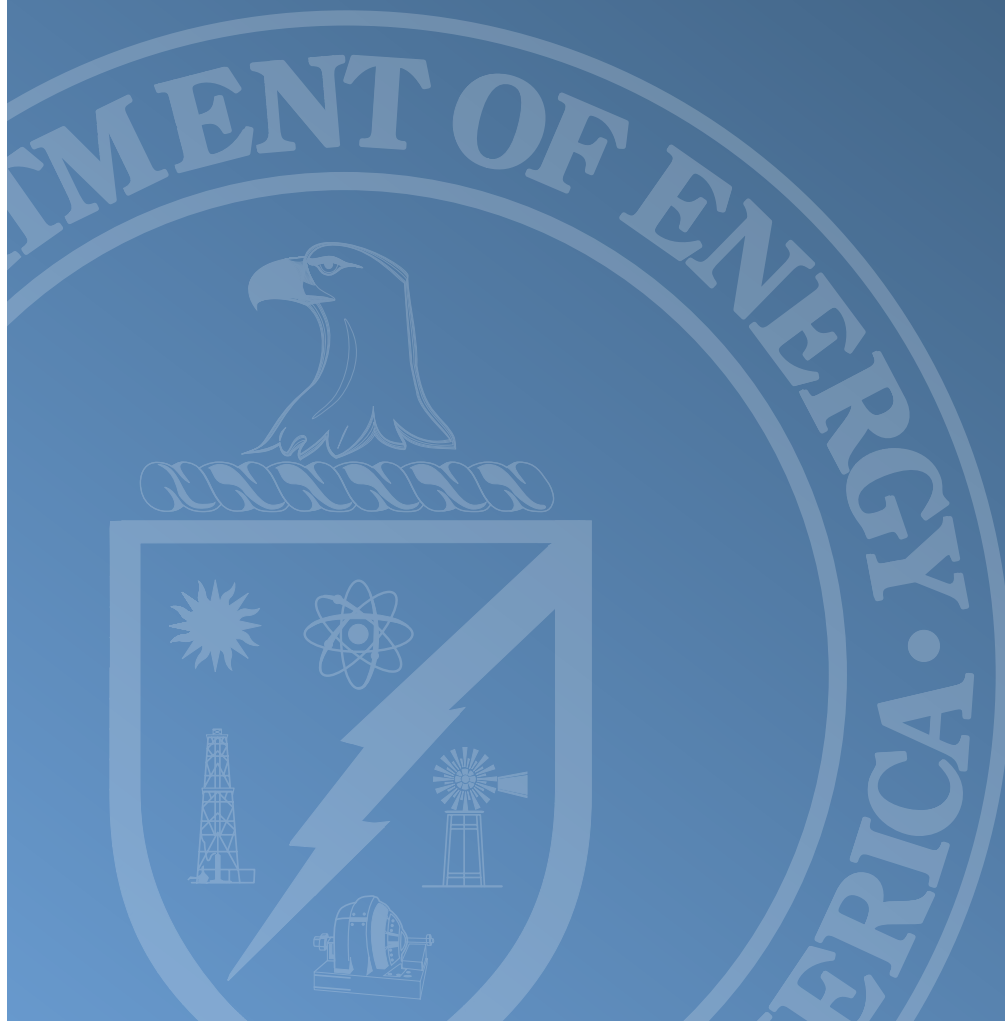




U.S. DEPARTMENT OF
ENERGY

COVID-19 Workplace Safety and Reentry Framework

December 15, 2021



DEPARTMENT OF ENERGY

COVID-19 Workplace Safety and Reentry Framework

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DEPARTMENT OF ENERGY

COVID-19 Workplace Safety and Reentry Framework

Purpose

The health and safety of the DOE workforce and the public is the Administration's highest priority. The Federal Government and the Department of Energy (Department or DOE) are committed to addressing essential work requirements and reentering employees safely to the workplace consistent with best public health practices. The Department's paramount concern is the health and safety of all Federal employees, contractors, and individuals interacting with the Federal workforce.

As set forth in the January 20, 2021, Executive Order 13991 "[Protecting the Federal Workforce and Requiring Mask-Wearing](#)," and the September 9, 2021, Executive Order 14043 "[Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#)" the policy of the Administration is "to halt the spread of coronavirus disease 2019 (COVID-19) by relying on the best available data and science-based public health measures". This Framework has been developed in accordance with relevant orders and guidance, including: the Office of Management and Budget (OMB) memorandum [M-21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#), issued January 24, 2021; [M-21-25, Integrating Planning for a Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment](#), issued June 10, 2021; [Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles](#), updated September 13, 2021; Executive Order 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), signed on September 9, 2021, and relevant court orders; guidance from the Safer Federal Workforce Task Force; updated U.S. Centers for Disease Control and Prevention (CDC) guidance; Occupational Safety and Health Administration (OSHA) guidelines; and other federal guidance.

This Framework outlines the requirements to protect the health and safety of the workforce for a safe reentry to DOE Federal facilities as well as the reentry schedule for the safe accomplishment of the DOE mission in a COVID-19 environment. The Framework is a living document that will be updated as needed to account for changing COVID-19 conditions, Safer Federal Workforce Task Force guidance, and CDC guidelines.

Scope and Applicability

This Framework replaces the *DOE COVID-19 Workplace Safety Framework*, revised on August 20, 2021, and provides overall DOE requirements and guidance for the development of necessary site/facility plans. DOE will update site/facility plans as appropriate to ensure compliance with this overarching COVID-19 Workplace Safety and Reentry Framework.

The safety principles in this Framework document apply to Federal employees, contractors, and any others entering or working at DOE sites/facilities. The principles presented here establish a minimum level for workplace safety and are aligned to current CDC guidance and established public health best practices, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant. This document is not meant to be exhaustive, and additional program or site/facility controls will be developed as needed. Site/Facility safety and reentry plans will build upon these principles and be tailored as appropriate for mission requirements and facility status and will be reviewed by the cognizant DOE Departmental Element.

The reentry principles and timeframes in this Framework document apply to the Federal workforce and anyone at a DOE site as stipulated in this document. Departmental Elements are expected to satisfy applicable Federal collective-bargaining and labor-management relations obligations before finalizing site/facility reentry plans. Site/Facility safety and reentry plans will discuss the specific protocols for reentry and will be reviewed by the cognizant DOE Departmental Element.

This Framework also requires cognizant Departmental Elements and sites to begin the process of identifying mission work currently not being performed or being performed offsite, determining which of those functions are better performed onsite, and timing the return of these employees to the workplace. DOE will conduct an orderly reentry to the workplace where employees will return in waves to the physical workplace. During this process, Federal employees will continue to work under their current work schedules until directed to return to the physical workplace aligned with the timeframe for their position's work category as set forth in this document. Departmental Elements will use the guidelines in this document to refine their plans and prepare sites for the workforce who will return onsite.

For DOE Headquarters, the Office of Management and the Office of the Chief Human Capital Officer are responsible for reviewing and updating the plan for the National Capitol Region (NCR). For DOE sites that have Management and Operating (M&O) or prime contractors that have previously developed and implemented site/facility plans, these plans will be updated accordingly and each cognizant DOE Departmental Element will review these plans, as appropriate. For DOE sites/facilities outside of the NCR that are not co-located with M&O or other prime contractors, each site/facility will either review and update its existing plan or develop a site-specific plan if one does not exist. The cognizant DOE Departmental Element will review these plans.

COVID-19 Coordination Team

On January 20, 2021, DOE established a COVID-19 Coordination Team that reports directly to the Secretary of Energy through the DOE Chief of Staff. This executive leadership team represents the complex-wide components of DOE and keeps Heads of Departmental Elements (HDEs) and other DOE leadership apprised of issues. Departmental Elements maintain line management authority and are responsible for monitoring site/facility plans and considering potential changes to site/facility plans to remain in compliance with any revisions to this Framework or other new guidance.

The COVID-19 Coordination Team is responsible for establishing, implementing, and monitoring compliance with the health and safety requirements specified in this Framework as well as coordinating with appropriate agency programmatic and acquisition staff regarding the application of safety protocols to contractor employees. The team meets regularly to review this Framework and to consider potential revisions and updates based on emerging guidance and any other operational needs. Decisions are coordinated with cognizant site security officials, as appropriate. For privately owned facilities leased by the Federal Government, the team coordinates with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Principles

- The health and safety of DOE Federal and contractor employees are of paramount importance and guides all actions for employees to reenter DOE facilities.
- A structured, orderly process will be used for employees to safely reenter DOE facilities, based on the needs of the Department and the health and safety of the workforce. The Department

will utilize telework and flexible work schedules consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

- This Framework aligns with the Safer Federal Workforce Task Force’s model safety principles and will be revised, as necessary, to account for any superseding or additional guidance.
- CDC-recommended practices, including enhanced entrance screening, social distancing, and workplace protocols as outlined on [Workplaces and Businesses | COVID-19 | CDC](#), will be used, as practical and appropriate, to lower risk.
- Where a locality has imposed additional pandemic-related requirements more protective than those set forth in this Framework, those requirements should be followed in DOE buildings, in DOE-controlled indoor worksites, and on DOE land in that locality.
- Plans and protocols will consider contingencies to prepare for potential new developments. The Department will use CDC guidelines and monitor the [CDC COVID Data Tracker](#) to reassess and inform decisions as conditions warrant.
- A COVID-19 vaccination is mandatory for all Federal employees and for contractor employees in accordance with a contractual or employer-directed requirement to be fully vaccinated, except in limited circumstances in which an employee may be exempt due to a legally required accommodation. Employees who are on maximum telework or working remotely are not excused from this requirement.

Operating Status

DOE continues to maximize the use of telework until the reentry of each work category. During this period, those individuals whose key duties or work activities are required to be performed onsite will be allowed physical access to DOE sites and facilities. Individuals who are in work categories not yet directed to return to the physical workplace should continue to telework until they are notified of their work category and the date by which their work category is to return.

Approach to Reentry

In addition to ensuring the health and safety of DOE Federal and contractor employees, DOE’s approach to reentry and the post-reentry work environment is focused on mission accomplishment and sustainability. The approach incorporates values to shape a future workplace that achieves a reduced carbon footprint, improves recruitment and retention, reduces facility costs, and creates a better work-life balance without negatively impacting mission delivery. DOE is committed to creating a flexible and agile workforce that is better able to respond to local and world events and that highlights DOE’s core values and principles of diversity, equity, inclusion, and accessibility. DOE site decisions will consider the impact on local communities.

Taking into account the evolving future work environment, DOE will conduct an orderly reentry to the workplace through a phased return to the physical workplace by Federal employees. To facilitate this process, this Framework outlines the timeframes for Federal employees to reenter the physical workplace based on the work category and key duties of an employee’s position as defined below. Site/Facility contractors will coordinate with local DOE offices in the development of their specific reentry plans, which are to be aligned with the principles and requirements of this Framework.

The COVID-19 pandemic forced changes to our workplace. Many DOE employees and contractors have learned how to perform the functions of their job in a new way during a difficult time, meeting the challenges head-on. DOE has demonstrated that we have been able to carry out our missions effectively. Accordingly, we now have an opportunity to revisit how we were operating prior to the pandemic and leverage lessons learned during the pandemic to integrate telework and remote work into our workforce plans. As we look to the future, DOE is encouraging programs to strategically leverage workplace flexibilities such as telework, remote work, and alternative/flexible work schedules as tools to help attract, recruit, and retain the best possible workforce.

Reentry and Position Work Categories

This Framework is informed by the feedback gathered from our workforce through varied means, including a Department-wide Federal employee survey, listening sessions, COVID-19 Coordination Team Office Hours, and input and collaboration with our union partners. Our approach allows DOE supervisors to determine the right mix of onsite and telework work for their offices based on their mission needs and in accordance with DOE's values. While this plan focuses on reentry to the workplace, DOE recognizes that many employees may be authorized to telework a greater percentage of their time post-reentry than they did before the COVID-19 outbreak based on the experience gained during this pandemic.

At this time, Federal positions at DOE are divided into three main work categories:

- **Site Critical:** Most or all key duties must be performed onsite (e.g., regular access to classified information, site safety and security activities), including onsite mission essential scientific research and national security activities (e.g., Primary Mission Essential Function activities).
- **Site Flexible:** Some key duties or work activities are required to be performed onsite (e.g., intermittent access to classified information, project oversight, onsite inspections, improved efficiency of mission essential work).
- **Site Optional:** Most or all key duties can be performed effectively and efficiently from a remote location.

These work categories have been further refined and expanded for purposes of reentry planning and timelines, as explained below.

Voluntary Reentry Criteria for DOE Sites

Upon release of this Framework and subsequent approval of associated safety and reentry plans at DOE sites/facilities, and a reduction in the local COVID-19 transmission level from "substantial" or "high" to "moderate" or "low" for a period of two consecutive weeks combined with a minimum 90 percent vaccination rate, a voluntary reentry process may begin for onsite work for Federal and contractor employees at specific sites regardless of designated work categories. Employees will be notified by Federal site leadership when the conditions have changed to begin the voluntary reentry and the site-specific end of DOE's maximum telework posture. Each DOE site/facility will continue to monitor community transmission rates subsequent to meeting voluntary reentry conditions. Utilizing the CDC COVID Data Tracker to assess conditions, a return to "high" transmission level will result in a site-specific return to maximum telework during such a period.

Reentry Timeline for Federal Employees

The Department will provide a minimum of 30 calendar days advance notice to Federal employees before they are directed to return to the physical workplace, beginning with Federal employees in the site critical phase by December 17, 2021. This notification date may be later for sites/facilities with bargaining unit employees, depending on collective bargaining obligations. On or before an employee's directed return date, Federal employees must resume a pre-COVID-19 work schedule or establish a new work schedule that has been reviewed and approved by their supervisor.

A return date and timeline specific to Federal employee reentry is outlined below. On each return date, in-person work for that work category is no longer restricted to mission essential. To ensure an orderly reentry process, Federal employees cannot return onsite earlier than the date established for their work category unless the site conditions warrant voluntary reentry.

Federal employees with requests for additional flexibility related to the return date must use the Reasonable Accommodations process, as appropriate, to address individual situations. Extenuating circumstances that do not fall under the Reasonable Accommodation process but may prevent an employee from returning onsite will be handled on a case-by-case basis with approval by the HDE or their designee.

On the return date for each work category:

- Weather and Safety Leave for non-telework eligible positions will no longer be in effect for COVID-19 purposes.
- Any previous "self-identification" designations restricting onsite return will no longer be applicable.
- Evacuation orders are considered rescinded and excused absence for caregiving will no longer apply.

When Federal employees in the **Site Optional** position category reenter the workplace on their return date, the final wave of DOE's workplace reentry will have been completed. At that time, contingent upon any necessary updates to this Plan or new guidance from the Safer Federal Workforce Task Force, unrestricted staffing at DOE worksites can resume. As such, the 20 hours for Excused Absence for Caregiving will end on the Site Optional directed return date.

See the Federal Reentry Timeline Table below; these dates may vary at sites due to collective bargaining requirements. Additionally, in advance of the first return date for site critical employees, certain members of the Department's senior leadership team will be directed to return in December to prepare for reentry.

Position Category	Return Date	Category Descriptions
Site Critical	Tuesday, January 18, 2022	Includes all employees who are in positions designated as site critical. In addition, HDEs may identify other individuals who need to return onsite for significant mission reasons.

Site Flexible	Monday, January 31, 2022	Includes employees who are in positions designated as Site Flexible.
Site Optional	Monday, February 14, 2022	Includes all employees who are in positions designated as Site Optional.

DOE will formally assess the effectiveness of its workplace flexibilities, including telework and remote work, one year after the initial directed return date of January 18, 2022, to inform DOE’s Future of Work planning.

Vaccinations

Vaccinations are the most effective tool we possess to protect public health, the health of our workforce, and DOE’s ability to accomplish its critical work during this pandemic. To promote the safety of the workforce, in accordance with applicable law and collective bargaining obligations, DOE will require employees, as well as contractor employees covered by a contractual requirement pursuant to Executive Order 14042, to be fully vaccinated to conduct work or business at a Federal site unless a specific legal exception applies. In implementing Executive Order 14042, the Department will comply with all relevant court orders, including following relevant OMB and Safer Federal Workforce Task Force guidance. Specific protocols regarding vaccinations should be incorporated in specific site/facility plans, including, for example, protocols covering visitors to Federal sites and individuals using DOE’s scientific facilities.

Federal Employees

All Federal employees are required to be fully vaccinated by November 22, 2021, in accordance with Executive Order 14043, [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), signed on September 9, 2021, and the implementing guidance issued by the Safer Federal Workforce Taskforce. This applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees must provide proof of vaccination. Employees may provide proof through a variety of means: a copy of the record of immunization from a health care provider or pharmacy; a copy of the COVID-19 Vaccination Record Card; a copy of medical records documenting the vaccination; a copy of immunization records from a public health or state immunization information system; or a copy of any other official documentation containing required data points. The official documentation must include the type of vaccine administered, date(s) of administration, the name of the health care professional(s) or clinic site(s) administering the vaccine(s), and the number of doses received. A recent antibody test cannot be used to prove vaccination status.

Federal employees must certify under penalty of perjury that the documentation being submitted is true and correct. All documentation will be submitted or recorded through the Department's MyEnergySystem. In obtaining and storing vaccination information, the Department will: (1) comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act, and any applicable collective bargaining obligations; (2) take steps to promote privacy and IT security; (3) consult with the Department's Agency Records Officer, Chief Information Officer, and Senior Agency Official for Privacy to determine the best means to maintain this information to meet the Department's needs; and (4) only disseminate this vaccination information to the appropriate agency officials who have a need to know to ensure effective implementation of the safety protocols, which, in many cases, includes the supervisor level. Vaccination status information is not maintained in the Official Personnel Folder and employees receive a Privacy Act statement at the point of collection of employee information (MyEnergy).

Individuals who start their government service after November 22, 2021, must be fully vaccinated prior to their start date, except in limited circumstances where an accommodation is legally required. However, should the Department identify an urgent, mission-critical hiring need to onboard an individual prior to the individual becoming fully vaccinated or the individual's stated intention to request a legally required accommodation, the HDE may delay the vaccination requirement with the Secretary of Energy's approval. In the case of such limited delays, the Department will require new hires to be fully vaccinated within 60 days of their start date and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated. New employees who are on maximum telework or working remotely are not excused from this requirement.

Since Federal employees are required to be fully vaccinated, the time the employee spends obtaining any COVID-19 vaccination doses (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

In most circumstances, DOE authorizes employees to take up to four hours to travel to the vaccination site, complete any required vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses. If an employee needs to spend less time getting the vaccine, only the needed amount of duty time should be granted.

DOE requires employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply.

Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by DOE are handled the same way as local travel or temporary duty cost reimbursement is handled based on DOE policy and the Federal Travel Regulation.

Federal employees covered by Executive Order 14043, who fail to comply with the requirement to be fully vaccinated or provide proof of vaccination and have neither received an accommodation nor have a request for an accommodation under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal. Consistent with the Administration's policy, DOE has developed a progressive disciplinary process that begins with counseling and education on the safety and benefits of the COVID-19 vaccine to encourage compliance.

Covered Contractor and Subcontractor Employees

In compliance with Executive Order 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), signed on September 9, 2021, DOE will ensure that newly awarded (awarded, option exercised, renewed) contracts and contract-like instruments covered by the Executive Order include a clause requiring the contractor – and their subcontractors at any tier – comply with [all guidance for contractor or subcontractor workplace locations issued by the Safer Federal Workforce Task Force](#). This includes requirements that **covered contractor and subcontractor employees be fully vaccinated** consistent with the Task Force’s guidance; all individuals follow masking and physical distancing protocols while in covered contractor workplaces; and contractors designate a person or persons as COVID-19 workplace safety coordinator. DOE is also working to incorporate the clause into many of its existing contracts that are not covered by EO 14042. In implementing Executive Order 14042, the Department will comply with all relevant court orders, including following relevant OMB and Safer Federal Workforce Task Force guidance.

Contractors whose contracts have not yet been modified to include the vaccination mandate and other COVID-19 workplace safety protocols will be required to have contractor employees attest to their vaccination status and, if not fully vaccinated or if the employee refuses to identify whether they are fully vaccinated, shall require proof of a negative COVID-19 test before working onsite. The COVID viral test must have been administered (taken) within the prior 3 days to arrival onsite to a DOE facility and must be an FDA authorized test.

Vaccination Status

For purposes of its safety protocols and in accordance with CDC guidance, the Department considers Federal employees, 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 or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, Novavax fully vaccinated is 2 weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, fully vaccinated is 2 weeks after an employee has received a single-dose.

When a Federal employee discloses that they are not fully vaccinated, or until DOE knows the vaccination status of an employee, DOE will have the employee follow the protocols for an individual who is not fully vaccinated, pending any appropriate disciplinary action if the employee has not requested an accommodation and does not have an accommodation request under consideration by the deadline for vaccination. When an onsite contractor employee or visitor (see Visitors section below) discloses that they are unvaccinated or declines to provide their vaccination information, DOE will treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.

Vaccine-Related Leave

Federal employees will be granted up to four hours of administrative leave to receive any authorized COVID-19 vaccine booster shot, if they are eligible to receive such a booster shot, or any authorized additional dose of COVID-19 vaccine. The administrative leave will cover the time it takes to travel to the vaccination site, receive the vaccination dose, and return to work. Because there is currently no requirement for Federal employees to receive a vaccine booster shot or additional dose, the use of duty time is not allowable in these instances.

Federal employees will be granted up to 2 workdays of administrative leave if an employee has an adverse reaction to any COVID-19 vaccination dose that prevents the employee from working (i.e., no more than 2 workdays for reactions associated with a single dose).

- If an employee requests more than 2 workdays to recover, DOE may make a determination to grant emergency paid leave under the American Rescue Plan Act —if available—or the employee may take other appropriate leave (e.g., sick leave) to cover any additional absence.

Federal employees will be granted up to 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.

- DOE grants leave-eligible employees up to four hours of administrative leave per dose—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, DOE grants only the needed amount of administrative leave.
- Employees should obtain advance approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes.
- Employees are not credited with administrative leave or overtime work for time spent outside their tour of duty helping a family member get vaccinated.
- This policy applies to covered vaccinations received after July 29, 2021.

Additional Health and Safety Requirements

Taking into account the diversity of DOE’s mission objectives and operations, the following requirements set the minimum threshold for health and safety and must be included in all site/facility plans. Where DOE has sites/facilities in the same geographic region but are managed by different DOE Departmental Elements, Federal officials shall coordinate as practicable.

Levels of Community Transmission at DOE Sites

In applying COVID-19 workplace safety protocols connected to levels of community transmission in a given area, DOE sites should reference the [CDC COVID-19 Data Tracker County View](#). Sites may use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a DOE facility (e.g., consider the county in which a DOE site is located, the transmission levels of surrounding local counties from which DOE employees and visitors travel to the site, and transmission levels in counties through which DOE employees regularly travel over the course of their work in the field and between various work sites). For Headquarters facilities, the counties that make up the National Capital Area will be used.

DOE sites should assess transmission rates in a given area at least weekly to determine proper mask-wearing requirements. When the level of transmission related to a DOE site increases from “low” or “moderate” to “substantial” or “high”, DOE sites should put in place more protective safety protocols (described below), which are consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force as soon as operationally feasible. However, when the level of transmission related to a DOE site is reduced from high or substantial to moderate or low, the level of transmission must remain at that lower level for at least two consecutive weeks before the DOE site utilizes those protocols recommended for areas of moderate or low transmission by CDC guidelines and guidance from the Safer Federal Workforce Task Force. As previously stipulated, prior to the scheduled initial wave for directed

reentry on January 18, 2022, at DOE sites where the specific criteria previously outlined has been met, a site may initiate the voluntary reentry process for onsite work.

Where a locality imposes more protective pandemic-related safety requirements, those requirements are followed by DOE employees and onsite contractor employees, in DOE buildings, in DOE controlled indoor worksites, and on DOE lands within that locality.

Face Masks

In areas where the CDC has classified the COVID-19 transmission as “substantial” or “high”, all Federal workers, contractors, and visitors, regardless of vaccination status, will be required to wear a face mask indoors.

In areas where the CDC has classified the COVID-19 transmission as “low” or “moderate” and in accordance with the CDC’s [Interim Public Health Recommendations for Fully Vaccinated People](#), and consistent with guidance from the Safer Federal Workforce Task Force and Executive Order 13991 “[Protecting the Federal Workforce and Requiring Mask-Wearing](#),” fully vaccinated Federal employees, contractors, and visitors entering or working inside or on the grounds of a DOE site/facility are not required to wear masks, except where called for by Federal, State, local, Tribal, or territorial laws, rules, and regulations.

Regardless of the transmission levels, any individual entering or working at a DOE site/facility who is not fully vaccinated (i.e., who are not at least 2 weeks past their final dose) or who declines to provide vaccination information when requested is required to wear a mask while in DOE buildings and in leased space, including all public and work areas within a building (e.g., garages, hallways, snack bars, cafeterias, elevators, and restrooms). The policy also applies to facilities leased or owned by DOE contractors and in which DOE Federal or contractor employees work. To ensure compliance, signage will be posted throughout all sites, especially entrances, to remind individuals of the requirement.

Individuals who are required to wear a mask must wear a mask that covers the nose and mouth and is in accordance with current [CDC](#) and [OSHA](#) guidance. The CDC recommends the following: non-medical 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 washable and 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 a nose wire to prevent air from leaking out of the top of the mask. Novelty/non-protective masks, masks with ventilation valves, or face shields are not considered an acceptable substitute for masks. To the extent funds are available, DOE or site contractors are encouraged, but not required, to purchase masks for staff and visitors.

When an individual is required to wear a mask, masks must be worn in any common areas or shared workspaces (e.g., open floorplan office space, cubicle embankments, hallways, garages, conference rooms, or other workspaces) even when physically distant. Masks must also be worn outdoors in crowded settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated. When required to be worn, masks must be worn in all in-person meetings and are required at staffed security checkpoints. Security Officers may direct individuals to lower or temporarily remove their masks to verify identity. Masks, when required, must be worn inside government-owned vehicles.

When required, exceptions to wearing a mask include:

- 1) When alone in an office with floor-to-ceiling walls and the door is shut;
- 2) When the sole occupant in a government-owned vehicle;

- 3) Intermittent removal when eating/drinking -- masks may be removed for a limited time if one is at least six feet from another individual;
- 4) Conducting work utilizing controls and/or personal protective equipment identified in a job hazards analysis or similar evaluation as long as the COVID-19 risk is factored into the analysis and the controls identified as part of that analysis are implemented;
- 5) Conducting work where the hazards associated with wearing the mask (e.g., straps getting caught in machinery, heat stroke, etc.) are greater than the risks with not wearing a mask as long as the COVID-19 risk is factored into the job hazards analysis and the controls identified as part of that analysis are implemented; and,
- 6) Individuals who have a medical or religious reason why they cannot wear masks. Exemptions to the face mask policy will be considered in accordance with existing Equal Employment Opportunity Commission (EEOC) guidance. Federal employees will be required to go through the Department's Reasonable Accommodation process in order to seek an exemption.

The HDE or the Field/Site Manager or their designee will approve exemptions for visitors. For the contractor workforce, approval will be provided consistent with the terms and conditions of the contract. If appropriate, DOE has developed alternative procedures that allow for persons denied access to a Federal facility or otherwise unable to access a DOE workspace due to DOE safety protocols to continue to obtain any Federal government benefits or services to which the individual is entitled, such as monetary benefit payments or required adjudicative appointments or hearings.

Contact Tracing

Sites must continue contact tracing in accordance with CDC guidelines to help identify, track, and manage work-related close contacts of COVID-19 cases. Site contact tracing must be done in collaboration with, and in support of the contact tracing programs of local health departments, as applicable. Site/Facility Workplace Safety plans should include site procedures and protocols to implement infection control and workplace safety efforts once informed of a case of COVID-19. Disclosures of COVID-19 cases should be made to local public health officials as required or necessary to provide for the public health and safety of DOE employees and contractors in accordance with local public health mandates. Where a site does not have the capability to perform contact tracing or needs additional assistance, the DOE COVID-19 Hotline Response Team will perform the contact tracing or assist as needed.

If COVID-19 cases occur within a specific building or work setting, DOE's COVID-19 Coordination Hotline Response Team (or a field office or agency component designee) determines—in consultation with local public health officials—appropriate next steps. The team will conduct infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

Programs and sites will continue to follow established protocols for reporting the status of COVID cases to the [DOE COVID-19 Hotline](#). The numbers of confirmed cases (including individuals working onsite or on telework), including total confirmed cases (since March 2020), active confirmed cases, and deaths shall be reported every Monday. All deaths associated with COVID-19 must be reported to the DOE COVID-19 Hotline within one business day. An anonymized summary narrative will be requested for each death associated with COVID-19. Sites may use the COVID-19 Hotline's application to track cases at their site.

To promote transparency and safety, sites will notify their workforce about confirmed COVID cases, as relevant and appropriate, consistent with local and Federal privacy and confidentiality regulations and

laws. Depending on the circumstances and such factors as the size of the site, notifications will be made by contacting individuals or by issuing broader messages. In addition, anonymized data on the DOE-wide total number of confirmed cases as well as the number of confirmed cases at each site is available to the workforce on the Department's COVID-19 Powerpedia Portal.

Travel

Federal and contractor employees should adhere strictly to CDC, state, and local guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. The CDC has provided [guidance on travel for fully vaccinated people](#). The Safer Federal Workforce Task Force has also issued [FAQs on Travel](#).

There are no government-wide restrictions on official travel for Federal employees who are fully vaccinated. Therefore, fully vaccinated Federal employees may resume regular, pre-pandemic travel when their position work category is directed to reenter the workplace or where necessary to accomplish mission essential work or when a voluntary return is initiated per the protocols outlined above. In addition, contractor employees who are fully vaccinated may resume regular, pre-pandemic travel when their position work category is directed to reenter the workplace by their organization or where necessary to accomplish mission essential work.

Regardless of when an employee's position work category is directed to reenter the workplace, official domestic and international travel for Federal and contractor employees who are not fully vaccinated is limited to only mission critical trips and will be conducted in accordance with applicable CDC guidance and the January 21, 2021, Executive Order [Promoting COVID-19 Safety in Domestic and International Travel](#). Domestic and international travel for unvaccinated Federal and contractor employees must be approved by the HDE or their designee.

Federal employees who are fully vaccinated do not need to get tested before or after domestic travel or self-quarantine after domestic travel, unless required by their destination. However, fully vaccinated individuals must wear a mask over nose and mouth on planes, buses, and other forms of public transportation travel into, within, or out of the United States, and while indoors in U.S. transportation hubs such as airports and stations. Fully vaccinated individuals must follow other Federal, state, Tribal, and local requirements during travel. They must also monitor their symptoms for 14 days after travel. If symptoms develop, they must isolate themselves, notify their physician, and follow their site requirements for notification.

For international travel, prior to arrival in the United States, all air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States. Fully vaccinated Federal employees are not required to get tested before leaving the United States unless required by their destination. After travel, employees, regardless of vaccination status, should get tested with a [viral test](#) 5-7 days after travel; self-monitor for COVID-19 symptoms; isolate and get tested if symptoms develop. Official Government travelers may use their travel card for payment of COVID-19 tests required for travel. The travel costs for required COVID tests may be reimbursed as a miscellaneous travel expense. If a traveler cannot use the travel card, due to a blockage on the card, the traveler can be reimbursed via the travel voucher, with a receipt for the test.

Federal employees who are not fully vaccinated will be required to telework upon return from official or personal travel for the duration of the CDC quarantine period before they are allowed to return to the workplace, as well as follow any applicable testing guidance. Employees who are not telework eligible

must work with their management on an appropriate work status to mitigate impacts to the mission of their office to the greatest extent possible.

If quarantine is required because of personal travel, and the employee is otherwise expected to be present onsite, the employee may take personal leave while quarantining. If an employee refuses to quarantine or refuses to take personal leave while under mandatory quarantine after personal travel, DOE may elect to bar the employee from the workplace for the safety of others. If DOE bars the employee from the workplace, the employee must be placed on administrative leave until the agency determines what status the employee should be placed in while on quarantine.

Symptom Monitoring

If Federal employees, contractors, or visitors are not feeling well, they are not to enter the Federal workplace. Site/Facility plans must ensure procedures and processes are in place requiring Federal and contractor employees working on site to complete screening for symptoms (e.g., a symptom questionnaire, a temperature check, self-verification of entry requirements) and other exposure history factors (e.g., recent travel, exposure to a person with COVID-19) upon entry to the workplace. Visitors may also be asked to complete symptom screening and exposure history before entering a DOE facility. Entry screening may be self-screening or administered in-person by the site contractor or DOE office. Individuals are encouraged to monitor themselves for the development of symptoms. Any individual who develops any symptoms consistent with COVID-19 during the workday, even if fully vaccinated, must immediately isolate, notify their supervisor, and promptly leave the workplace.

Quarantine and Isolation

Any individual with a suspected or confirmed COVID-19 case will not be allowed onsite and will be advised to isolate, pursuant to [CDC guidelines](#), and in compliance with local laws and regulations. Individuals should contact their health care provider and follow their instructions. Unless advised otherwise by a health care provider, health department official, or site occupational medical official, a person with suspected or confirmed COVID-19 may return to work after:

- 10 days after symptoms first appeared, and
- Fever-free for 24 hours without the use of fever-reducing medications, and
- Other symptoms (not including loss of taste or smell) are improving

If an employee is subject to isolation due to being infected with COVID-19 and is unable to telework, the employee may request sick leave, as weather and safety leave would be unavailable. Employees may also request accrued annual leave and other forms of paid or unpaid leave in this situation as appropriate (See OPM CPM 2020-02, February 7, 2020).

Personnel who are not fully vaccinated and who have had close contact (within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes over a 24-hour period) in the past 14 days with someone who is suspected of having COVID-19 or who has tested positive for COVID-19 must follow CDC and local guidance for quarantine and testing. Unless advised otherwise by a health department official or site occupational medical official, a person may end quarantine:

- 10 days from the date of last exposure if they do not have any symptoms, or
- 7 days from the date of last exposure if they do not have symptoms, were tested after day 5, and the test result is negative.

The individual should continue to wear a mask and monitor their symptoms for the full 14 days from the date of last exposure.

Fully vaccinated employees who have had close contact with someone suspected of or confirmed to have COVID-19 are not required to [quarantine, but should get](#) tested 5 to 7 days after exposure, even if they do not have symptoms. They should also wear a mask indoors or in public for 14 days following exposure or until their test result is negative. If their test result is positive, or they develop symptoms, they should isolate for 10 days and contact their physician.

Personnel should refer to the latest [CDC guidance on quarantine and isolation](#) for additional information.

Confidentiality

When providing information to the workforce on confirmed COVID-19 cases, the Department must balance the privacy rights of the individual diagnosed with COVID-19 with the need to openly communicate with the workforce. All medical information collected from personnel, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, will be treated confidentially in accordance with applicable law, and accessible only by those with a need to know in order to protect the health and safety of personnel. The DOE COVID-19 Hotline Response Team will direct all questions relating to personal medical data to an appropriate point of contact.

Generally, in accordance with the Rehabilitation Act of 1973, Americans with Disabilities Act, and with privacy laws, managers and supervisors may not specifically disclose the identity of an individual who has or may have COVID-19 or provide information, such as the specific location of the individual's workstation, which will allow other employees to identify the individual. Supervisors may ask the individual for consent to share their identity information with those whom they have been in close contact. Even if an individual consents to such disclosure, identifying information is only to be provided to those who have a need to know.

The COVID-19 Hotline Response Team or the site individuals who are performing contact tracing will work with managers and supervisors to verbally (vice email) notify coworkers who may have been in close contact with an individual diagnosed with COVID-19 to provide these employees more information to help when monitoring themselves for signs or symptoms and quarantining themselves, if appropriate. Again, the information provided about any individual's health should be minimized as much as possible.

Workplace Operations

Planning and Preparation

During the reentry process, the Department will continue to follow CDC, OSHA, and the Safer Federal Workforce Task Force guidelines applicable to the Federal workplace. The principles presented here establish a minimum level for workplace safety and are aligned to current CDC guidance and established public health best practices, based on evolving understanding of the pandemic. Principles will be reassessed over time, as conditions warrant, and as new guidance is issued. This document is not meant to be exhaustive, and additional program or site/facility controls will be developed as needed. Site/Facility plans should align with these principles to the extent possible but may be adjusted as appropriate for mission requirements and changing CDC or public health guidance. In addition, sites should incorporate location specific plans to appropriately reorient returning workers to site operations considering items such as:

- Emergency procedures and responsibilities
- Facility orientation to include COVID controls
- General employee training and specific safety and health training (e.g., HAZWOPR, Radiological Training, Respiratory Protection)
- Job specific proficiency needs and training
- Office information technology readiness

Physical Distancing

In accordance with the CDC's [Interim Public Health Recommendations for Fully Vaccinated People](#), and consistent with guidance from the Safer Federal Workforce Task Force, fully vaccinated Federal employees, contractors, and visitors entering or working inside or on the grounds of a DOE site/facility are not required to maintain a physical distance of at least six feet in DOE buildings or in DOE leased spaces, except where called for by Federal, State, local, Tribal, or territorial laws, rules, and regulations.

Federal employees, contractors, and visitors entering or working at a DOE site/facility who are not fully vaccinated or who decline to provide their vaccination information when requested are required to maintain a physical distance of at least six feet from others, consistent with CDC guidelines, including in offices, conference rooms, and all other indoor communal areas and workspaces. This is in addition to wearing a mask, where required.

Floor markings, one-way walkways, reconfiguration of workspaces or office assignments, and other mitigation strategies may be implemented to minimize interactions. If work is being conducted outside, personnel can be closer than six feet if all personnel required to wear masks are wearing masks or if personnel are in respiratory protection equipment (e.g., respirator, air-feed hood).

Where physical distances are required, but cannot be maintained, such as in tight working quarters or in situations where some individuals are not fully vaccinated, guidance should be obtained from safety and health officials. It may be necessary in these situations for all personnel to wear a mask regardless of vaccination status. DOE may, at its discretion, establish occupancy limits for specific workplaces as a means of facilitating physical distancing.

Environmental Cleaning

Enhanced cleaning in common use/high touch/high density spaces, such as lobbies, restrooms, elevators, and stairwells will continue to be performed. Office space that is in regular use will be cleaned regularly, and in accordance with CDC guidelines. Wipes, gloves, and EPA-approved disinfectants will continue to be made available for individuals to wipe down their workstation and related personal property. Physical barriers such as plexiglass shields may continue to be used where appropriate.

In accordance with [CDC](#) and [GSA](#) guidelines, if a person who has tested positive for COVID-19 has been in a facility within the last 24 hours, the spaces occupied by that person should be cleaned and disinfected. If more than 24 hours has passed since the person has been in the space, cleaning is sufficient. If more than 3 days have passed since the person was in the space, no additional cleaning is necessary. Judgement should be used in identifying the appropriate scope of the cleaning and in cleaning industrial and radiological work areas.

Site/Facility plans must ensure procedures and process are in place that determine the scope of any workplace or area closures related to cleaning and disinfecting requirements.

Hygiene

Hand sanitizer stations will continue to be available at building entrances and throughout workspaces, and must contain hand sanitizer, with at least 60 percent alcohol and be manufactured in accordance with the requirements of the US Food and Drug Administration (FDA). DOE sites should ensure that the hand sanitizer is not on the [FDA's do not use list](#).

Personnel are encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently. To reinforce the importance of hygiene, signage is required at all DOE sites/facilities if not already posted.

Each Site/Facility plan must have procedures and processes for disinfecting shared tools, equipment, and common work surfaces (e.g., workbenches, laboratory spaces, desks). Disinfectant wipes will continue to be provided by the DOE or the contractor, as appropriate.

Ventilation and Air Filtration

To the maximum extent feasible, and with consideration of current [guidance from the CDC](#), indoor ventilation will be optimized to increase the proportion of outdoor ventilation, improve filtration, and reduce or eliminate recirculation. Where technically practicable, and depending on the availability of funds, continued action will be taken to improve engineering controls such as improving Minimum Efficiency Reporting Value (MERV) filter efficiency ratings and sealing of filters. Space heaters, desk fans and other devices that provide air movement inside a space are to be eliminated to the extent practicable. If needed, work should be relocated to room/buildings with better ventilation characteristics.

Visitors

The number of visitors to DOE may increase during each reentry wave. Efforts should still be made to conduct visits virtually until the directed return of Site Optional personnel. Visitors to DOE buildings will be directed to complete the [Certification of Vaccination](#) form when they enter a Federal building or Federally controlled indoor worksite and keep the form with them during their time on Federal premises. In requesting this information, DOE will comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. Visitors who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a DOE building.

These requirements related to the provision of information about vaccination status and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a DOE building or DOE land to obtain a public service or benefit. Areas open to the general public must post signs indicating the requirements for wearing masks and maintaining a social distance when in the area. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people. In areas of “high” or “substantial” COVID transmission, all visitors must wear masks.

Sites should ensure procedures and processes are in place to implement any required visitor controls, including screening and wearing a mask, if required.

Meetings, Events, and Conferences

Should any Departmental element intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the

public—they must seek approval of the Secretary of Energy, in consultation with the DOE COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, or events hosted by DOE, regardless of size, must be asked to provide information about vaccination status. In requesting this information, DOE will comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees in areas of “high” or “substantial” transmission must wear a mask in public indoor settings regardless of vaccination status.

Those attendees at DOE hosted meetings, events, and conferences (regardless of event size) who are not [fully vaccinated](#) or who decline to provide their vaccination information must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section of the Agency Model Safety Principles. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Elevators

Assessments will continue to be performed to determine the safe occupancy level of elevators to ensure social distancing, and signage detailing the requirements will be posted near the entrances. Individuals who are not fully vaccinated are required to wear masks in elevators and in elevator lobbies and maintain a physical distance in accordance with posted signage. The use of stairs by those who are physically able is strongly encouraged. Signage has been posted to explain current procedures.

Shared Spaces

Assessments will continue to be performed to determine the safe occupancy level of shared spaces such as elevators, conference rooms, auditoriums, and cafeterias and the requirements will be posted near the entrances. Other visual markers will be installed to promote physical distancing within common spaces, and furniture should be removed.

DOE COVID-19 Hotline Response Team

The DOE COVID-19 Hotline Response Team protocols will be used across the DOE complex for handling reports of COVID-like symptoms and confirmed cases. Field sites will be responsible for following established DOE-wide protocols, and where applicable, managing the site/facility cases, and providing recommendations to site staff. Field sites will report the status of their confirmed cases, vaccinations, testing, and occupancy to the DOE COVID-19 Hotline Response Team in weekly status updates every Monday. Information may be entered directly into the COVID System Metrics (CSM) application.

For DOE HQ, the COVID-19 Hotline Response Team will triage potential cases and follow up on cases. The COVID-19 Hotline is available for reporting cases as well as for answering questions. The COVID-19 Hotline can be reached by calling [202-586-2683 \(202-586-COVID\)](tel:202-586-2683) or by emailing the COVID-19 mailbox at COVID-19inquiries@hq.doe.gov. Emails with personal information should be sent using Entrust.