

## Preparing for Workplace Reentry

**This message is intended for all DOL Federal employees.**

As we head into the holiday season, we have a lot to be optimistic about: over 58% of the U.S. population is fully vaccinated and a vast majority of our DOL workforce is vaccinated — with more people becoming fully vaccinated every day. Consistent with our email on September 20, Phase 1 of our DOL Reentry Plan begins on January 3, 2022. Mission critical onsite work has continued throughout the pandemic, and I want to acknowledge the DOL employees that are currently performing work in the field and onsite. As more employees prepare to reenter the workplace after the holidays, it is important for us to follow Department and CDC guidance to protect the health and safety of our workforce and the people we serve.

The Department's COVID-19 Coordination Team is in the process of updating the DOL Workplace Safety Plan and the Internal Reentry and Post-Reentry Future of Work Plan and will communicate these changes to you in the coming weeks.

Please take note of these key employee reminders:

- Phase 1 will begin on Monday, January 3, 2022, with a maximum occupancy limit of 50%.
- If you are currently performing work onsite or are required to return to onsite work in Phase 1, you received a notification earlier this week.
  - Employees who are in Phase 1 may begin onsite work on January 3 or some time thereafter and may not be required to work onsite every day – you should speak with your supervisor about your particular schedule.
- If you did not receive a Phase 1 notification, expect a Phase 2 or 3 notification in the coming weeks.
  - Phases will last no less than 30 days and employees will be notified at least 45 days, absent exigent circumstances, prior to the beginning of the phase in which they are designated to reenter.
  - Employees may volunteer to reenter the workplace before their designated phase beginning on Monday, January 3, 2022, with supervisory approval, provided that maximum occupancy limits can be maintained.
- Requests for medical or religious exceptions or delays to the vaccine requirement are still being processed. Requests for accommodation related to reentry itself may be also submitted using the standard process found on LaborNet. Please submit requests as early as possible and include any necessary medical or other documentation. Requests will be considered as expeditiously as possible and will determine whether employees can perform the essential functions of their positions with or without accommodation.

We recommend reviewing the following tips and resources to help you prepare for reentry:

- **Telework** – Work with your supervisor to develop an updated telework agreement. DOL's Quick Reference Guide on Alternate Worksite Policies and Procedures is a great resource.
- **Buildings and Facilities** – National Office employees should review the latest information about the Frances Perkins Building, including parking, at the FPB Portal. Regional Office employees should talk to their supervisor or reach out to their regional OASAM office with any questions.
- **Commuting** – If you are a public transit commuter, remember to re-enroll in the Transit Subsidy program by the 15th day of the month prior to using the benefit. Regional employees are advised to submit the DL 1-6089 Transit Subsidy

Benefits Application Form and worksheet as well as an updated GO!card Transit Subsidy Charge Card Cardholder Agreement when applying, reapplying, or recertifying for DOL transit subsidy benefits. Reach out to your regional OASAM office with any questions.

- **Worklife4You Program and Employee Assistance Program (EAP)** – As a reminder, DOL employees have access to WorkLife4You Program specialists, who can provide free expert consultation, resources, and referrals for caregiving and daily life issues. Employees are also encouraged to reach out to the EAP for help with managing life challenges, through no-cost confidential counseling and coaching with experienced, licensed counselors — including legal and financial consultation. In instances where in-person sessions may be limited, phone consultations will be provided.
- **Resources and LaborNet** – The Reentry Information Page is the best source for reentry planning updates, as the content is updated as soon as we have new information. The COVID-19 FAQs have answers to common questions related to DOL's pandemic response and reentry planning.

We hope you and your families are safe and healthy. We look forward to continuing the reentry process with you. Please reach out to [REDACTED] with any questions you may have.

Thank you,

Julie Su

Deputy Secretary

**Posted:** November 19, 2021