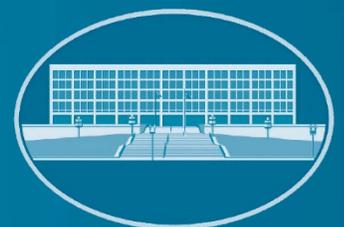




July 2023

UNITED STATES DEPARTMENT OF LABOR

COVID-19 WORKPLACE SAFETY PLAN



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SUMMARY OF RECENT CHANGES

Updates as of July 10, 2023

- Updates to align with the Executive Order 14099 on Moving Beyond COVID-19 Vaccination Requirements for Federal Workers.
- Changes to comply with end of the public health emergency and updated Centers for Disease Control and Prevention COVID-19 data collection.

Updates as of December 27, 2022

- Update to health and safety protocols, which no longer depend on vaccination status, including sections on travel, testing, quarantine, and isolation.
- Additional updates to align with Safer Federal Workforce Task Force guidance.

INTRODUCTION

The Administration's paramount concern in crafting COVID-19 workplace safety plans has consistently been the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce. The Federal Government is committed to updating these plans consistent with best public health practices and guidance from the U.S. Centers for Disease Control and Prevention (CDC), the Office of Management and Budget (OMB), the General Services Administration (GSA), the Office of Personnel Management (OPM), and other Federal agencies, including [guidance and FAQs](#) from the Safer Federal Workforce Task Force (Task Force). Key governing authorities for this plan include the following:

- [Executive Order 13991: Protecting the Federal Workforce and Requiring Mask-Wearing](#) (January 20, 2021)
- [Executive Order 14099: Moving Beyond COVID-19 Vaccination Requirements for Federal Workers \(May 9, 2023\)](#)
 - Revoked [Executive Order 14042: Ensuring Adequate COVID Safety Protocols for Federal Contractors](#) (September 9, 2021) and [Executive Order 14043: Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#) (September 9, 2021).
 - In implementing Executive Order 14099, DOL is rescinding policies implemented to comply with Executive Orders 14042 and 14043.
- Office of Management and Budget (OMB) Memorandum [M-21-15](#), titled "*COVID-19 Safer Federal Workplace: Agency Model Safety Principles*" (January 24, 2021), and the Task Force Model Agency COVID-19 Safety Principles (updated [September 15, 2022](#))
- OMB Memorandum M-21-25, titled "*Integrating Planning for a Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment*" (June 10, 2021)

PURPOSE AND SCOPE

The purpose of this document is to provide minimum mandatory COVID-19 safety guidance for the U.S. Department of Labor (DOL) and the DOL agencies. The health and safety of all DOL employees, onsite contractor employees, and individuals interacting with the DOL workforce is the Department's highest priority.

DOL recognizes that COVID-19 can be very contagious. This document is primarily focused on application of relevant guidelines, policies, processes, and protocols at all DOL facilities to mitigate the spread of COVID-19 in the workplace and to protect ourselves, and our communities, from severe illness from COVID-19. These guidelines apply to buildings wholly managed by DOL as well as those buildings (or areas within buildings) controlled by DOL, in combination referred to as "DOL facilities."

These guidelines also apply to lands under DOL control.

DOL will consider equity when implementing this Plan to not only ensure consistent application of policies, but also balance the health and safety of employees and the necessary services the Department provides to the American people, particularly vulnerable populations.

This document is not meant to be comprehensive. This guidance supersedes any conflicting information in previously published internal DOL guidance on COVID-19. Additional and supplemental implementation guidance will be provided as necessary.

As needed, DOL will consult with the Task Force to discuss special circumstances or higher-risk work environments, in order to provide DOL agencies with specific guidance for those environments and circumstances.

COVID-19 COORDINATION TEAM

The Office of the Assistant Secretary for Administration and Management (OASAM) will continue to serve as lead for the Department's COVID-19 planning, response, and management as it relates to the protection of the DOL workforce and those with whom the DOL workforce comes into contact.

DOL has established a core COVID-19 Coordination Team (Team) to serve in an advisory role to the Secretary of Labor and Assistant Secretary for Administration and Management (ASAM) in resolving matters that are crucial to the development and implementation of these guidelines and other supplemental guidance. The Team is chaired by the ASAM and consists of seven standing members, listed below. The Secretary or ASAM may also direct others from any part of DOL, including its component agencies, to participate as members of the Team, or to provide information and assistance.

- **The Secretary**, or designee
- **The Assistant Secretary for Administration and Management (ASAM)**, or designee
- **The Occupational Safety and Health Administration (OSHA) Deputy Assistant Secretary**, or designee
- **The OSHA Deputy Director of Standards and Guidance**, or designee
- **The Chief Human Capital Officer**, or designee
- **The Director of the OASAM Business Operations Center**, or designee
- **The Solicitor of Labor**, or designee

Any Team member may designate members of their staff to represent or assist them in performing the work of the Team.

The Team is responsible for advising the Secretary on matters including, but not limited to:

- Assessments to establish, implement, and monitor compliance with relevant government-wide health and safety policies;

- Revisions to the COVID-19 workplace safety plans and protocols;
- Outreach strategy for communicating with the DOL workforce and DOL unions that is regular and transparent and complies with DOL’s obligations under Federal labor management relations law and existing agreements;
- Compliance issues and procedures for remediating them; and
- Exceptions to policies and procedures for reviewing requests.

Where appropriate, the Team may consult with GSA, OPM, OMB, the Task Force, and other appropriate authorities. The Team will also consult the agency’s Senior Agency Official for Privacy, as needed. For privately owned and Federally-leased spaces, the Team will coordinate through the OASAM Business Operations Center, OASAM Regional Administrators, and Regional Executive Committees, along with GSA and the Facility Security Committees. The Team will also participate in the sharing of best and promising practices across government.

The Team shall meet as needed and may form subgroups, or workgroups, with representatives from DOL agencies to support and inform the work of the Team.

- The Team shall select a chairperson to lead each workgroup.
- Members of the Team may serve on workgroups to assist in researching and addressing specific Departmental initiatives or time-sensitive issues.
- The Team shall provide guidelines governing the operation of workgroups, including participation, scope, mandate, and time frames for decision-making.
- The Team shall review and monitor the work of the workgroups and the Team has final approval authority over all workgroup guidance, documents, and other work products.
- The Secretary of Labor or ASAM may direct the Team to create additional workgroups as needed.

LABOR RELATIONS

DOL engaged with its Unions to obtain input for the DOL COVID-19 Workplace Safety Plan. In addition, DOL will satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 and its operative collective bargaining agreements and memoranda of understanding as they relate to the DOL COVID-19 Workplace Safety Plan. DOL communicates regularly with Union leadership and representatives on COVID-19 workplace safety matters, and at some points have had regularly scheduled meetings to discuss updates and are now having those meetings on an ad hoc basis as needed.

OVERVIEW OF COVID-19 PROTOCOLS

Category	COVID-19 Protocol
Mask-Wearing	High-quality masks or respirators are required for all individuals in DOL facilities when the CDC reports that the COVID-19 Hospital Admission Level is High in a county where the DOL facility is located, or where required by State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements ¹ . See the CDC COVID-19 County Check for mask-wearing requirements by County location. Signage is posted in each DOL location making clear what mask-wearing requirement applies. See the Mask-Wearing section below for additional information.
Increase Space and Distance	Increasing space and distance is recommended for all individuals when the CDC reports that the COVID-19 Hospital Admission Level is Medium or High. Signs will be posted to encourage increasing space and distance and avoiding crowding.
Official Travel Note: The Travel section does not apply to visitors.	There are no government-wide limits on official travel (i.e., travel conducted under an official travel authorization). Individuals who are traveling on DOL official business should adhere strictly to CDC guidance on travel. See the Official Travel section below for additional information.

¹ Wherever high-quality masks or respirators are required in this document, an individual may choose to use a filtering facepiece respirator (e.g., N95). And any use of a filtering facepiece respirator is considered voluntary. Affected employees who choose to wear a filtering facepiece respirator while at work need to review the information in Appendix D to OSHA's Respiratory Protection Standard, 29 C.F.R. 1910.134, available [here](#).

Symptom Screening	<p>If an employee, contractor employee, or visitor has fever or chills, or if they have other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches, they should not enter a DOL workplace. If an individual suspects that they have COVID-19, such as because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter a DOL workplace and should get tested if they have not already done so. Employees and contractor employees working onsite at DOL workplaces, and all visitors to DOL facilities must complete symptom screening before entering a DOL facility. Employees also must complete symptom screening prior to interacting with members of the public in person as part of their official responsibilities. Any individual who develops fever, chills, or other new or unexplained symptoms consistent with COVID-19, or who tests positive for COVID-19, while onsite during the workday must immediately wear a high-quality mask or respirator (such as an N95) and promptly leave the workplace.</p>
Post-exposure precautions following a known exposure to COVID-19	<p>Individuals who are known to have been exposed to someone with COVID-19 but do not have symptoms, must follow CDC guidance on testing if working onsite at a DOL facility or interacting with members of the public as part of their official DOL responsibilities. For 10 days after exposure, the individual must: monitor for COVID-19 symptoms; wear a high-quality mask or respirator while indoors at an agency workplace or interacting indoors with members of the public in person as part of their official responsibilities; and take extra precautions, such as increasing space and distance from others and avoiding crowds, when they know they are around people who are more likely to get very sick from COVID-19 while onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities.</p>

<p>Isolation for probable or confirmed COVID-19</p>	<p>Any individual with probable or confirmed COVID-19 must not enter a DOL facility or interact with members of the public in person as part of their official DOL responsibilities. This includes people who have an initial positive diagnostic viral test for COVID-19, regardless of whether or not they have symptoms, and people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.</p> <p>Individuals who tested positive for COVID-19 and never developed symptoms can return to working onsite at an DOL workplace or interacting with members of the public as part of their official DOL responsibilities after 5 full days following their positive COVID-19 test (day 0 being the day the individual was tested).</p> <p>Individuals who tested positive for COVID-19 and had symptoms can return to working onsite at an DOL workplace or interacting with members of the public as part of their official DOL responsibilities after 5 full days from the onset of symptoms (day 0 being the day of symptom onset), once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. See In Case of Illness section below for additional information.</p>
<p>Post-Isolation Precautions</p>	<p>Once an individual has returned to working onsite at a DOL workplace or interacting with members of the public as part of their official DOL responsibilities after having tested positive for COVID-19 and isolated consistent with CDC guidance on isolation, the individual must continue to take precautions consistent with CDC guidance for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals, including wearing a high-quality mask or respirator (such as an N95) when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others, and avoiding being around people who they know are at high risk for severe disease from COVID-19. If at any point their COVID-19 symptoms recur or worsen, the individual must again not enter a DOL facility or interact with members of the public as part of their official DOL responsibilities, restarting at day 0, consistent with CDC recommendations on isolation.</p>

INFORMATION ABOUT VACCINATION

COVID-19 vaccines available in the United States are effective at protecting people from getting seriously ill, being hospitalized, and dying. As with other vaccine-preventable diseases, you are protected best from COVID-19 when you stay up to date with the recommended vaccinations, including recommended boosters. For more information on staying up to date with COVID-19 vaccines, see: [Stay Up to Date with COVID-19 Vaccines Including Boosters | CDC](#).

Visit the [Department's Intranet](#) (LaborNet) for more information on obtaining a vaccine, or search [vaccines.gov](#), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you.

DOL EMPLOYEES AND VACCINATION

LEAVE FOR FEDERAL EMPLOYEES RELATED TO COVID-19 VACCINATION

Effective January 21, 2022, employees may use up to four hours of administrative leave to obtain any FDA-authorized COVID-19 vaccine dose during work hours. An employee may use up to four hours of administrative leave per dose of the COVID-19 vaccine, including travel to and from vaccination appointment. If an employee spends less time getting the vaccine, only the needed amount of administrative leave will be allowed. Time needed in excess of four hours may be granted, at the employee's request, as annual leave, sick leave, or other forms of paid or non-paid leave. In addition, the Department grants up to 2 workdays of administrative leave if an employee has an adverse reaction to any COVID-19 vaccine dose that prevents the employee from working (i.e., no more than 2 workdays for reactions associated with a single dose).

Employees may also be granted administrative leave to take a family member to receive any dose of COVID-19 vaccine. For this purpose, a "family member" is an individual who meets the definition of that term in OPM leave regulations (see 5 CFR 630.201).

Employees may not be credited with administrative leave for time spent getting any COVID-19 vaccine dose outside their tour of duty. Full guidance on these policies can be found on the [Department's intranet](#) (LaborNet).

PROTOCOLS FOR CONTRACTOR EMPLOYEES

HEALTH AND SAFETY PROTOCOLS FOR ONSITE CONTRACTOR EMPLOYEES

Contractor employees must comply with applicable COVID-19 workplace safety protocols when they are onsite in DOL-controlled worksites. See the **Mask-Wearing, Symptom Screening, In Case of Exposure, In Case of Illness, Increase Space and Distance**, and **Official Travel** sections below for safety protocols and requirements that apply to contractor employees.

A contractor may be required to provide an accommodation to their contractor employees who communicate to their employer that they are not able to comply with a required safety protocol because of a disability or medical condition or because of a sincerely held religious belief, practice, or observance. A contractor should review and consider what, if any, accommodation it must offer. The contractor is responsible for considering and taking appropriate action in response to such requests for accommodations regardless of the contractor employee's place of performance.

In order for DOL to assess appropriate safety measures for contractor employees in a DOL facility, contractors should notify their DOL contracting officers no later than three days prior to a contractor employee's scheduled arrival at a DOL facility when one of their employees who works onsite at a DOL facility has received an exception to any otherwise applicable COVID-19 safety protocol.

PROTOCOLS FOR VISITORS

All visitors to a DOL facility, including members of the public seeking public benefit or services from DOL, must adhere to all applicable DOL workplace safety protocols, including those based on the current COVID-19 Hospital Admission Level for the county in which the facility is located, as communicated in this DOL COVID-19 Workplace Safety Plan, through information on DOL's public website, and through signage in DOL facilities.

The DOL public-facing website has [instructions for visiting the Frances Perkins Building](#), which indicate that visitors should conduct self-screening for COVID-19 symptoms prior to coming to the building. Self-screening does not need to be verified by agency personnel. Other DOL facilities should provide similar information regarding required COVID-19 symptom screening to their visitors. Visitors may also be asked these screening questions prior to building admittance and will be denied entry should they not answer the questions satisfactorily.

See the **Mask-Wearing, Symptom Screening, In Case of Exposure, In Case of Illness, and Increase Space and Distance**, and **Official Travel** sections below for safety protocols and requirements that apply to visitors.

REASONABLE ACCOMMODATION

A "reasonable accommodation" under the Rehabilitation Act, the Americans with Disabilities Act, or Title VII of the Civil Rights Act includes modification to a workplace policy due to a disability-related need or due to a sincerely held religious belief, practice, or observance of a DOL employee.

Reasonable accommodations to the COVID-19 safety protocols described in this plan may be required and provided to any employee regardless of grade level, hours of duty, work location, and other factors. Accommodations may relate to COVID-19 itself, for example, if the employee acquires the illness and needs modifications in order to perform the essential functions of their position.

Additionally, accommodations may relate to other medical conditions, unrelated to COVID-19, but which impact an employee's ability to comply with the safety protocols described in this plan.

Moreover, some DOL employees with disabilities may need a reasonable accommodation to perform onsite activities. For example, under DOL's policy on reasonable accommodation, employees with non-apparent underlying disabilities that may cause their immune systems to be compromised (such as cancer) or put them at higher risk if they acquire COVID-19 (such as underlying respiratory conditions)

may be eligible for reasonable accommodations to onsite activities or conditions. For more information, please see the [Department's intranet](#) (LaborNet) section on [Reasonable Accommodations for Employees and Applicants with Disabilities](#).

HEALTH AND SAFETY

SYMPTOM SCREENING

All employees share in the responsibility for limiting the spread of COVID-19. One of the best ways to limit the transmission of the virus is to stay home if you are sick. If federal employees, onsite contractor employees, or visitors have fever or chills, or if they have other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches, they should not enter a DOL facility. If an individual suspects that they have COVID-19, such as because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter a DOL facility and should get tested if they have not already done so.

Federal employees and contractor employees working onsite will be asked to regularly complete symptom screening (e.g., a symptom questionnaire, an exposure history questionnaire, a temperature check), on a daily basis prior to entry to the workplace. Federal employees and contractor employees also will be asked to complete symptom screening prior to interacting with members of the public in person as part of their official DOL responsibilities as specified on the [Department's Intranet](#) (LaborNet). Visitors will also be asked to complete symptom screening before entering a DOL facility.

In order to conduct this screening, employees should take their temperature and answer a series of questions based on current CDC guidelines on COVID-19. In addition to conducting DOL's required health screening at home, DOL employees and contractor employees must adhere to directions provided by Facility Security Committees and building owners concerning screening procedures. These questions are posted at the entrances of the FPB with a current list of symptoms (per the CDC) that result in a prohibition on entering. They will also be posted at the entrances of DOL controlled spaces in the field.

Below are questions that currently comprise DOL's required screening questionnaire and that employees, onsite contractor employees, and visitors may be asked to answer:

1. Do you currently have a fever or chills, or other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches?
2. Have you received a positive COVID-19 test or been diagnosed with COVID-19 within the past 6 days (and have not yet completed isolation in accordance with CDC guidelines)?

If a DOL employee answers “yes” to either of the screening questions, they must stay home and notify their supervisor for further information and instructions. If an employee, contractor employee, or visitor cannot successfully answer “no” to all of the screening questions upon arriving at any DOL worksite, they must not enter the building. Employees and contractor employees are instructed to contact their supervisor in a way that limits contact and potential transmission of the virus, preferably by electronic means, or phone, to let them know that they have been denied entry and to get further instructions. Visitors are instructed to contact the DOL office that scheduled their appointment in a way that limits contact and potential transmission of the virus, preferably by electronic means or phone, to let them know that entry has been denied and to ask for further instructions.

Any individual who develops symptoms consistent with COVID-19 while at their worksite must immediately isolate, wear a high-quality mask or respirator (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace as soon as they can safely do so. Supervisors should consult with their servicing HR Office regarding the appropriate use of leave, as well as administrative remedies in the event that Departmental COVID-19 policies and practices are not followed. Failure to follow Departmental COVID-19 policies and practices may result in disciplinary action up to and including removal from Federal service.

COVID-19 HOSPITAL ADMISSION LEVELS

CDC has set recommendations related to [COVID-19 Hospital Admission Levels](#), which measure the impact of COVID-19 illness on health and healthcare systems and inform the appropriate prevention strategies to utilize at a given time. The CDC updates the COVID-19 Hospital Admission Levels for each county weekly to determine any changes that should be made to the COVID-19 safety protocols for the upcoming week. To determine the COVID-19 Hospital Admission Level for a given area, supervisors and employees should check the CDC [COVID-19 Hospital Admission Levels](#) page weekly. If an area’s COVID-19 Hospital Admission Level changes from one week to the next, the COVID-19 workplace safety protocols will be adjusted for the following week. If staff are engaged in field work, they can check the COVID-19 Hospital Admission Level for that county on the CDC website. All individuals in a DOL facility or worksite have a personal responsibility to maintain awareness of the COVID-19 Hospital Admission Level in the county where the facility or worksite is located. Check the COVID-19 Hospital Admission Level for that county on the [CDC website](#).

MASK-WEARING

MASK-WEARING BASED ON COVID-19 HOSPITAL ADMISSION LEVELS

All individuals—including Federal employees, onsite contractor employees, and visitors—who are 2 years or older must wear a high-quality mask or respirator inside of Federal buildings in areas with a High COVID-19 Hospital Admission Level or where required by State, Tribal, territorial, or local laws,

rules, regulations, or existing collective bargaining agreements. Staff interacting with members of the public as part of their official responsibilities must also wear a high-quality mask or respirator in workplaces located in a county where the COVID-19 Hospital Admission Level is High.

In areas of Low or Medium COVID-19 Hospital Admission Levels, in most settings, individuals do not need to wear a mask or respirator in DOL facilities, except where required by DOL, GSA, Facility Security Committee (FSC), or Federal, State, local, Tribal, or territorial laws, rules, regulations, or existing collective bargaining agreements. Absent such requirements, individuals may choose to wear a mask, when COVID-19 Hospital Admission Levels are Low or Medium.

Where a locality imposes more protective safety requirements related to COVID-19 than federal requirements, those requirements are to be followed by DOL employees and onsite contractor employees in DOL buildings, DOL-controlled indoor worksites, and on agency lands within that locality. Additionally, all individuals must continue to follow current CDC guidelines on post-isolation and post-exposure precautions including as it relates to wearing a high-quality mask or respirator after exposure to COVID-19 or when returning to work after isolation after receiving a positive COVID-19 test.

Signs will be posted in DOL controlled workplaces to inform employees when mask-wearing is required and when mask-wearing is optional.

In addition to abiding by these guidelines for wearing masks in Federal buildings and DOL-occupied space, DOL employees are expected to follow CDC guidelines and local regulations on wearing masks, as well as those regarding increasing space and distance, while discharging their official duties in other locations (for example, when entering a location to conduct an investigation).

Employees are expected to adhere to this policy, and failure to follow (absent an approved accommodation) may result in disciplinary action. Supervisors who need assistance in addressing employees who are not following Departmental COVID-19 safety protocols including, but not limited to adhering to the Department's masking and screening procedures, should contact the DOL Branch of Employee Relations in the OASAM Office of Human Resources.

TYPES OF HIGH-QUALITY MASKS AND RESPIRATORS

High-quality masks or respirators include respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or "procedure" or "surgical"-style masks.²

Respirators (such as KN95 and N95) offer the best protection. They are most effective when they seal tightly to your face.

² Wherever high-quality masks or respirators are required in this document, an individual may choose to use a filtering facepiece respirator (e.g., N95). And any use of a filtering facepiece respirator is considered voluntary. Affected employees who choose to wear a filtering facepiece respirator while at work need to review the information in Appendix D to OSHA's Respiratory Protection Standard, 29 C.F.R. 1910.134, available [here](#).

Disposable procedure masks (sometimes referred to as surgical masks) are acceptable as long as they have a nose wire. For extra protection, an individual could wear two masks with a disposable mask underneath and a cloth mask on top. DOL does not permit novelty/non-protective coverings, including neck gaiters, scarves, and bandanas, masks with ventilation valves, or face shields as a substitute for high-quality masks.

High-quality masks may not provide the same level of protection as respirators and should not replace personal protective equipment (PPE) required or recommended for specific job functions. It is important to note that masks are different than PPE as defined by OSHA. If such PPE is needed by a DOL employee to perform their duties, it will be provided by the agency just as it would be in a non-pandemic environment in compliance with applicable OSHA regulatory standards.

PROTOCOLS WHEN MASKING IS REQUIRED

When high-quality masks or respirators are required (for example, in areas of High COVID-19 Hospital Admission level or when local rules require masks), individuals must wear a high-quality mask in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).³

Individuals do not need to wear a high-quality mask when outdoors.

Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

High-quality masks or respirators should be well-fitting and worn consistently and correctly over the nose and mouth to prevent leaks and should have a nose wire. Masks may not have gaps around the sides of the face or nose, exhalation valves, vents, or openings.

Consistent with CDC guidance, limited exceptions to mask-wearing when otherwise required include when an individual is alone in a room or office with floor to ceiling walls and a closed door, completely alone in a workspace, or for a limited time when eating or drinking and maintaining distance.

DOL will make high-quality masks available to employees, contractor employees, and visitors, in accordance with OSHA and CDC guidelines, to the extent permitted by law and subject to the availability of appropriations and resources. DOL also permits employees to use their own high-quality masks or filtering facepiece respirators. Employees who choose to wear a filtering facepiece respirator while at work need to review the information in Appendix D to OSHA's Respiratory Protection Standard, 29 C.F.R. 1910.134, available [here](#).

³ If the individual known to have been exposed to COVID-19 tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, then they do not need to get tested after a known exposure. If the individual known to have been exposed to COVID-19 tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using a viral antigen test.

ACCOMMODATIONS FOR MASKING

Wearing masks may be difficult for some people with sensory, cognitive, behavioral, or other medical issues or may conflict with a DOL employee's sincerely held religious belief, practice, or observance. In areas of High COVID-19 Hospital Admission Level, if a DOL employee or onsite contractor employee is instructed or permitted to enter a DOL worksite and is unable to wear a high-quality mask properly or cannot tolerate a high-quality mask, they must notify their supervisor and are encouraged to notify OASAM's Civil Rights Center or appropriate Workplace Equality Compliance Officer and discuss whether telework or other appropriate arrangements should be considered. People who are deaf or hard of hearing may rely on reading lips and may have difficulty communicating while wearing a high-quality mask. Alternatives should be considered, such as providing written communication or closed captioning, or decreasing background noise to make communication possible while wearing a high-quality mask that blocks visibility of lips. Accommodations will be made for individuals in accordance with existing Equal Employment Opportunity Commission (EEOC) guidance.

Individuals that feel that they may need a reasonable accommodation from masking requirements based upon a disability or sincerely held religious belief, practice, or observance should submit requests for accommodation as soon as the need is known. Employees can find detailed instructions on how to submit a request for a reasonable accommodation and who to contact with questions on the [Department's Intranet](#) (LaborNet). As with all requests for accommodations, requests (and supporting medical or religious documentation) will be individually assessed in order to determine an effective accommodation.

A contractor may be required to provide an accommodation to their contractor employees who communicate to their employer that they are not able to comply with a required safety protocol because of a disability or medical condition or because of a sincerely held religious belief, practice, or observance. A contractor should review and consider what, if any, accommodation it must offer. The contractor is responsible for considering and taking appropriate action in response to such requests for accommodations regardless of the contractor employee's place of performance.

INCREASE SPACE AND DISTANCE

When COVID-19 Hospital Admission Levels are Medium or High, DOL will post signage in its facilities encouraging individuals to consider increasing space and distance from others in indoor common areas, meeting rooms, and high-risk settings.

TESTING

COVID-19 serial or point-in-time screening testing is no longer required by DOL. Any such resumed or new serial or point-in-time screening testing plan must be approved by the DOL COVID- 19

Coordination Team, following consultation with the Solicitor of Labor and the Task Force, prior to implementation.

DOL will provide a test or reimburse reasonable costs for COVID-19 testing in several circumstances identified in the Department's testing policy posted on the [Department's Intranet](#) (LaborNet), including for:

1. Required diagnostic testing for asymptomatic employees following CDC [guidelines on testing](#) after they had a known exposure to someone with COVID-19 when such employees are working onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities (see **In Case of Exposure** section below);
2. Diagnostic testing for symptomatic employees when they have had a workplace exposure;
3. Recommended testing related to approved travel on official business, consistent with CDC guidance on travel.

The test can be both self-administered and self-read by the employee if the employee certifies as to when they took the test and that they received a negative result.

If an employee tests positive for COVID-19, the DOL agency will follow's OSHA recordkeeping requirements related to case reporting.

Employees should work with their supervisor to ensure they have the test(s) needed.

When they are available, employees must use tests provided by the Department unless there is a documented need for a different test. An employee's preference for a different test is not sufficient. Rather, the reason for needing a different test must be documented and the exception approved by the employee's supervisor in advance. Examples of where an exception would be appropriate include if an employee is in the field and needs a test last minute to perform their job functions or if a DOL office or worksite runs out of tests and a test is needed while the supply is being restocked. When there is a documented need to utilize a test that is not provided by DOL, with supervisory approval, the employee or agency could procure a test using a purchase card or the employee can make the purchase using personal funds and then file for reimbursement.

- If purchase of a test is required, the agency's government purchase cards should be used to pay for testing when possible. If the employee is not able to arrange in advance for the testing to be paid by purchase card, and they are not on official travel, they can pay for the testing themselves and file form [SF-1034](#) for reimbursement.
- If the employee is on official travel (including authorized local travel), they should utilize their travel card to pay for testing and claim the testing cost in a travel voucher as a Miscellaneous Expense. If the employee is on official travel (including authorized local travel) and does not have a travel card, then they can pay for the testing themselves and claim the testing cost in a travel voucher as a Miscellaneous Expense.

Additional details on the Department’s testing policy are available on [LaborNet](#). This policy includes more details on situations when the Department will provide a test or pay for or reimburse the out-of-pocket cost of a test and when duty time can be used to take a COVID-19 test.

VENTILATION AND AIR FILTRATION

While most of the DOL workforce occupies buildings that are owned or managed by GSA, to the extent feasible, DOL facilities are making changes to their heating, ventilation and air conditioning (HVAC) systems, consistent with CDC guidance on [ventilation in buildings](#), in order to optimize indoor ventilation by increasing the proportion of outdoor fresh air brought into the facility via the HVAC system, maximizing outside air in the building’s HVAC system, improving filtration to the highest efficiency filter that the HVAC system can handle, or reducing/eliminating recirculation.

The HVAC system at the DOL FPB headquarters, the only building under DOL direct control, has been modified to maximize the mix of outside air and to run continuously to increase circulation of fresh air. The HVAC system filters are changed on the required refresh cycle as recommended by the CDC.

IN CASE OF COVID-19 ILLNESS OR KNOWN EXPOSURE

IN CASE OF KNOWN EXPOSURE

If an individual is known to have been exposed to someone with COVID-19, they must follow [CDC guidance](#) and wear a high-quality mask or respirator as soon as possible after notification of exposure and continue to do so for 10 full days (from the date they were last known to be exposed) while working indoors at a DOL workplace or interacting indoors with members of the public. They should also take [extra precautions](#), such as avoiding crowding and increase space and distance from others when around people who are [more likely to get very sick from COVID-19](#), and watch for COVID-19 symptoms for 10 full days from the date they were last known to have been exposed.

Asymptomatic employees must get tested for COVID-19 following [CDC guidance on testing](#) if they are working onsite at a DOL facility or interacting with members of the public in-person as part of their official DOL responsibilities within 10 days of the known exposure (unless the employee tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, in which case they do not need to get tested after exposure). The test can be both self-administered and self-read by the employee if the agency has the employee certify as to when they took the test and that they received a negative result. If the employee that had been known to be exposed to COVID-19 had tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using a viral antigen test.

If the employee tests negative, they should continue to follow post-exposure precautions for 10 full days from the date they were last known to have been exposed. If the employee tests positive, or if they at any time develop COVID-19 symptoms, they must follow the Department's protocols on isolation (see **In Case of Illness** section below).

IN CASE OF ILLNESS

Any individual with probable or confirmed COVID-19 infection must not enter a DOL facility or interact with members of the public in person as part of their official DOL responsibilities, consistent with CDC guidance on isolation and the workplace safety protocols set forth by DOL, and monitor their symptoms. This includes individuals who have an initial positive diagnostic viral test for COVID-19, regardless of whether or not they have symptoms, and people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.

Individuals who test positive for COVID-19 and never develop symptoms are allowed to return to working onsite at an DOL facility or interacting with members of the public as part of their official DOL responsibilities after 5 full days following their positive COVID-19 test (day zero being the day the individual was tested).

Individuals who test positive for COVID-19 and had mild symptoms are allowed to return to working onsite at a DOL facility or interacting with members of the public as part of their official DOL responsibilities after 5 full days from the onset of symptoms (day zero being the day of symptom onset), once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

If an individual had moderate illness (if they experienced shortness of breath or difficulty breathing) or severe illness (they were hospitalized) due to COVID-19, or they have a weakened immune system, then to be consistent with Task Force guidance, the individual is advised to delay returning to working onsite at a DOL facility or interacting with members of the public as part of their official DOL responsibilities for a full 10 days. If an individual had severe illness or has a weakened immune system, they should consult their healthcare provider before ending isolation. If an individual is unsure if their symptoms are moderate or severe or if they have a weakened immune system, the individual should be advised to talk to a healthcare provider for guidance.

Once an individual has returned to working onsite at a DOL facility or interacting with members of the public as part of their official DOL responsibilities after having tested positive for COVID-19 and isolated consistent with CDC guidance on isolation, the individual must continue to take precautions consistent with CDC guidance for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals, including wearing a high-quality mask or respirator when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others, and avoiding

being around people who they know are at high risk for severe disease from COVID-19.

As it relates to mask-wearing after returning from isolation, individuals may opt to take two viral antigen tests authorized by the FDA to detect current COVID-19 infection starting on day 6. With two sequential negative tests 48 hours apart, the employee may remove their mask sooner than day 10. If either of the antigen test results are positive, the individual should continue taking antigen tests at least 48 hours apart until they have two sequential negative results. This may mean that the individual would continue wearing a mask and testing beyond day 10.

If at any point an individual's COVID-19 symptoms recur or worsen, they must not enter a DOL facility or interact with members of the public as part of their official DOL responsibilities, restarting at day 0, consistent with Executive Order 13991 and CDC recommendations on isolation.

If an employee is sick, they are not expected to work and should request sick leave, use accrued annual leave or other forms of earned paid time off (e.g., compensatory time off or credit hours), access a voluntary leave bank, or use unpaid leave, as appropriate. When an employee who is subject to isolation is able to telework (meaning they are telework eligible, have a telework agreement, and are well enough to do so), they should telework.

Individuals who have a confirmed or suspected case of COVID-19 are strongly encouraged to inform those whom they may have exposed so that those individuals can follow appropriate protocols to protect themselves and others. For these purposes, individuals can reference: [Understanding Exposure Risks | CDC](#).

OFFICIAL TRAVEL

There are no Government-wide limits on official travel.

Individuals traveling on official DOL business should follow all DOL travel guidance and policies. In addition, individuals traveling on official DOL business:

- Should be advised that CDC recommends that individuals be up to date with COVID-19 vaccines before traveling.
- Should consider being tested for current infection with a viral test as close to the time of departure as possible (no more than 3 days) before travel.
- Must adhere strictly to CDC guidance for [travel](#) before, during, and after official travel.
- Should check their destination's COVID-19 Hospital Admission Level before traveling and must wear a high-quality mask or respirator while on duty and around others indoors, if the COVID-19 Hospital Admission Level in the county where their destination is located is High.
- Should understand all State, Tribal, local, and territorial governments travel restrictions prior to travel, and follow those restrictions as required.

- Should prepare to be flexible during travel, as restrictions and policies may change during travel.

OFFICIAL TRAVEL FOR INDIVIDUALS WITH KNOWN EXPOSURE TO COVID-19

If an asymptomatic employee had a known exposure to someone with COVID-19 within the past 10 days, DOL may approve official travel, consistent with DOL travel policy. If the individual remains without COVID-19 symptoms before traveling, then pursuant to Executive Order 13991 and consistent with CDC guidance, the employee must, in addition to other standard pre-travel instructions described above:

- Wear a high-quality mask or respirator the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the 10 full days after their last known exposure.
- Not travel on public transportation if they cannot wear a high-quality mask or respirator when around others indoors for the full duration of their travel within the 10 full days after their last known exposure.
- Follow other aspects of post-exposure protocols (see **In Case of Exposure** section above), including following [CDC guidelines on testing](#).
 - Individuals do not have to wait for test results of their post-exposure diagnostic test to undertake official travel, including return travel.

If the employee develops COVID-19 symptoms after official travel has been approved, they must not undertake further official travel, including under the previously approved travel authorization, and follow guidance on travel for individuals with COVID-19 symptoms.

Pursuant to Executive Order 13991 and consistent with CDC guidance, official travel (i.e., travel conducted under an official travel authorization) will not be approved for individuals who have COVID-19 symptoms and are waiting for an initial diagnostic viral test result, or for individuals who have tested positive for COVID-19 for at least 5 full days after their first day of symptoms, or after the date of the initial positive diagnostic viral test for asymptomatic individuals.

OFFICIAL TRAVEL FOR INDIVIDUALS WITH COVID-19 SYMPTOMS OR A POSITIVE COVID-19 TEST

Official travel can be approved if an employee who tested positive for COVID-19 has returned to working onsite at a DOL workplace or interacting with members of the public as part of their official DOL responsibilities (once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving). Pursuant to Executive Order 13991 and consistent with CDC guidance, the traveling individual must, in addition to other standard pre-travel instructions described above:

- Wear a high-quality mask or respirator the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask after isolation.
- Not travel on public transportation (airplanes, buses, and trains) if they will not be able to wear a high-quality mask or respirator when around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation.
- Follow other aspects of post-isolation protocols (see **In Case of Illness** section above).

If after official travel has been approved, the individual's COVID-19 symptoms recur or worsen, the individual must not undertake further official travel, including under any previously approved travel authorization, and not enter a Federal facility or interact with members of the public as part of their official responsibilities, restarting at day zero of isolation protocols.

If an employee has probable or confirmed COVID-19 while on official travel, the employee must follow isolation protocols (see **In Case of Illness** section above) and not undertake further official travel, including return travel, for at least 5 full days after their first day of symptoms, or after the date of the initial positive diagnostic viral test for asymptomatic individuals. Once the individual is fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving, they can proceed with undertaking further travel, including return travel, following the above instructions for travel after isolation following a positive COVID-19 test.

The employee's agency will pay for any additional travel expenses incurred as a result of an extension or change in travel. Please note, if an emergency need arises for return home prior to completion of isolation requirements, alternative arrangements for contactless travel home may be considered, and DOL will cover the cost of that travel. These changes must be updated in the E2 system and may be authorized using the emergency provisions of FTR 301.30.

When planning and approving official travel, Federal Travel Regulations and DOL policy require agencies to "select the method most advantageous to the Government, when cost and other factors are considered" and also provide that "travel by common carrier is presumed to be the most advantageous method of transportation" for temporary duty travel (41 CFR §301-10.4-5). In accordance with these authorities, and in light of safety concerns and [CDC guidance](#) at the time of travel, supervisors and travel authorizers may consider whether COVID-19 conditions make alternative transportation (e.g., by government vehicle, rental car, or other) the most advantageous travel method. DOL agencies must consider other factors, such as cost, travel time, the nature and purpose of the trip, and other impacts of travel mode decisions.

CONFERENCES, MEETINGS, AND EVENTS

Planners of conferences, meetings, and events hosted by DOL do not need to seek approval of the DOL COVID-19 Coordination Team or DOL agency heads, beyond the requirements of the Department's existing conference process, regardless of the expected number of in-person participants or local COVID-19 Hospital Admission Levels. However, all in-person attendees at any conferences, meetings, or events hosted by DOL must comply with relevant COVID-19 safety protocols, including wearing high quality masks or respirators when COVID-19 Hospital Admission Levels are High or where required by State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements, pursuant to Executive Order 13991 and consistent with CDC guidance. The hosting DOL agency must monitor the COVID-19 Hospital Admission Level for the county where the event will take place leading up to the event and communicate appropriate protocols to event participants.

OCCUPANCY LIMITS

When COVID-19 Hospital Admission Levels are Medium or High, DOL may consider establishing occupancy limits for indoor common areas and meeting rooms where necessary. When applicable, occupancy limits if any should be implemented at the lowest possible level (e.g., suite) in light of physical layouts of offices, cubicles, etc.

INFORMATION MANAGEMENT

All health and medical information collected from employees, onsite contractor employees, and visitors, including test results, and any other information obtained as a result of testing and symptom monitoring, vaccination status, proof of vaccination, and reasonable accommodation requests, will be treated confidentially in accordance with applicable law, including the Privacy Act and Paperwork Reduction Act, and will be accessed only by those with a need to know in order to protect the health and safety of personnel and manage COVID-19 procedures. The Department will consult with the appropriate privacy, records, and IT security teams for collecting and maintaining this information as needed.

DOL is not currently collecting vaccination status information from DOL employees, or requiring or requesting that contractor employees or visitors be able to provide vaccination information upon request. DOL will continue to preserve vaccination information collection systems, including its [VaxTrak](#) system, and the information collected to date from employees, in accordance with the Federal Records Act and other records requirements. DOL had been authorized to collect the information requested from employees in the [VaxTrak](#) system pursuant to Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (September 9, 2021) (subsequently revoked by Executive Order 14099, Moving Beyond COVID-19 Vaccination Requirements for Federal Workers

(May 9, 2023)); Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing (January 20, 2021); Executive Order 12196, Occupational Safety and Health Program for Federal Employees (February 26, 1980); and 5 U.S.C. chapters 11, and 79.

Medical and health information requested and provided pursuant to a request for reasonable accommodation (discussed below) will be handled consistent with the Department's DLMS on Reasonable Accommodation (DLMS 6-Chapter 200). Any other medical or health information collected from DOL employees, contractor employees, and visitors to DOL facilities will continue to be maintained and safeguarded as confidential medical information. Federal employee documentation will be maintained separately from employee personnel records.

CONTACT

DOL employees, DOL contractor employees, and visitors to DOL facilities who have questions about the DOL COVID-19 Workplace Safety Plan can contact the following:

- DOL employees -- Contact COVID19Questions@dol.gov.
- DOL contractor employees -- Contact the appropriate DOL Contracting Officer or Contracting Officer's Representative.
- Visitors to DOL facilities -- Contact the DOL office or point of contact for your visit.