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**DEPARTMENT OF ENERGY**

**COVID-19**

**RETURN TO THE FEDERAL WORKPLACE**

**FRAMEWORK**

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**May 18, 2020**

**DEPARTMENT OF ENERGY**

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## EXECUTIVE SUMMARY

### Goal

The safe return of Department of Energy (DOE) employees to the workplace using a phased approach aligned with the *Opening Up America Again* guidelines.

### Scope and Applicability

This framework provides DOE guidance for Federal officials to develop Site/Facility plans as DOE moves from its current posture toward more normal operations. The current status of operations varies across the DOE complex, as some essential functions in the workplace had to be maintained throughout the COVID-19 pandemic. Accordingly, the Site/Facility plans following this guidance will be tailored to reflect these varied circumstances and site-specific needs.

This framework applies to:

- Federal officials for Sites/Facilities which are not co-located with Management and Operating (M&O) or other prime contractors will develop and submit Site/Facility plans using this guidance. These plans will apply to facilities with Federal employees and onsite support service contractors who are in DOE Headquarters (all buildings in the National Capital Region (NCR)) and DOE field sites (Service Centers and Business Centers).
- Federal officials for Sites/Facilities, which have M&O contractors or other prime contractors who are responsible for site operations, will develop and submit a single, jointly prepared Site/Facility plan using program-specific guidance and processes that outlines the Site/Facilities' phased return-to-workplace approach. These plans will apply to all onsite personnel, including Federal employees and onsite support service contractors who reside in contractor-operated buildings.

The Secretary will make the determination regarding DOE HQ and the Heads of Departmental Elements will determine the status of field elements in consultation with the applicable Under Secretary. For the Power Marketing Administrations, the final approval will rest with the Administrator after informing the appropriate Head of Departmental Element and applicable Under Secretary. If multiple Departmental Elements are working in one location, a unified decision will be made regarding the entire workforce at the site. This approval process will also be used for any changes in status. Where DOE has sites/facilities in the same geographic region but managed by different DOE Departmental Elements, Federal officials should coordinate as practicable to align the timing of their return to the workplace phases.

### Principles

- The health and safety of DOE employees is paramount.
- A risk-based, phased approach will be used to safely return employees to DOE facilities.
- Decisions to return additional employees to work at a DOE facility will be based on a risk analysis that includes consideration of the criteria for progression through phases as outlined in OMB memo M-20-23, or any superseding guidance.
- Telework will continue during the phased return to the workplace process, especially for vulnerable individuals and those with caregiving responsibilities whose facilities have been closed due to COVID-19.
- Plans and protocols will consider contingencies to prepare for potential developments.
- Technological enhancements adopted during the pandemic will continue to modernize operations.
- Lessons learned will be incorporated into future phases.

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## Phased Approach

- DOE's phased approach aligns with *Opening Up America Again* and OMB guidelines and takes into account state and local government orders and conditions and the current operating condition and staffing of individual federal facilities.
- **Phase 0** includes preparation activities, such as facility-specific plans for returning personnel in phases, sanitizing facilities, and establishing entrance screening and social distancing protocols, as appropriate. Minimum necessary onsite mission, safety or security critical personnel which may include senior leadership of the Department is established at sites and facilities during this phase.
- **Phase 1:** The decision to initiate Phase 1 for a DOE Federal facility will include consideration of the gating criteria, state/local guidance, and other relevant factors. Personnel identified to return to the workplace in Phase 1 will be approved by the Head of the Departmental Element as outlined below:
  - Employees in mission-critical positions whose jobs can be better performed onsite than through telework.
  - Self-identified vulnerable Federal employees, as well as those who live with or provide care for individuals in the vulnerable population, will not be required to return to the workplace in Phase 1.
  - Federal employees who are responsible for caregiving in instances where services are closed due to COVID-19, as defined in the Excused Absence for Caregiving, will be permitted to continue to telework.

All others will remain on telework or Weather and Safety Leave (WSL), as appropriate. Employees may not voluntarily return to the workplace without prior approval by the Head of Departmental Element.

- **Phase 2:** The decision to initiate Phase 2 for a DOE Federal facility will include consideration of the gating criteria, state/local guidance, and other relevant factors. Personnel identified to return to the workplace in Phase 2 will be approved by the Head of the Departmental Element as outlined below: Personnel identified to return to the workplace in Phase 2 will be approved by the Head of the Departmental Element as outlined below:
  - Employees whose jobs are best performed on-site and can include senior leadership, staff supporting PMEFs and MEFs, or other high priority senior-level program staff.
  - Self-identified vulnerable Federal employees, as well as those who live with or provide care for individuals in the vulnerable population, will not be included in Phase 2.
  - Federal employees who are responsible for caregiving in instances where services are closed due to COVID-19, as defined in the Excused Absence for Caregiving, will be permitted to continue to telework if not performing mission critical work that is required to be performed in a Federal facility.

All others will remain on telework or WSL, as appropriate. Employees may not voluntarily return to the workplace without prior approval by the Head of Departmental Element.

- **Phase 3** The decision to initiate Phase 3 for a DOE Federal facility will include consideration of the gating criteria, state/local guidance, and other relevant factors. Unrestricted staffing of DOE worksites will resume. All personnel will resume their pre-COVID-19 work schedules and telework agreements, as deemed appropriate by their supervisor, and will report to their DOE Federal facility. Requests by federal employees for special accommodations will be evaluated through the reasonable accommodation process on a case-by-case basis.

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# RETURN TO THE FEDERAL WORKPLACE FRAMEWORK

### Scope and Applicability

This framework provides DOE guidance for the development of Site/Facility plans as DOE moves from its current posture toward more normal operations to safely return DOE Federal employees and onsite support service contractors to the workplace using a phased approach aligned with the *Opening Up America Again* guidelines. The current status of operations varies across the DOE complex, as some essential functions in the workplace had to be maintained throughout the COVID-19 pandemic. Accordingly, the Site/Facility plans following this guidance will be tailored to reflect these varied circumstances and site-specific needs.

This framework applies to:

- Federal officials for Sites/Facilities, which are not co-located with Management and Operating (M&O) or other prime contractors, will develop and submit Site/Facility plans using this guidance. These plans will apply to facilities with Federal employees and onsite support service contractors who are in DOE Headquarters (all buildings in the National Capital Region (NCR)) and DOE field sites (Service Centers and Business Centers).
- Federal officials for Sites/Facilities, which have M&O contractors or other prime contractors who are responsible for site operations, will develop and submit a single, jointly prepared Site/Facility plan using program-specific guidance and processes that outlines the Site/Facilities' phased return-to-workplace approach. These plans will apply to all onsite personnel, including Federal employees and onsite support service contractors who reside in contractor-operated buildings.

### Principles

- The health and safety of DOE Federal employees is of paramount importance and guides all actions to return the workforce to DOE facilities.
- Decisions to return additional employees to work at a DOE facility will be based on a risk analysis that includes consideration of the criteria for progression through phases as outlined in OMB memo M-20-23, or any superseding guidance.
- A risk-based, phased approach will be used to safely return employees to DOE HQ and field site facilities.
- As much as possible, telework will continue to be used during the COVID-19 pandemic to mitigate risk, especially for vulnerable individuals.
- CDC-recommended and optional practices, including enhanced entrance screening (e.g., normal temperature prior to coming to work, displaying no symptoms), social distancing, and workplace protocols, will be used, as practical and appropriate, to lower risk.
- Plans and protocols will consider contingencies to prepare for potential new developments.
- Strategies adopted during the pandemic will continue to be used to modernize DOE operations, including the greater use of technology to maximize efficiency, as appropriate.

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## Policy Drivers

DOE's return-to-workplace plans, protocols, and implementation schedules to return Federal employees and support service contractors to DOE facilities will be informed by guidance from and decisions made by cognizant local and national authorities and will be adjusted accordingly.

- **Direction from the Administration, including OPM, OMB, and CDC**
  - The Administration recently issued the Nation's restart guidelines, *Opening Up America Again*. OMB and OPM subsequently issued guidance M-20-23, *Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again*, dated April 20, 2020, specific to Federal agencies. This guidance provides a phased approach for agencies to gradually resume normal operations after meeting certain gating criteria. DOE's plan to normalize operations is aligned with the Administration's guidance.
  - CDC protocols and best practices will be incorporated into DOE's plans.
- **Guidance from State and local governments, including: stay-at-home orders, business closures, school closures, and daycare closures, as well as other factors such as public transportation.**
  - Many state and local governments have issued stay-at-home orders, closed schools, and stopped critical services, such as daycares. Recognizing that state and local officials put in place such restrictions to address the local public health and safety threat of the COVID-19 pandemic, it is important that DOE use state and local guidelines to inform its actions. In addition, as DOE employees and onsite support service contractors return to the workplace, an important consideration is the accessibility of daycares, schools, and other special care facilities to avoid undue hardship.
  - Each DOE Federal site will monitor applicable state and local orders, and will consider the spirit and intent of those orders to the maximum extent possible, while formulating and implementing its plans in a manner that allows for delivery of DOE's mission.
  - Some DOE employees and contractors in certain geographic locations depend on public transportation to travel to work. For example at DOE HQ in Forrestal, about 80 percent of employees depend on mass transit.
- **Availability of hygiene and other equipment/services needed to safely return to the workplace**
  - Enhanced cleaning of high traffic and high touch areas will continue during Phase 1 and Phase 2.
  - Readiness of facilities, including signage, availability of hand sanitizer, distancing protocols, and other safety precautions will be considered.

## Phased Approach

DOE will follow the risk-based approach in the *Opening Up America Again* guidelines, or any superseding guidance, for returning its workforce onsite. As currently planned, the DOE workforce will reenter the workplace in phases.

In accordance with Administration guidelines, DOE will calibrate its phased approach to a return to the workplace considering the national gating criteria for symptoms, cases, and hospitals based on state and regional assessments. For example, DOE HQ will consider the gating criteria assessments for employers in the NCR, including the District of Columbia, and parts of Maryland and Virginia as defined by OPM's locality definitions. Per OMB memo M-20-23, the national gating criteria currently include:

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SYMPTOMS	CASES	HOSPITALS
Downward trajectory of influenza-like illnesses reported within a 14-day period <b>AND</b>	Downward trajectory of documented cases within a 14-day period <b>OR</b>	Treat all patients without crisis care <b>AND</b>
Downward trajectory of COVID-like syndromic cases reported within a 14-day period.	Downward trajectory of positive tests as a percent of total tests within a 14-day period.	Robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

The decision to bring non-mission-critical Federal personnel who are currently in a maximum teleworking status into DOE facilities will be a risk-based determination that accounts for local conditions regarding COVID-19 cases, social distancing, sheltering, and/or congregating direction from local authorities, as well as DOE mission necessity. Information from local sources and national authorities, such as OMB, will be used to determine gating criteria status.

The Secretary will make the determination regarding DOE HQ and the Heads of Departmental Elements will determine the status of field elements in consultation with the applicable Under Secretary. For the Power Marketing Administrations, the final approval will rest with the Administrator after informing the appropriate Head of Departmental Element and applicable Under Secretary. If multiple Departmental Elements are working in one location, a unified decision will be made regarding the entire workforce at the site. Where DOE has sites/facilities in the same geographic region but managed by different DOE Departmental Elements, Federal officials should coordinate as practicable to align the timing of their return to the workplace phases.

This approval process will also be used for any changes in status.

### **PHASE 0 (Planning and Preparation)**

Currently, DOE Federal facilities are in Phase 0. During this phase, DOE will continue to develop plans and prepare the workplace to mitigate risk. The primary actions in Phase 0 are outlined in the Pre-Return-to-Workplace section below.

### **PHASE 1**

The decision to initiate Phase 1 for a DOE Federal facility will include consideration of the gating criteria, state/local guidance, and other relevant factors (see Appendix A). Personnel identified to return to the workplace in Phase 1 will be approved by the Head of the Departmental Element as outlined below:

- Employees in mission-critical positions whose jobs can be better performed onsite than through telework.
- Self-identified vulnerable Federal employees (see Appendix D), as well as those who live with or provide care for individuals in the vulnerable population, will not be required to return to the workplace in Phase 1.
- Federal employees who are responsible for caregiving in instances where services are closed due to COVID-19, as defined in the Excused Absence for Caregiving, will be permitted to continue to telework.
- All others will remain on telework or WSL, as appropriate. Employees may not voluntarily return to the workplace without prior approval by the Head of Departmental Element.

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## **PHASE 2**

The decision to initiate Phase 2 for a DOE Federal facility will include consideration of the gating criteria, state/local guidance, and other relevant factors (see Appendix B). Personnel identified to return to the workplace in Phase 2 will be approved by the Head of the Departmental Element as outlined below:

- Employees whose jobs are best performed on-site and can include senior leadership, staff supporting PMEFs and MEFs, or other high priority senior-level program staff.
- Self-identified vulnerable Federal employees, as well as those who live with or provide care for individuals in the vulnerable population, will not be required to return to the workplace in Phase 2.
- Federal employees who are responsible for caregiving in instances where services are closed due to COVID-19, as defined in the Excused Absence for Caregiving, will be permitted to continue to telework if not performing mission critical work that is required to be performed in a Federal facility.
- All others will remain on telework or WSL, as appropriate. Employees may not voluntarily return to the workplace without prior approval by the Head of Departmental Element.

Since the number of staff reentering DOE facilities will increase considerably in Phase 2, careful consideration should be given to local conditions when determining the number of returning staff. Lessons learned during Phase 1 will be identified and addressed prior to initiating Phase 2, as appropriate.

## **PHASE 3**

The decision to initiate Phase 1 for a DOE Federal facility will include consideration of the gating criteria, state/local guidance, and other relevant factors (see Appendix C). Unrestricted staffing of DOE worksites will resume. All personnel will resume their pre-COVID-19 work schedules and telework agreements, as deemed appropriate by their supervisor, and will report to their DOE Federal facility. Requests for special accommodations will be evaluated through the reasonable accommodation process on a case-by-case basis.

Since the number of staff reentering DOE Federal facilities will increase dramatically in Phase 3, careful consideration should be given to local conditions when determining the pace of staff returns. Lessons learned during Phases 1 and 2 will be identified and addressed prior to initiating Phase 3, as appropriate.

**Phase 3 Follow-up:** DOE Federal facilities will continue to monitor and report any COVID-19 cases until otherwise notified by CDC or other federal authority. The COVID-19 Hotline Response Team will continue to report to senior leadership on a weekly basis, at minimum, with regard to any reported cases.



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## **Pre-Return-to-Workplace Actions**

Prior to starting the return-to-workplace process, DOE will ensure the workplace is prepared to mitigate risk. This will include DOE HC facilitating webinars to answer questions and train site leadership on expectations for the safe return-to-workplace process. Primary actions include the following:

- **Sanitize and secure office facilities and leased space.** All DOE owned and leased office facilities will be evaluated to determine the extent that cleaning and sanitization is necessary based on the history of occupancy and potential for exposure for COVID-19. Those that require it will be sanitized using EPA-approved products in accordance with local health official guidance. Once cleaned, each unoccupied suite or work area, including locked and secured areas, can be sealed and will have signage posted stating the date the sanitization took place unless sites have already established signage protocols.
- **Establish enhanced entrance screening criteria and protocols.** DOE will use CDC-informed enhanced entrance screening criteria to determine whether an individual (e.g., Federal employee, onsite support service contractor, or visitor) may enter a facility. Symptomatic employees cannot return to a DOE facility until they meet the appropriate criteria.
  - **Communicating Criteria.** Prior to reentering a DOE facility, employees and contractors will receive communication(s) providing the criteria and protocols for the return-to-workplace process. Those who do not meet the criteria (e.g., prescreening questions) will not be permitted to return until they do meet the criteria. The communication(s) will stress that individuals with COVID-like symptoms cannot enter DOE facilities. Notices to this effect will be posted outside all building entrances. Employees who do not meet the criteria should work with their supervisors regarding the appropriate leave or telework status.
- **Disseminate COVID-19 Monitoring and Response Protocol.** The DOE COVID-19 Hotline Response Team will provide updated protocol and questionnaires to field sites that manage their own cases. Communications will also be provided to all employees to set expectations and detail the precautions the Department is taking for everyone's health and safety.
- **Establish social distancing protocols.** Social distancing protocols will be established for the first return-to-workplace phase and will be revisited prior to initiating subsequent phases. Examples include:
  - **Face Coverings.** Guidance and requirements regarding face coverings will be detailed in individual site plans. DOE Federal employees will follow the local site plan that pertains to them.
  - **Common Areas.** Areas such as cafeterias and gyms where employees are likely to congregate may continue to be closed as determined by the site plan.
  - **Meetings and other Gatherings.** To the extent practical, meetings will continue to be held using virtual tools. In-person meetings will require recommended social distancing (six feet) between participants and should limit the number of attendees.
  - **Workspace and Work Redesign Consideration.** Open workspaces that do not allow at least six feet between employees may require that employees work on-site in shifts, if possible, to allow for social distancing, or will require other mitigation strategies.
- **Procure hygiene stations, equipment, and services.** DOE will procure and install additional handwashing and/or hand sanitizer (hygiene) stations at DOE facility entrances, restrooms, and high

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traffic areas in its office buildings, as needed. Consideration should be given to procuring and installing touchless equipment such as soap dispensers, sink apparatus, or paper towel dispensers.

- **Post standard signage.** DOE will increase its signage reminding employees to use proven hygiene practices and social distancing protocols, to stay home when ill, and to report any COVID-like symptoms.
- **Communications.** DOE will maintain transparent communication with the workforce and key external stakeholders as it plans and initiates remobilization activities. DOE will continue to use a variety of communication methods to help connect the workforce to information about the return to normal operations. Prior to initiating Phase 1, senior management will verify that the implementation strategy for each phase has been communicated to the workforce and stakeholders, as appropriate.

### **Role of the DOE COVID-19 Hotline Response Team**

The DOE COVID-19 Hotline Response Team will establish the protocol that will be used across the DOE complex for handling reports of COVID-like symptoms and responding to requests for assistance from supervisors and employees regarding potential COVID-19 cases. Field sites will be responsible for following established DOE-wide protocols, and where applicable, managing the site's cases, and providing recommendations to site staff. These field sites will report on the status of their cases and the health of their onsite personnel to the DOE COVID-19 Hotline Response Team on a schedule established by the Team. For DOE HQ, the COVID-19 Hotline Response Team will triage potential cases, provide recommendations to supervisors for decision, and follow up on cases.

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**Appendix A – Phase I**

<b>National Gating Criteria: State/Local and DOE Federal Conditions</b>	<b>CURRENT GATING CRITERIA AS DEFINED BY OMB MEMO M-20-23 (THESE CRITERIA MAY CHANGE IF SUBSEQUENT GUIDANCE IS ISSUED)</b>
	<b>SYMPTOMS:</b> Downward trajectory of influenza-like illnesses reported within a 14-day period AND downward trajectory of COVID-like cases reported within a 14-day period.
	<b>CASES:</b> Downward trajectory of documented cases within a 14-day period OR Downward trajectory of positive tests as a percent of total tests within a 14-day period.
	<b>HOSPITALS:</b> Treat all patients without crisis care AND Robust testing program in place for at-risk healthcare workers, including emerging antibody testing.
	<b>LOCAL CONDITIONS:</b> Each Federal facility will also consider local conditions, such as state/regional stay-at-home orders, school closings, daycare closings, and the availability of public transportation. Local conditions will inform whether the return-to-workplace process will begin.
<b>Identifying Phase 1 Returning Personnel</b>	Federal facilities will identify mission-critical personnel whose jobs are better performed onsite than teleworking considering the controls in place for return-to-workplace.
	Self-identified vulnerable Federal employees, as well as those who live with or provide care for individuals in the vulnerable population, will not be required to return to the workplace in Phase 1. Federal employees who are responsible for caregiving in instances where services are closed due to COVID-19, as defined in DOE’s Excused Absence for Caregiving, will be permitted to continue to telework. Other Federal employees not returning to the Federal facility will be permitted to continue to telework or will remain on Weather and Safety Leave, as determined by the supervisor.
<b>Preparing the Facility</b>	Federal facilities will implement and communicate to Federal employees and onsite support service contractors enhanced entrance screening and social distancing protocols.
	Federal facilities will install additional hygiene equipment, as needed, signage on hygiene best practices, enhanced entrance screening requirements, and social distancing protocols.
<b>Monitoring</b>	Federal facilities will ensure established policies and protocols are followed consistently and will make adjustments, as needed.
	Federal facilities will establish self-reporting or other mechanisms for identifying people with symptoms of COVID-19, report any new cases to the DOE COVID-19 Hotline Response Team, and recommend adjustments to Phase 1, as needed.
	Federal facilities will monitor local conditions, including the number of cases and closings, and will recommend adjustments to Phase 1, as needed.
<b>Travel</b>	The ban on other than mission essential travel continues.
<b>Visitors</b>	The no-visitors policy continues.
<b>Building Services</b>	All routine building services will continue to be closed in DOE facilities, including most food services, maintenance, and personal services. Custodial services will be provided specifically in high-touch areas and as warranted if there is a finding of COVID-like symptoms.

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**Appendix B – Phase 2**

<b>Gating Criteria:</b> <b>State/Local and DOE Federal Conditions</b>	<p><b>CURRENT GATING CRITERIA AS DEFINED BY OMB MEMO M-20-23</b> <b>(THESE CRITERIA MAY CHANGE IF SUBSEQUENT GUIDANCE IS ISSUED)</b></p> <p>Ensure Phase 1 criteria have been met for a second time with no evidence of a rebound.</p>
<b>Identifying Phase 2 Returning Personnel</b>	<p>Federal facilities will identify any additional personnel whose jobs are best performed on-site and can include senior leadership, staff supporting PMEFs and MEFs, or other high priority senior-level program staff.</p> <p>Self-identified vulnerable Federal employees, as well as those who live with or provide care for individuals in the vulnerable population, will not be required to return to the workplace in Phase 2. Federal employees who are responsible for caregiving in instances where services are closed due to COVID-19, as defined in the Excused Absence for Caregiving, should be permitted to continue to telework if not performing mission critical work that is required to be performed in a Federal facility. Other Federal employees not returning to the Federal facility will continue to telework or will remain on Weather and Safety Leave, as determined by the supervisor.</p>
<b>Preparing the Facility</b>	<p>Federal facilities will implement and communicate to Federal employees and onsite support service contractors enhanced entrance screening and social distancing protocols.</p> <p>Federal facilities will install additional hygiene equipment, as needed, signage on hygiene best practices, enhanced entrance screening requirements, and social distancing protocols.</p>
<b>Monitoring</b>	<p>Federal facilities will ensure established policies and protocols are followed consistently and will make adjustments, as needed.</p> <p>Federal facilities will establish self-reporting or other mechanisms for identifying people with symptoms of COVID-19, report any new cases to the DOE COVID-19 Hotline Response Team, and recommend adjustments to Phase 2, as needed.</p> <p>Federal facilities will monitor local conditions, including the number of cases and closings, and will recommend adjustments to Phase 2, as needed.</p>
<b>Travel</b>	<p>Travel can resume for program and project monitoring (depending on availability of air travel). Conference travel will not be permitted.</p>
<b>Visitors</b>	<p>Visitors may be brought onsite but may be subject to enhanced entrance screening protocols as applicable.</p>
<b>Building Services</b>	<p>Routine building services will gradually be reopened, including some take-out food services and maintenance. Custodial services will be expanded. Personal services will remain closed.</p>

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**Appendix C – Phase 3**

<b>Gating Criteria:</b>	<b>CURRENT GATING CRITERIA AS DEFINED BY OMB MEMO M-20-23</b>
<b>State/Local and DOE Federal Conditions</b>	<b>(THESE CRITERIA MAY CHANGE IF SUBSEQUENT GUIDANCE IS ISSUED)</b> Ensure Phase 1 criteria have been met for a third time with no evidence of a rebound.
<b>Identifying Phase 3 Returning Personnel</b>	All remaining employees are expected to reenter the workplace and will resume their pre-COVID work schedules and telework agreements, as approved by their supervisor. Requests for special accommodations will be evaluated through the reasonable accommodation process on a case-by-case basis.
<b>Preparing the Facility</b>	Federal facilities will install additional hygiene equipment, as needed, and signage on hygiene best practices, enhanced entrance screening requirements, and social distancing protocols, if appropriate.
<b>Monitoring</b>	Federal facilities will ensure established policies and protocols are followed consistently and will make adjustments, as needed.
	Federal facilities will establish self-reporting or other mechanism for identifying people with symptoms of COVID-19, report any new cases to the DOE COVID-19 Hotline Response Team and make recommendations to leadership on whether adjustments are needed to Phase 3.
	Federal facilities will monitor local conditions, including the number of cases and closings, and will recommend adjustments to Phase 3, as needed.
<b>Travel</b>	Travel can resume.
<b>Visitors</b>	Visitors may be brought on-site.
<b>Building Services</b>	All services, including food, maintenance, janitorial, and personal services, will fully reopen, but measures will be taken for social distancing, if appropriate.

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**Appendix D – Vulnerable Individuals**

OMB Memo, M-20-13, *Telework Flexibilities in Response to COVID-19*, dated March 12, 2020, highlights two groups of people who are identified as “vulnerable” and are at higher risk for serious complications from COVID-19:

1. [CDC High Risk Complications](#) - Defined as age 65 and older and people of any age who have serious underlying medical conditions, such as high blood pressure, heart disease, diabetes, obesity, asthma, lung disease, or compromised immune systems.
2. [CDC Special Population](#) – Includes pregnant women and some individuals with disabilities.

OMB and OPM memo, M-20-23, *Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again*, dated April 20, 2020, states that until agencies have resumed normal operations and risk is minimal (i.e., Phase 3), agencies must maximize telework flexibilities to all eligible workers within the CDC High Risk Complications and CDC Special Population groups, regardless of location.

In accordance with M-20-13 and M-20-23, certification by a medical professional is not required and DOE will accept employee self-identification that they are in one of the vulnerable populations in Phases 1 and 2. If a vulnerable employee’s duty station is within an area designated as Phase 3, the DOE Federal employee must return to work at their duty location. Requests for special accommodations will be evaluated through the reasonable accommodation process on a case-by-case basis.