

Department of Energy Headquarters COVID-19 Return to the Workplace Plan

Phase 3 with Increased Flexibilities

In Phase 3 at Headquarters, all full-time telework agreements provided at the start of the COVID-19 crisis will be rescinded and federal employees will return to the workplace, unless an employee requests increased flexibilities under a new COVID-19 telework agreement. New COVID-19 telework agreements and other increased flexibilities as outlined below will be reassessed every month to account for changes in essential services and conditions in the National Capital Region (NCR) due to COVID-19. Support contractor companies may implement similar, revocable accommodations at the discretion of contracting officers.

Based on current conditions in the NCR, the following increased flexibilities will be provided in Phase 3 for federal employees:

- Core hours (9 AM – 3 PM) will remain suspended to permit schedule flexibility.
 - Through their normal management chains, Heads of Departmental Elements (HDEs) will work with all federal employees to return to a set schedule in the workplace that allows for expanded telework flexibility (up to full-time, if warranted) under new COVID-19 telework agreements.
 - As applicable, management will take into account appropriate COVID-19-related challenges and concerns when establishing these new agreements. Supervisors are expected to be aware of the individual circumstances for employees and continue to be sensitive to, and flexible with, employees' personal situations.
 - Employees may request schedule flexibility for commuting issues to accommodate limitations in public transit services.
 - Employees may self-identify using the criteria as permitted for Phases 1 and 2.
 - (1) [CDC Identified Older Adults](#) and [People of Any Age with Underlying Medical Conditions](#)*
 - (2) Employees who live with or provide care for persons in the CDC-identified categories; or
 - (3) Employees who are responsible for caregiving in instances where services are closed because of COVID-19, as defined in the [Department's Excused Absence for Caregiving](#).
- *Please note that the CDC issued updated guidance on June 25, 2020, regarding those in a vulnerable category who are or may be at an increased risk for severe illness from COVID-19.***
- Employees who are on telework agreements are considered to be evacuated from the building while in telework status and can use excused absence for caregiving, if applicable, while in telework status.
 - The blanket use of Weather and Safety Leave for non-telework eligible positions will no longer be in effect across Headquarters for COVID-19 purpose, but can be reviewed on an as needed basis by HDEs with the Office of the Chief Human Capital Officer approval.