleagues. Schedule quick check in conversations to catch up throughout the day with your teammates.

Stay tuned for additional hybrid work resources!

FEHB Coverage for COVID-19 Tests

Effective January 15th, 2022, Federal Employees Health Benefits (FEHB) plans have been directed to cover [over the counter \(OTC\) COVID-19 tests](#) for the diagnosis or treatment of COVID-19. This coverage includes tests that have been authorized, cleared, or approved for use without the involvement of a healthcare provider, and the coverage must be provided without any cost-sharing requirements, prior authorization, or other medical management requirements. FEHB plans may limit the number of tests to eight OTC tests per covered individual per month at no charge. Generally, there is no limit on the number of tests, including at-home tests, that are covered if ordered or administered by a healthcare provider following an individualized clinical assessment. **FEHB plans are not required to provide coverage of testing that is for employment purposes.**



Some FEHB plans may be in the process of establishing programs that allow covered individuals to obtain OTC COVID-19 tests directly through preferred pharmacies, retailers, or other entities with no out-of-pocket costs, eliminating the need for enrollees to submit a claim for reimbursement. Insurance plans establishing these programs will contact enrollees with information.


Should you have questions, please contact your health insurance carrier directly. Each plan works differently.

Stay Up to Date on Your Vaccines

CDC recommends that people remain [up to date with their vaccines](#), which includes [additional doses](#) for individuals who are immunocompromised or [booster doses](#) at regular time points. Individuals who are [moderately or severely immunocompromised](#) should get an additional primary shot and a booster shot.

Effective January 21, 2022, while the nationwide preliminary injunction is in place, employees may use up to four hours of administrative leave **instead of** duty time to obtain a primary series dose of the COVID-19 vaccine during work hours. Administrative leave may also continue to

be used for authorized boosters and additional doses received by employees or their family members during an employee's tour of duty consistent with [the guidelines](#). Please note that you don't have to get the same brand of booster shot as your initial vaccine series. We encourage you to get a booster dose as soon as you are able.



**Let's Get Vaccinated
...and Boosted!**

- Find COVID-19 vaccines and additional doses near you at [Vaccines.gov](https://www.vaccines.gov)
- Administrative leave is available for additional doses

Contractor Employee & COR Resources

As reentry draws nearer, contractor employees and Contracting Officer's Representatives (CORs) should keep the following guidance in mind:

- The [DOL Workplace Safety Plan](#), [Internal Reentry and Post-Reentry Plan](#), and [other DOL policies](#) and procedures apply to contractor staff. Please familiarize yourself with these documents.
- Contractor employees must conduct a [daily health screening](#) each day before coming onsite.
- Refer to [OSPE's policy notices](#) as needed. The latest include [Updated Guidance Regarding Enforcement of Executive Order 14042](#) and [Mandatory Workplace Safety Training for Contractor Employees](#).
- Contractor staff should complete the [Workplace Safety Training](#) and OEP training on LearningLink prior to returning to onsite work and notify their COR of completion.

OSPE's Customer Engagement and Management Team is hosting a [Reentry Informational Session for CORs on March 2nd, 2022 from 12pm – 1pm ET](#). Please reach to OSPE-CustomerEngagement@dol.gov for additional details.



Contractor employees should reach out to their COR with questions. CORs should reach out to the OSPE Project Management Office at [OSPE-](#)

PMO@dol.gov with any questions.

Supervisor Resources

As more employees return to onsite work, managers and supervisors will play a critical role in ensuring a smooth reentry process for staff. They are a valuable resource for their team, as some employees may not have engaged in onsite work for some time. Managers and supervisors should remind staff to conduct the [Daily Health Screening](#) each day before reporting to onsite work. Employees must also check the [masking requirements](#), [physical distancing requirements](#), [testing requirements](#), and [travel guidance](#) associated with their vaccination status, the level of transmission in the community, and local public health requirements. Be sure to refresh your knowledge of the updated [DOL COVID-19 Exposure Notification Process](#) in case any of your employees reporting onsite becomes ill.



We want to make sure managers and supervisors have all the resources they need to support their staff throughout the reentry process. To that end, we welcome all supervisors and managers to join an optional **Office Hours session on Tuesday, March 8th, from 1-2pm ET**. Subject matter experts from BOC, OHR, CRC, and more will be available to answer your questions about reentry. Please look for a calendar invitation in your mailbox with a link to attend.

Check out these resources on the [DOL COVID-19 LaborNet page!](#)

- [VaxTrak Homepage](#)
- [Vaccine Info](#)
- [Reentry Info](#)
- [Employee Messages](#)
- [Past COVID-19 Connection Newsletters](#)
- [DOL Plans and Procedures](#)
- [Medical and Religious Accommodations for Vaccine Requirement](#)
- [Training and Video Resources](#)
- [FAQs](#)

Questions? Please email us at

