



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

MARCH 24, 2022

COVID-19 POLICY BULLETIN NO: 2022-2

SUBJECT: Updated Guidance for Meetings, Conferences, Events, Trainings, and Social Gatherings of 50 or More Participants

1. Purpose. The purpose of this Department of the Interior (DOI) COVID-19 Policy Bulletin is to provide current policy for hosting indoor or outdoor in-person meetings, conferences, events, trainings, or social gatherings (Events). This policy applies to all individuals in DOI-controlled facilities and on DOI-controlled lands, including DOI employees, contractors, and official visitors. This COVID-19 Policy Bulletin supersedes COVID-19 Policy Bulletin 2021-01, which is duly revoked upon the publication of this policy.

2. Effective Date. This policy will enter into effect as of the date of this bulletin and remain in effect until revoked.

3. Coverage. This policy, which prescribes safety protocols for all in-person attendees at events in DOI-controlled facilities, applies to all Bureaus and Offices of the Department. Bureaus and Offices may issue implementing procedures consistent with this policy.

4. Background. With the continuing COVID-19 pandemic impact to operations, the Department created this policy bulletin based on current guidance from the Centers for Disease Control and Prevention and the Safer Federal Workforce Task Force to help Bureaus and Offices prioritize the safety and wellbeing of employees, partners, and visitors at in-person events where 50 or more participants are expected to attend.

5. Policy. If a Bureau or Office intends to host an indoor or outdoor in-person event, additional COVID-19 safety protocols may apply based upon (1) the size of the event; and (2) CDC COVID-19 Community Levels where the event is hosted. This policy applies to all individuals in DOI-controlled facilities and on DOI-controlled lands, including DOI employees, contractors, and official visitors. Urgent, unplanned incident response activities, such as wildland fire incident responses or other emergency response operations are not subject to this requirement.

A. Pre-Approval of Events with 50 or More In-Person Participants

In areas where the CDC [COVID-19 Community Level](#) is 'HIGH', Bureaus and Offices must first seek the [approval of the Secretary or her designee](#), in consultation with the DOI's COVID-19 Coordination Team, before hosting an in-person event with 50 or more in-person participants. **All requests for 50+ person waivers must be signed by the Bureau Head and the Assistant Secretary prior to submission.**

In areas where CDC COVID-19 Community Levels are 'LOW' or 'MEDIUM', **approval is not required** and a pre-approval event request should not be submitted. Approval requests to the

Secretary or her designee should only be submitted when there is a change in CDC COVID-19 Community Levels as prescribed in Appendix A.

B. COVID-19 Safety Protocols at All In-Person Gatherings

Regardless of the number of attendees at an in-person event hosted by a Bureau or Office, in areas where the CDC COVID-19 Community Levels are ‘**MEDIUM**’ or ‘**HIGH**’, in-person attendees, including DOI employees, must be asked to provide information about their vaccination status. Information about the COVID-19 vaccination status of a DOI employee should be handled through the COVID-19 employee vaccination module in the Safety Management Information System (SMIS). Contractors and official visitors may provide information relevant to their vaccination status by completing the most current Certification of Vaccination form (OMB Control No. 3206-0277, until updated by OMB). In requesting this information, the Bureau or Office should comply with any applicable Federal laws, including requirements under the Privacy Act, the Rehabilitation Act, and the Paperwork Reduction Act.

In areas where the CDC COVID-19 Community Levels are ‘**MEDIUM**’ or ‘**HIGH**’, in-person attendees who are not fully vaccinated for COVID-19 or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within *three days immediately prior to the date of entry* at the event. They must also comply with masking and physical distancing requirements set forth within the most current *DOI COVID-19 Workplace Safety Plan* or the *COVID Policy Bulletin 2022-01*. All in-person attendees in areas where the CDC COVID-19 Community Level is ‘**HIGH**’ must wear a mask in public indoor settings regardless of their vaccination status.

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APPENDIX A

REQUIREMENTS FOR MEETINGS, CONFERENCES, EVENTS, TRAININGS, AND SOCIAL GATHERINGS OF 50 OR MORE PARTICIPANTS (EVENT)

DOI Action Level Thresholds to Implement Safety and Health Protocols

1. Between 6-30 days prior to an event date, if the CDC [COVID-19 Community Level](#) is 'HIGH' or changes from 'LOW/MEDIUM' to 'HIGH', Bureaus and Offices must:
 - Request [approval of the Secretary or her designee](#),
 - Implement a notification process to require masking for all in-person attendees,
 - Implement the Certificate of Vaccination process,
 - In-person attendees who are not fully vaccinated are required to physical distance regardless of CDC COVID-19 Community Levels,
 - In-person attendees who are not fully vaccinated for COVID-19 or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within *three days immediately prior to the date of entry* at the in-person event.
2. Within 5 days prior to an event date, if the CDC [COVID-19 Community Levels](#) change from 'LOW/MEDIUM' to 'HIGH', Bureaus or Offices must:
 - Consult with Bureau or Office Head or designee, and if approved, may proceed at the discretion of the event authority without requesting [approval of the Secretary or her designee](#),
 - Implement a notification process to require masking for all in-person attendees,
 - Implement the Certificate of Vaccination process,
 - At a minimum, all in-person attendees who are not fully vaccinated are required to physical distance regardless of CDC COVID-19 Community Levels. If achievable, physical distancing should be pursued among all attendees if the venue allows.
 - In-person attendees who are not fully vaccinated for COVID-19 or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within *three days immediately prior to the date of entry* at the in-person event.
 - Document and notify Bureau or Office Head upon completion of these processes.