



Vol. 7 | December 2021

## DOL Workplace Safety Plan Updates

The DOL COVID 19 Coordination Team will soon release an updated DOL Workplace Safety Plan (WSP). We have communicated the latest guidance to you as it has rolled out, but you will now be able to see all of DOL's current guidance in one place in the updated WSP. Highlights from the latest version include:



- **Vaccine Requirements** – Requirements for Federal employees, contractor employees, and onsite visitors to be fully vaccinated, plus enforcement procedures and legal exceptions
- **Onsite Operations** – Occupancy limits related to phased reentry, reasonable accommodations related to reentry, and guidance on safely hosting and attending in person conferences, meetings, and events
- **Health and Safety** – Masking guidance in various settings, DOL's approach to monitoring future transmission levels, and travel, physical distancing, and exposure/illness policies for fully vaccinated vs. not fully vaccinated Federal employees, contractors, and visitors

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## In Case You Missed It

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

- [Message from the Deputy Secretary: Preparing for Workplace Reentry](#)
- [Use of Duty Time and Administrative Leave for DOL Federal Employee COVID-19 Vaccination Purposes](#)
- [Requests for Medical or Religious Exceptions or Delays to the COVID-19 Vaccination Requirement](#)

- [Federal Employees required to be fully vaccinated by 11/22/21](#)
- [Extension of Expanded Workplace Flexibilities and Time Charging Guidance for Vaccinations](#)
- [Masking Requirements by DOL Location](#)

## Reentry Reminders: Key Dates

All employees directed to return to onsite work in Phase 1 have been notified. If you did not receive a Phase 1 notification, please stay tuned for a Phase 2 or 3 notification.



Please be assured that the DOL COVID-19 Coordination Team is closely monitoring COVID 19 transmission rates, the Omicron variant, and associated CDC and Safer Federal Workforce Task Force guidance. The Team remains ready to adjust as necessary for the health and safety of our workforce and the workers we serve. Our Reentry Plan is designed to adapt to our organization's needs as the COVID 19 landscape evolves.

Here are some things to think about as your reentry phase draws nearer:

- **Monday, December 6, 2021** – Beginning on this date, valid paid parking permits are required for entry into Frances Perkins Building garages. To apply for a parking permit, you must complete the DL1-127 [Application for Frances Perkins Building Parking Assignment](#) and return it to the Parking Management Office in FPB room S-1520 or via email to [REDACTED] by **December 31, 2021**.
- **Tuesday, December 14, 2021** – Phase 1 Open Forum to address questions surrounding Phase 1 of reentry.
- **Wednesday, December 15, 2021** – Last day for Phase 1 employees to reenroll in [commuter benefits](#) to use in January. If you are a DC metro rider and your SmarTrip card's **serial number does NOT begin with 0167**, you will need to replace it with a new card to be compatible with [WMATA's new fare gate system](#).
- **Saturday, December 18, 2021** Employees directed to return in Phase 2 will have been notified (45 days prior to the start of Phase 2).
- **Friday, December 31, 2021** Last day to submit a parking permit application for FPB parking assignment. After this date, permits will be sold first to carpool applicants, and then leftover permits will be sold to single rider cars on a first come, first serve basis.
- **Monday, January 3, 2022** Phase 1 begins.

- **Friday, January 21, 2022** – Employees directed to return in Phase 3 will have been notified (45 days prior to the start of Phase 3).
- **Wednesday, February 2, 2022** – Phase 2 begins no earlier than this date.

For more information, please visit the [Reentry Information LaborNet page](#) or reach out to [REDACTED]

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## Coming Soon: Health and Wellness Learning Series

A new year can bring new prospects, but it can also bring change. As we prepare for reentry to onsite work, the [Employee Assistance Program](#) will be hosting a health and wellness learning series for DOL employees designed to help participants learn helpful techniques for dealing with change at home or in the workplace. Topics include Return to the Worksite with Ease, Road to Resilience, and Path to Positive Thinking. All DOL employees are welcome to participate. Registration is not required. **Please be on the lookout for more information on these upcoming events.**



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## The New and Improved Frances Perkins Building

The OASAM Business Operations Center (BOC) manages the Frances Perkins Building (FPB) on a delegation of authority from the General Services Administration (GSA). Other DOL facilities, including those in the regions, are managed directly by GSA.



BOC works constantly to repair and improve the FPB. Since building occupancy has been low throughout DOL's period of maximum telework, BOC undertook several projects to prepare FPB for a safe and healthy return to onsite work. Some of the completed projects include:

COVID-19 Improvements	Other FPB Improvements
Installed touchless faucet, soap, and paper towel dispensers throughout bathrooms in the building	Replaced daycare flooring and painted the wall following asbestos remediation
Added touchless hand sanitizing stations throughout the building	Replaced the building's hot water heater
Installed plexiglass barriers in multiple locations	Installed water filtration systems on water fountains throughout the building
Created and deployed physical distancing signage, including directional traffic and other mitigation protocols	Repaired the roof to stop leaks on the 5th floor; repaired and repainted the ceilings in the Great Hall, Main Plaza, and Cafeteria
Established bulk liquid hand sanitizer storage and distribution program	Replaced the carpet at Judiciary Square entrance and the elevators — elevators now have vinyl floor tiles
Kept the building's heating, ventilation, and air conditioning (HVAC) system running 24/7, increasing the outside air mix to reduce the amount of recirculated air, and replacing filters quarterly instead of annually	Upgraded LED light and light fixtures throughout the building and at entrances

## Preparing for a Hybrid Work Environment

As our workplace reentry phases unfold, some colleagues will return to onsite work in the office, and others will continue to participate in telework or remote work. Knowing how to manage and work in a hybrid workplace will be a necessity. Employees also may continue to attend virtual meetings from the office. We researched some industry best practices and found that hybrid meetings are



most successful when the organizers focus **equally** on the needs of the online participants and the needs of those attending in person.

The following tips may be helpful when conducting a hybrid meeting:

- **Have your equipment ready.** Be sure to bring your Government Furnished Equipment (GFE) laptop, and/or phone, including your headphones into the office.
- **Display the leaders/presenters.** If possible, display the leaders/presenters as the main visuals that all attendees see. The Spotlight feature in Teams is a great way to display online presenters.
- **Display online participants.** If using a shared physical space, try to use a room that has a big screen in the front that can display the video feed of as many online attendees as possible.
- **Enable chat.** Make sure the chat functionality is turned on in WebEx, Teams, etc., so that online participants have another way to contribute to the discussion.
- **Include everyone in activities.** Make sure to include both the online and in-person attendees in all meeting activities. If there is a moment when people break into small groups, use your platform's breakout functionality for the online attendees.
- **Provide support to online and in-person participants.** Know your experienced users that can help handle physical hardware (e.g., cameras, laptops, etc.) in the room and the online platforms involved (video conference and/or audio dial-in systems).
- **Remember, sometimes a virtual option works best.** For some meetings, it might make for a better experience if everyone participates online, even if a hybrid option is possible.

The hybrid workplace will likely feel different than it did before the pandemic. Keep in mind that adjusting to the new environment may take some time, but we are here to support you!

## The Latest on Booster Shots

On Monday, November 29, 2021, the Centers for Disease Control (CDC) [expanded its recommendations for COVID-19 vaccine boosters](#). **The CDC now recommends that everyone ages 18 and older should get a booster shot** either when they are six months past their initial Pfizer or Moderna series or two months after their initial J&J vaccine. The U.S. Food and Drug Administration (FDA) [previously authorized all individuals 18 years of age and older](#) eligible to obtain a single booster dose after completion of primary

vaccination with **any** FDA-authorized or approved COVID-19 vaccine. This means that **you don't have to get the same brand of booster shot as your initial vaccine**. The CDC provides [additional information about COVID-19 vaccine booster shots](#).



DOL employees may use up to 4 hours of administrative leave per additional dose for themselves or any family member they accompany to an appointment. Please check LaborNet for additional details regarding [administrative leave for booster shots](#).

At this time, DOL employees are **not required** to report booster shots in VaxTrak, as the system is not currently configured for users to enter this type of information. We will let you know if and when these capabilities and requirements change.

## Procurement Guidance

Pursuant to [Executive Order 14042](#), covered contractors must ensure that all covered contractor employees are fully vaccinated for COVID-19 unless the employee is legally entitled to an accommodation or their covered worksite is located in a jurisdiction expressly excepted by a court order.



Covered contractor employees must be fully vaccinated no later than **January 18, 2022**.

A covered contractor may be required to provide an accommodation to contractor employees who communicate to the covered contractor that they are not vaccinated against COVID-19, or that they cannot wear a mask, because of a disability (which would include medical conditions) or because of a sincerely held religious belief, practice, or observance. The contractor is responsible for considering, and dispositioning, such requests for

accommodations regardless of the covered contractor employee's place of performance. Contractors should notify their contracting officers when one of their employees who works onsite at a Federal workplace has received an exception to the requirement to be fully vaccinated.

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

- [VaxTrak Homepage](#)
- [Vaccine Info](#)
- [Reentry Info](#)
- [Health and Safety Guidance](#)
- [Workplace Flexibilities](#)
- [DOL Plans and Procedures](#)
- [Medical and Religious Accommodations for Vaccine Requirement](#)
- [Training and Video Resources](#)

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Questions? Please email us at 