



# United States Department of the Interior COVID-19 Workplace Safety Plan

Version 2.1

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## I. Introduction

The health and safety of all Federal employees, onsite contractors, and individuals interacting with the Federal workforce is the Administration's highest priority. As set forth in the January 20, 2021, Executive Order 13991 on [Protecting the Federal Workforce and Requiring Mask-Wearing](#), 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." President Joseph R. Biden released the [National Strategy for the COVID-19 Response and Pandemic Preparedness](#) on January 21, 2021 and the [COVID-19 Action Plan](#). The National Strategy initiates a coordinated pandemic response that improves the effectiveness of the country's fight against the *coronavirus* disease 2019 (COVID-19).

The Department of the Interior (DOI) is committed to addressing essential work requirements consistent with best public health practices. The principles presented align with revised Safer Federal Workforce Task Force COVID-19 [Workplace Safety: Agency Model Safety Principles](#) (updated September 13, 2021) and are based on the latest guidance from the Centers for Disease Control and Prevention (CDC) for [employers](#) and for [fully vaccinated people](#), the Occupational Safety and Health Administration (OSHA) on [protecting workers](#), and other Administration guidelines, including [FAQs](#) from the [Safer Federal Workforce Task Force](#). These principles will be reassessed over time, as conditions warrant and as guidance and principles are updated.

Primary guidance documents:

- Executive Order 13991: [Protecting the Federal Workforce and Requiring Mask-Wearing](#) (January 20, 2021)
- Office of Management and Budget (OMB) Memorandum M-21-15, titled [COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#) (January 24, 2021)
- OMB Memorandum M-21-25 titled [Integrating Planning for a Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment](#) (June 10, 2021)
- [CDC Interim Public Health Recommendations for Fully Vaccinated People](#) (May 13, 2021 and amended May 28, 2021 and July 27, 2021)
- *Updated* [Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Principles](#) (updated September 13, 2021)
- Executive Order 14042: [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#) (September 9, 2021). In implementing Executive Order 14042, the Department will comply with all relevant court orders, including by following relevant OMB and Safer Federal Workforce Task Force [guidance](#).

- Executive Order 14043: [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#) (September 9, 2021)

## II. Purpose

The *DOI Workplace Safety Plan* serves as a framework for DOI implementation of the President's Executive Order 13991, [Protecting the Federal Workforce and Requiring Mask-Wearing](#), OMB Memorandum 21-15 [COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#), and OMB Memorandum 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](#).

## III. Background

The [DOI Pandemic Plan](#) was updated in January 2021 based on lessons learned from the coronavirus disease 2019 (COVID-19) experience and other biological incidents, such as SARS, MERS, Zika, H1N1, and Ebola. The revised [DOI Pandemic Plan](#) serves as a non-disease-specific response and recovery framework that is used as a foundational plan to formulate the DOI COVID-19 Workplace Safety Plan and other DOI COVID-19 response and recovery plans. The overarching goals of the *DOI COVID-19 Workplace Safety Plan* are to:

- A. Halt the spread of COVID-19 by relying on the best available data and science-based public health measures;
- B. Prioritize the health and safety of the Federal workforce, contractors, and visitors; and
- C. Sustain the mission of the Department and mitigate impact to the environment, natural resources, economy, and the functioning of society.

## IV. Scope & Applicability

Bureaus and Offices are expected to adhere to the principles set forth in this *Plan*. Bureaus and Offices, as appropriate, should develop Bureau, Office, or location-specific plans to implement the principles set forth in this *Plan*. It is important to note, consistent with the revised [Safer Federal Workforce Task Force Agency Model Safety Principles](#), where a locality has imposed additional pandemic-related requirements more protective than those set forth in the model safety principles, those requirements should be followed in Federal buildings and on Federal lands in that locality. All DOI stakeholders, including employees, official visitors, contractors, and other partners, must follow these safety measures.

## V. DOI COVID-19 Coordination Team

DOI maintains a robust response and recovery coordination system that has been institutionalized and used for over 15 years to manage and coordinate disaster response and recovery efforts across multiple different disasters and pandemics. The [DOI Pandemic Plan](#) provides functional descriptions of each element of the DOI Departmental Response

Coordination. DOI Departmental Response Coordination efforts include convening various Councils and Task Force components when a pandemic threatens or impacts multiple Bureaus or requires significant Departmental involvement.

This *Plan* utilizes the standing Departmental Response Coordination Systems outlined in the [900 DM Series](#) and the [DOI Baseline Operational Plan](#). For the purposes of the COVID-19 response, the DOI COVID-19 Coordination Team (APPENDIX A – DOI COVID-19 COORDINATION TEAM), as defined by the [OMB Memorandum M-21-15](#), is also considered the Secretary's Leadership Team. The COVID-19 Coordination team is responsible for conducting assessments to establish, implement, and monitor compliance with: (a) safety protocols for physical distancing, space, and masking; and (b) determinations of onsite, telework, and remote work. The Team meets regularly to review compliance with the COVID-19 Workplace Safety Plans and protocols, consider potential revisions to the COVID-19 Workplace Safety Plans and protocols, and address any other operational needs. The Team reviews draft COVID-19 Workplace Safety Plans and protocols for DOI, makes any necessary changes, and submits plans to the Safer Federal Workforce Task Force for review and comment. To ensure consistency across the Department, the Team ensures Facility Security Leadership, the General Services Administration (GSA), and, when necessary, a lessor's designated representative, are engaged and involved with protocols and policies that directly impact their facilities and their employees. The Team should coordinate with DOI's Office of Acquisition and Property Management to ensure safety protocols are applied to onsite contractor employees.

The DOI COVID-19 Coordination Team has met regularly since February 2020 and plans to continue meeting until the Department has moved out of the pandemic phase of the COVID-19 response.

## VI. Continuity of Operations (COOP)

Detailed guidance on DOI's COOP program is found in the *DOI COOP Plan*, which was developed to address all threats and all hazards. The Secretary and AS-PMB retain the authority to activate the *DOI COOP Plan* to ensure continuation of essential functions during any disruption of normal operations, including a pandemic. Bureau and Office directors may also activate their COOP plans independently of the *DOI COOP Plan*. The decision to activate a COOP plan should be based on ensuring the continued performance of essential functions, regardless of the cause.

Distribution of the *DOI COOP Plan* is limited to personnel with a need to know. Please contact the Office of Emergency Management (OEM) for more information.

### A. Alternate Facilities

DOI has identified and prepared alternate facilities to support the continued performance of essential functions, including facilities geographically distanced from the National Capital

Region. DOI's alternate sites are not designed or intended for use to physically distance employees.

OEM has adapted continuity operations to address the movement, protection, and lodging of staff if deployment to DOI's alternate sites is required during COVID-19. Additionally, these plans incorporate appropriate mitigation measures in accordance with CDC guidelines to prioritize the health and safety of all personnel at the alternate sites.

#### B. [Special Provisions for COOP Team Members During a Pandemic](#)

Employees working at alternate locations during a pandemic may be asked to take certain precautions before deploying and upon arrival. Some of these precautions may include:

1. Entrance symptom screening.
2. Mask wearing.
3. Onsite isolation or quarantining, if necessary.
4. Working flexible/alternate schedules and/or working from unshared spaces to maintain occupancy thresholds in common spaces and support physical distancing.

### VII. [Health & Safety Protocols](#)

DOI is committed to addressing essential work requirements consistent with public health best practices. DOI's paramount concern is the health and safety of all Federal employees, onsite contractors, official visitors, and individuals interacting with the Federal workforce. The policies presented are based on the latest guidance from CDC for employers and for [fully vaccinated people](#) and the [OSHA](#) guidance to assure safe and healthful working conditions. These policies will be reassessed and modified over time, as conditions warrant and as guidance is updated.

#### A. [Vaccination Requirement](#)

##### 1. Definition of "Fully Vaccinated"

For purposes of its safety protocols, DOI considers employees, onsite contractor employees, and official 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, that is two weeks after an employee has received the second dose in a two-dose series. For Johnson and Johnson (J&J)/Janssen, that is two weeks after an employee has received a single dose. Clinical trial participants from a U.S. site who are documented to have received the full series of an "active" (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board), can be considered fully vaccinated two weeks after they have completed the vaccine series. Currently, the U.S.-based AstraZeneca and Novavax COVID-19 vaccines meet these criteria.

## 2. Employees

As instructed by the President in Executive Order No. 14043, [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), Federal employees, as defined under 5 U.S.C. § 2105, must be fully vaccinated. All DOI Bureaus and Offices will work expeditiously to ensure that DOI employees covered by Executive Order No. 14043 are fully vaccinated no later than November 22, 2021. Additional details about this requirement are outlined in DOI's COVID-19 Vaccination Status and Attestation Guidance. Employees who are on maximum telework or working remotely are not excused from this requirement.

### *a) Newly Hired Employees*

All new employees must be fully vaccinated beginning November 22, 2021, subject to exceptions as required by law. There are several communication touchpoints during the recruitment, hiring, and onboarding process at which applicants and tentative selectees should receive and/or provide information related to the vaccination requirement for employees.

- Applicants must be notified of the employee vaccination requirement via the job opportunity announcement.
- Tentative selectees must be notified of the employee vaccination requirement within their tentative job offer letter. Tentative selectees must also acknowledge they have reviewed and understand the employee vaccination requirement.
- Tentative selectees must complete the COVID-19 Vaccination Self-Certification Form to indicate that they are:
  - Fully vaccinated,
  - In the process of becoming fully vaccinated and the date by which they will be two weeks beyond their final vaccination shot, OR
  - Requesting an exception to the vaccination requirement through a reasonable accommodation for a disability or sincerely held religious belief, observance, or practice.
- The COVID-19 Vaccination Self-Certification Form provides instructions to tentative selectees on how to request an exception to the vaccination requirement through a reasonable accommodation for a disability or sincerely held religious belief, observance, or practice.
- New hires may not enter on duty until they have self-certified that they are fully vaccinated or have their reasonable accommodation request approved by the Department.
- If a tentative hire is not fully vaccinated, does not request an exception through a reasonable accommodation for a disability or sincerely held religious belief, observance, or practice, or is denied their exception request AND refuses to comply with the vaccination requirement, they are removed from further consideration.

- SHROs must still adhere to all applicable veterans' preference passover procedures, but can document the candidate's refusal to comply with the EO 14043 as rationale for the passover request.
- After entering on duty, new hires will upload their COVID-19 vaccination documentation via the Department's Safety Management Information System (SMIS).

The Secretary (delegated to appropriate Assistant Secretary) may approve urgent mission critical hires to onboard prior to those new employees becoming fully vaccinated. In these instances, the Secretary may delay the vaccination requirement for selected job applicants, such that they do not need to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the agency. In the case of such limited delays, employees must be fully vaccinated within 60 days of their start date and follow safety protocols for [not fully vaccinated](#) individuals until they are fully vaccinated. After approval by the appropriate Assistant Secretary, requests must be forwarded to the Office of Human Capital (OHC) for consideration. OHC has issued [mandatory language](#) for Bureaus/Offices to use when preparing Job Opportunity Announcements and Tentative/Firm offers for employment. Servicing Human Resources Offices (SHRO) who have questions should first contact their Bureau Human Capital Office for immediate assistance.

*b) Vaccination Requirement Exceptions and Extensions*

DOI Federal employees must be fully vaccinated by November 22, 2021 other than in limited circumstances where (1) the law requires an exception; or (2) an extension to the November 22, 2021 deadline is medically necessary.

As instructed by the President in Executive Order No. 14043, [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), Federal employees, as defined under 5 U.S.C. § 2105, must be fully vaccinated against COVID-19 with exceptions only as required by law. A DOI employee may receive an exception to the vaccination requirement of Executive Order No. 14043 through either a reasonable accommodation for a disability or for a sincerely held religious belief, observance, or practice. DOI has consulted with its Department Privacy Officer and the Solicitor's Office to address all legal considerations and privacy requirements when developing its processes for evaluating requests for exceptions from the requirements of Executive Order No. 14043. DOI complies with any applicable recordkeeping and other requirements related to medical and personally identifiable information.

Where a medical reason prevents an employee from safely or effectively meeting the November 22 deadline, the employee may be granted a medical extension to the deadline.

DOI has established a process for employees to request an exception or an extension to the vaccination requirement of Executive Order No. 14043. Employees should first notify their supervisor that they are seeking a medical extension or reasonable accommodation as soon as possible. To help employees provide information relevant to evaluating their requests for a reasonable accommodation or a medical extension, DOI has

provided intake forms, which are available on [OneINTERIOR](#), to assist DOI employees who [request a medical extension or a reasonable accommodation](#), either for a disability or for a sincerely held religious belief, observance, or practice.

Guidance on the processes and requirements for requesting a reasonable accommodation was shared with all employees on October 18, 2021 and continues to be shared through the employee's Bureau or Office.

DOI employees who receive a reasonable accommodation related to the requirements of Executive Order No. 14043 must follow applicable masking, physical distancing, and protocols for individuals who are [not fully vaccinated](#), as well as applicable travel guidance. Additional details about these requirements will be addressed below.

*c) Employee's Failure to Comply with the Requirements of Executive Order No. 14043*

Employees covered by [Executive Order 14043](#) who fail to comply with the requirement to be fully vaccinated and provide proof of vaccination who have neither received an extension or an exception through reasonable accommodation nor have a request for reasonable accommodation under consideration may be subject to discipline, up to and including termination or removal. Consistent with the Administration's policy, DOI will enforce the requirements of [Executive Order 14043](#) and work with employees to ensure their compliance.

*d) Denial of Requests for Reasonable Accommodations*

As outlined in [Safer Federal Workforce Taskforce FAQs](#), if an employee's request for reasonable accommodation is denied, subject to DOI's established process for reconsideration and appeal, if applicable, employees are required to receive their first (or, if a one-dose series, only) dose within two weeks of the final determination to deny the request for reasonable accommodation. If receiving a two-dose series, the employee must receive the second dose within 6 weeks of receiving the first dose.

If the employee received a first dose of a two-dose series prior to seeking a reasonable accommodation, employees must receive their second dose within two weeks of the final determination to deny the accommodation or within a week of the earliest day by which they can receive their second dose, whichever is later. This is important because failing to comply with the requirements of [Executive Order No. 14043](#) may result in disciplinary action, up to and including removal from federal service.

3. Contractors

As instructed by the President in Executive Order No. 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), certain covered federal contractors may be subject to [specific health and safety requirements, including a vaccination requirement](#), depending on the terms and conditions of their contract. If Executive Order No. 14042 does not apply to an individual contract, all contractor employees working onsite in Federally controlled indoor work sites must comply with the [Safer Federal Workforce Taskforce's guidance](#) for onsite contractor employees, including vaccination attestation and provision of proof of a recent

negative COVID-19 test, where applicable. Additional details about this requirement are outlined below in the Contractors Section below. In implementing Executive Order 14042, the Department will comply with all relevant court orders, including by following relevant OMB and Safer Federal Workforce Task Force [guidance](#).

## B. Certification of Vaccination Status

### 1. Employees

DOI Civil Service employees must provide true and accurate information about their vaccination status by completing and uploading documentation evidencing vaccination against COVID-19 in the Vaccination Module (DI-6507) found in the Safety Information Management System (SMIS). The Vaccination Module (DI-6507) is available to all employees with computer access and an active directory or email account. The Vaccination Module (DI-6507) was released to all employees with access to government computers on October 8, 2021. DOI has identified and provided training to Vaccination Specialists who can obtain and verify vaccination status for employees who do not have government computer access.

The first-level supervisors of employees who onboard after October 8, 2021 must ensure that these new employees provide true and accurate information about their vaccination status by completing and uploading documentation in the Vaccination Module (DI-6507) found in the Safety Information Management System (SMIS). The New Employee On-Boarding Checklist has been updated to reflect this requirement.

The collection and storage of all DOI employee vaccination information will be conducted in compliance with applicable laws governing employee medical information, including the Rehabilitation Act, the [Privacy Act](#), and other applicable laws. DOI has (1) taken steps to promote privacy and IT security; (2) consulted with our Agency Records Officer, Chief Information Officer, and Departmental Privacy Officer to determine the best means to maintain this information to meet the Department's needs; and (3) only disseminates this vaccination information to the appropriate officials who have a need to know to ensure effective implementation of the safety protocols, which, includes the supervisor level. Such information will not be stored in an employee's official personnel folder.

### 2. Contractors

Contractors will be subject to different requirements regarding certification of vaccination status, depending on the terms and conditions of their contract.

For contractors who are working under a contract or agreement where the requirements of [Executive Order 14042](#) have been incorporated into the contract by DOI, another Federal agency, or their prime contractor, vaccine attestation is not required, even when working on site in Federally controlled indoor facilities. These contractors are required to comply with [specific health and safety guidance](#), including vaccination requirements, under the terms and conditions of their contract. Enforcement will be managed by the Contracting Officer through standard procedures under the Federal Acquisition Regulation.

Contractors who are (1) working under a contract or agreement where the requirements of [Executive Order 14042](#) have not been incorporated into the contract, and (2) working in a Federally controlled indoor work site, must attest to their vaccination status using the [Certification of Vaccination](#) form (OMB Control No. 3206-0277). Prior to entry into any DOI facility, onsite contractors must complete and sign a paper copy of the [Certification of Vaccination](#) form (OMB Control No. 3206-0277), retain the completed and signed [Certification of Vaccination](#) form (OMB Control No. 3206-0277) in their personal possession, and be prepared to present the [Certification of Vaccination](#) form (OMB Control No. 3206-0277) when requested to validate their vaccination status. DOI will not collect or retain the completed and signed [Certification of Vaccination](#) forms (OMB Control No. 3206-0277).

Onsite contractors who attest to being fully vaccinated must follow DOI COVID-19 safety protocols for fully vaccinated individuals, as described below.

Onsite contractors who do not attest to being fully vaccinated [including those who attest that they are [not fully vaccinated](#), those who attest that they decline to disclose their vaccination status, and those who decline to complete and sign the [Certification of Vaccination](#) form (OMB Control No. 3206-0277)] must provide proof of a negative COVID-19 test result from a test administered within the three days immediately prior to the date of entry into a DOI-controlled facility in order to be permitted to enter the DOI-controlled facility. All test results must be obtained using COVID-19 tests that are authorized by the U.S. Food and Drug Administration and produce a dated result. Within the DOI-controlled facility, onsite contractors who do not attest to being fully vaccinated must follow DOI COVID-19 safety protocols for individuals [not fully vaccinated](#), as described below. [COVID Policy Bulletin 2021-02: Visitors and Contractors](#) may be referred to for more detailed guidance.

### 3. Official Visitors

An official visitor is any individual who is not a DOI employee or a DOI contractor who visits a DOI-controlled facility or DOI-controlled lands for business purposes. Individuals who visit a DOI-controlled facility or DOI-controlled lands to obtain a public service or benefit, such as recreational visitors to a National Park or tribal members obtaining a public service or benefit, are not official visitors, but rather members of the public.

Official visitors must attest to their vaccination status using the [Certification of Vaccination](#) form (OMB Control No. 3206-0277). Official visitors must complete and sign a paper copy of the [Certification of Vaccination](#) form (OMB Control No. 3206-0277), retain the completed and signed Certification of Vaccination form (OMB Control No. 3206-0277) in their personal possession, and be prepared to present the [Certification of Vaccination](#) form (OMB Control No. 3206-0277) when requested to validate their vaccination status. DOI will not collect or retain the completed and signed [Certification of Vaccination](#) forms (OMB Control No. 3206-0277). Bureaus and Offices will not maintain Certification of Vaccination forms from official visitors, and Bureaus and Offices may not ask official visitors for vaccination documentation to verify their attestation.

Official visitors who attest to being fully vaccinated must follow DOI COVID-19 safety protocols for fully vaccinated individuals, as described below.

Official visitors who do not attest to being fully vaccinated (including those who attest that they are [not fully vaccinated](#), those who attest that they decline to disclose their vaccination status, and those who decline to complete and sign the [Certification of Vaccination](#) form (OMB Control No. 3206-0277)) must provide proof of a negative COVID-19 test result from a test administered within the three days immediately prior to the date of entry into a DOI-controlled facility in order to be permitted to enter the DOI-controlled facility. All test results must be performed using COVID-19 tests that are authorized by the U.S. Food and Drug Administration and produce a dated result. Within the DOI-controlled facility, official visitors who do not attest to being fully vaccinated must follow DOI COVID-19 safety protocols for individuals [not fully vaccinated](#), as described below. [COVID Policy Bulletin 2021-02: Visitors and Contractors](#) may be referred to for more detailed guidance.

#### 4. Members of the Public

Members of the public who visit a DOI-controlled facility or DOI-controlled lands to obtain a public service or benefit, such as recreational visitors to a National Park or tribal members obtaining a public service or benefit, are not required to attest to their vaccination status. Members of the public must comply with all relevant CDC guidance and safety protocols, including wearing a face mask and physically distancing from other people. If a locality has imposed additional pandemic-related requirements more protective than those set forth in the model safety principles, members of the public should follow those requirements in Federal buildings and on Federal lands in that locality.

If an individual is denied access to a Federal facility or otherwise unable to access a DOI workspace due to DOI safety protocols, when necessary, DOI will develop alternative procedures that allow for individuals to continue to obtain any Federal government benefits or services to which they are entitled.

### C. Face Masks

#### 1. Fully Vaccinated Individuals

Fully vaccinated individuals must wear face masks under the following circumstances:

- Inside DOI controlled facilities in areas with “substantial” or “high” COVID-19 community transmission levels, as defined below
- In DOI conveyances, including all multi-passenger vehicles, aircraft, and vessels;
- In DOI-operated schools;
- In healthcare settings;
- In correctional and detention facilities; and
- Where State, Local, Tribal, or Territorial rules and regulations require fully vaccinated individuals to wear face masks.

Fully vaccinated individuals are not required to wear face masks under the following circumstances:

- When alone in an office with floor to ceiling walls and a closed door;
- During brief time periods when eating or drinking so long as physical distance is maintained in accordance with [CDC guidelines](#);
- Briefly if asked to lower a mask for identification purposes; and
- In areas of “low” or “moderate” COVID-19 community transmission levels, unless otherwise required above.

While fully vaccinated individuals are not required to wear a face mask indoors where community COVID-19 transmission levels are low or moderate, nothing in this policy should be interpreted to prohibit an individual from choosing to wear a face mask. In outdoor settings, consistent with [CDC guidance](#), in areas where COVID-19 community transmission levels are high or substantial, fully vaccinated individuals are encouraged to wear a mask outdoors where physical distance of at least six feet cannot be maintained.

## 2. Individuals Not Fully Vaccinated

Individuals [not fully vaccinated](#) must wear a face mask indoors at all times, except under the following circumstances:

- When alone in an office with floor to ceiling walls and a closed door;
- During brief time periods when eating or drinking so long as physical distance is maintained in accordance with [CDC guidelines](#); and
- Briefly, if asked to lower a mask for identification purposes.

In outdoor settings, individuals who are [not fully vaccinated](#) are not generally required to wear a mask. However, consistent with [CDC guidance](#), in areas where COVID-19 community transmission levels are high or substantial, individuals who are [not fully vaccinated](#) are encouraged to wear a mask outdoors where physical distance of at least six feet cannot be maintained. Some DOI lands and outdoor facilities may require all individuals, regardless of vaccination status, to wear masks where physical distancing cannot be maintained.

## 3. Determining Level of Community Transmission

To identify the level of COVID-19 community transmission affecting a DOI-controlled facility Bureaus and Offices should use the [CDC COVID-19 Data Tracker](#). If the DOI facility is located in a low transmission area, Bureau and Office leadership *may use discretion* in identifying the counties relevant to determine the level of community transmission in each area for a DOI-controlled facility. For example, a Bureau or Office may consider the county in which a DOI controlled facility is located, the transmission levels of surrounding local counties from which employees and visitors travel to the facility, and transmission levels in counties through which employees based at a given facility regularly travel over the course of their work in the field and between various work sites. DOI-facilities located in high or substantial transmission areas must put in place more protective safety protocols consistent with CDC guidelines and the Safer Federal Workforce Task Force.

Bureaus and Offices should assess transmission levels at least weekly to determine proper mask-wearing requirements. When the level of transmission related to a given DOI controlled facility increases from “low” or “moderate” to “substantial” or “high,” Bureaus and Offices should put in place more protective safety protocols consistent with [CDC guidelines](#) and guidance from the [Safer Federal Workforce Task Force](#) as soon as operationally feasible. Bureaus and Offices may delegate this responsibility to facility managers or other personnel as appropriate.

When the level of transmission related to a given DOI controlled facility 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** (14-consecutive days) before the Bureau or Office is allowed to use those protocols recommended for areas of “moderate” or “low” transmission by [CDC guidelines](#) and guidance from the [Safer Federal Workforce Task Force](#). When possible, COVID-19 Signage should be posted at facility entrances to reflect the current level of community transmission and mask-wearing requirements.

#### 4. Composition of Face Masks

Employees should wear CDC [recommended masks including](#) the following: 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 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 inner filter pockets. DOI will not allow non-protective masks, masks with ventilation valves, or face shields as a substitute for masks. As outlined in [DOI FAQs](#) for face masks, masks should be professional to the workplace and not offensive or in disrepair. DOI reserves the right to restrict prohibited messages and images from masks.

As a reminder, masks do not provide the same level of protection as respirators and should not replace personal protective equipment (PPE) required or recommended at the workplace. Additional information about respiratory protection can be located in [DOI’s Workplace Safety and Health Risk Reduction Guidelines](#).

#### 5. Requests for Exceptions to Masking Requirement

Some work situations are not conducive to wearing a mask. Requests for [exceptions to the COVID-19 face mask requirement](#), either categorical or on a case-by-case basis, may be submitted to the COVID-19 Coordination Team. The requestor, along with the Bureau/Office Safety and Health Manager, in consultation with other officials as required, will develop a list of safeguards based on CDC guidance to mitigate exposures. Once the request and the safeguards have been drafted, they will be presented to the COVID-19 Coordination Team for approval. If the Department makes such exceptions, appropriate alternative safeguards will be required, such as additional physical distancing measures, testing, or reconfiguration of workspace. All exceptions will be made in accordance with any guidance from the COVID-19 Coordination Team and will be documented in writing. Exceptions previously approved by the COVID-19

Coordination Team remain in effect, in accordance with the parameters established by the COVID-19 Coordination Team, until otherwise instructed by the COVID-19 Coordination Team.

#### D. Physical Distancing

[Physical distancing](#) is the practice of physically staying at least 6 feet away from other individuals to slow the transmission of COVID-19.

##### 1. Fully Vaccinated Individuals

Fully vaccinated individuals are not required to physically distance within DOI-controlled facilities and on DOI-controlled lands. CDC's guidance for physical distancing in specific settings, including [healthcare](#), [transportation](#), [correctional and detention facilities](#), and [schools](#), should also be followed, as applicable. However, nothing in this policy should be interpreted to prohibit a fully vaccinated individual from choosing to maintain physical distance from others when possible. Some DOI lands and outdoor facilities may require all individuals, regardless of vaccination status, to wear masks where physical distancing cannot be maintained.

##### 2. Individuals Not Fully Vaccinated

Individuals who are [not fully vaccinated](#) must maintain [physical distance of at least six feet](#) from others in DOI-controlled facilities, when possible. CDC's guidance for physical distancing in specific settings, including [healthcare](#), [transportation](#), [correctional and detention facilities](#), and [schools](#), should also be followed, as applicable.

#### E. Enforcement

##### Enforcing mask-wearing and physical distancing requirements for members of the public

Each Bureau or Office with law enforcement authority will undertake the appropriate administrative or regulatory actions as necessary to provide the basis to enforce the mask and physical distancing requirement for official visitors and members of the public on DOI-controlled lands. The DOI enforcement strategy will rely on appropriate regulatory actions, implementation and enforcement, and the incorporation of clear and consistent Signage as appropriate. Significant efforts will be directed at safeguarding human life and the protection of natural and cultural resources. Law enforcement officers should promote education and deterrence, although when circumstances dictate that investigation, apprehension, or prosecution may be appropriate, an officer should do so professionally and effectively.

Although violations of mask-wearing and physical distancing requirements could result in legal penalties, law enforcement personnel should remain mindful that sound judgment and discretion are cornerstones in carrying out their law enforcement duties. Striving to maintain the sensitivity called for in achieving the overall goal of professional resource and visitor protection consistent with the DOI mission remains paramount. Discretion in enforcement decisions requires a critically thoughtful appraisal of the circumstances so the best possible result is attained. The outcomes of enforcement decisions should build public trust, meet

mission goals, and uphold individual liberties and constitutional rights. De-escalation of any situation is the desired outcome.

#### F. [COVID-19 Testing](#)

At this time, DOI has not established a Department-wide COVID-19 screening testing program. DOI is establishing guidance for employee diagnostic testing after a workplace exposure or after travel. More information on this process is outlined in DOI COVID-19 Testing Guidance.

#### G. [Contact Tracing](#)

Local health departments are responsible for leading case investigations, contact tracing, and outbreak investigations. When requested, Bureaus and Offices will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases. Bureaus and Offices will engage in coordination with facilities staff to implement 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). Bureaus and Offices should also ensure that appropriate state and county reporting requirements and disclosures are made to public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractors, and the general public, in accordance with public health mandates and requirements.

If COVID-19 cases occur within a specific facility or work setting, it will be the responsibility of Bureaus and Offices (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Bureaus and Offices should be transparent in communicating related information to the workforce, as relevant and appropriate disclosures must be consistent with applicable laws governing privacy and confidentiality, including the Privacy Act and the Rehabilitation Act.

The Office of Safety and Health (OSH) maintains [DOI COVID-19 Risk Assessment & Decision Matrix](#) for Managers that is available to all employees on DOI's COVID-19 SharePoint site for Managers to assist Bureau and Office managers with assessing risk and determining appropriate actions to prevent and mitigate the spread of COVID-19 in the workplace. Additional implementation and return to work guidance can be found in DOI's Workplace Safety and Health Risk Reduction Guidelines.

#### H. [Reporting of COVID-19 Notifications](#)

The Office of Emergency Management (OEM) issued COVID-19 Information Management Requirements early in the pandemic that have been updated as needed during the response. Specifically, there are three notification requirements for Bureau/Office Emergency Management Coordinators regarding COVID-19 related operational reporting: 1) notification of positive cases, 2) notification of COVID-19 related deaths, and 3) notification of an employee's recovery from COVID-19. When notified of any of the above information management requirements from within their Bureau/Office, the Bureau/Office Emergency Management Coordinator will collect all pertinent information

and send an email to the Interior Operations Center (IOC) for tracking and reporting of Department-wide COVID case numbers, along with any information that is appropriate for dissemination to DOI leadership and emergency management personnel.

Upon receipt of COVID positive cases and COVID-related deaths and recoveries, the IOC will update the DOI Common Operating Picture COVID dashboard and integrate the information into notifications, which are distributed by the IOC on weekdays and on an as-needed basis depending on the situation and severity of the information. The intent is to provide DOI Senior Leadership and the DOI emergency management community with a high-level view of DOI COVID case counts and COVID-related impacts to DOI personnel, facilities, and lands.

## I. Health Monitoring, Self-Quarantine, Self-Isolation, Recordkeeping

### 1. Health Monitoring

All individuals entering a DOI controlled facility, or when on DOI-controlled land, are expected to complete a daily screening using CDC [web-based](#) or [paper](#)-based screening tool. This tool provides direction on whether employees are allowed to physically report to work based on their symptoms, whether they have had close contact with someone with SARS-CoV-2 infection, and their SARS-CoV-2 testing and diagnosis status. DOI workplace entrances will display signage listing common COVID-19 symptoms. Official visitors, and members of the public may be asked to refer to the signage and complete a self-symptom screening before entering a Federal facility. If Federal employees, contractors, official visitors, or members of the public have symptoms consistent with COVID-19, they should not enter a Federal workplace, a DOI controlled facility, or DOI-controlled land.

Anyone, regardless of vaccination status, in a DOI workplace who develops symptoms consistent with COVID-19 during the workday, must *immediately*:

- Self-isolate away from others.
- Wear a mask (if the individual is not already doing so and one is available).
- Promptly notify their supervisor (preferably by phone).
- Leave the workplace.
- Be encouraged to follow-up with their healthcare provider.

If an employee has had any symptoms consistent with COVID-19 in the past 48 hours, THEY MAY NOT physically report to the workplace until symptoms have been improving for more than 48 hours, even if the illness is not COVID-19. If the illness is COVID-19, the employee must follow the return-to-work criteria outlined above. Exemptions may be made for employees who have been diagnosed with a non-infectious medical condition that causes symptoms consistent with COVID-19 (e.g., seasonal allergies, COPD, asthma).

Supervisors and managers should contact their Servicing Human Resources Office for advice and support on any related reporting or human resources requirements.

The DOI OSH maintains the DOI COVID-19 Risk Assessment & Decision Matrix for Managers to assist Bureau and Office managers with assessing risk and determining appropriate actions to prevent and mitigate the spread of COVID-19 in the workplace. Additional implementation and return to work guidance can be found in DOI's forthcoming Workplace Safety and Health Risk Reduction Guidelines.

## 2. Self-Isolation

All DOI employees, contractors, official visitors, or members of the public with suspected or confirmed COVID-19 should not be physically present in the workplace until they meet CDC's criteria, which determines when it is safe to [return to the workplace](#) and are in compliance with State, Local, Tribal, and Territorial laws and regulations. This is further outlined in [DOI's Workplace Safety and Health Risk Reduction Guidelines](#).

## 3. Self-Quarantine and Workplace Notification

All DOI employees, contractors, official visitors, and members of the public who have had [close contact](#), as defined by CDC, with someone who was diagnosed with COVID-19 should follow the guidance in [DOI's Workplace Safety and Health Risk Reduction Guidelines](#). They should also follow local public health orders and/or their healthcare provider's guidance to determine if self-quarantine and testing are necessary. The determination to end self-quarantine and physically report to the workplace after an exposure to someone with COVID-19 should be based on symptoms, recent COVID-19 infection (within the past three months), and vaccination status. Employees who are not fully vaccinated who had [close contact](#) with a suspected or confirmed COVID-19 case but have [no symptoms](#) should not physically report to the workplace. They may physically return to the workplace after 14 days have passed since being exposed, or after completing a [reduced 7- or 10-day quarantine period](#) when allowed by State, Local, Tribal, or Territorial guidelines.

Fully vaccinated employees who had [close contact](#) with someone who has confirmed or suspected COVID-19 may continue to physically report to the workplace if they remain asymptomatic and if they wear a mask for 14 days following exposure. Employees should get tested 5-7 days after exposure. After a close-contact exposure, in areas of low or moderate transmission, in most settings, when a fully-vaccinated employee's FDA authorized test result is negative, these employees generally do not need to wear a mask in Federal buildings or on Federal land, except where required by Federal, State, Local, Tribal, or Territorial laws, rules, or regulations. If employees develop [symptoms of COVID-19](#) they may not physically report to the workplace and should consult with their healthcare provider.

Upon notification of a positive COVID-19 case, the supervisor will refer to the [DOI COVID-19 Risk Assessment & Decision Matrix for Managers](#) to:

- Ensure the correct information regarding the employee and any potential workplace contact or physical contamination of space is gathered;
- Make appropriate notifications to health, safety, and communication experts; and

- Coordinate [cleaning and disinfecting](#) of affected locations, when necessary.

The [DOI COVID-19 Risk Assessment & Decision Matrix for Managers](#) addresses supervisor discussions with an employee for [telework](#) or leave status, as appropriate based on the particular circumstances, as well as assessing return to work feasibility based on [CDC guidance](#).

#### 4. Recordkeeping Requirements

Under OSHA's recordkeeping requirements, if a DOI employee tests positive for SARS-CoV-2 infection, and each of the following conditions are met, the case must be reported in DOI's Safety Management Information System (SMIS) to be recorded on the OSHA Illness and Injury Log: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by [29 C.F.R. § 1904.5](#)); and (3) the case involves one or more relevant recording criteria (set forth in [29 C.F.R. § 1904.7](#)) (e.g., medical treatment beyond first aid, days away from work).

Employees diagnosed with COVID-19 due to work related exposure should consider filing a Form CA-1 COVID-19 in the Employees' Compensation Operations and Management Portal (ECOMP). This will aid in the workers' compensation process for any future claims should a consequential injury, impairment or illness later occur as a result.

#### J. Travel

##### 1. General

Pursuant to [OMB Memorandum M-21-15](#) and as outlined in the Safer Federal Workforce Task Force [guidance/FAQs](#), and in DOI's Employee Guidance for Domestic Travel, all DOI employees should adhere strictly to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. All travelers, including Federal employees who are fully vaccinated, should [take health and safety precautions](#) and self-monitor for symptoms. All travelers are required to [wear a mask](#) over their nose and mouth on all planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors in U.S. transportation hubs such as airports and indoor train stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like a ferry deck, outdoor train station, or an unenclosed top deck of a bus).

Employees are encouraged to refer to DOI's [Travel Guidance](#) and CDC's guidelines for both [domestic](#) and [international travel](#). Bureaus and Offices are encouraged to provide guidance, as necessary to carry out their missions.

##### 2. Official Travel for Fully Vaccinated Employees

For Federal employees who are fully vaccinated, there are no restrictions on domestic travel (although Bureau and Office travel policies still apply). However, all air passengers coming to the United States from abroad, including DOI employees who are fully vaccinated, are required to follow CDC testing requirements, CDC symptom monitoring guidance, and all recommendations or requirements of their local U.S. destination after travel.

Where a State, Local, Tribal, or Territorial jurisdiction requires or CDC guidance recommends COVID-19 testing as a condition of entry, the Department will pay for the cost of testing as outlined in DOI COVID-19 Testing Guidance. This currently includes employees who are required to be tested: (1) prior to domestic official travel where required by the destination; (2) prior to international official travel where required by the destination; and (3) upon return to the United States following international official travel as outlined above.

### 3. Official travel for Employees Not Fully Vaccinated

For the limited number of Federal employees who are not [fully vaccinated](#), official domestic travel is limited to only necessary mission-critical trips. Supervisors must assess the immediacy of the need for travel, affirm the criticality of impact to the mission without the travel by the unvaccinated employee, and ensure that another, fully vaccinated employee cannot accomplish the requirement via travel instead. International travel should also be avoided, if possible, unless it is mission critical (e.g., high-level international negotiations that cannot occur remotely).

Where a State, Local, Tribal, or Territorial jurisdiction requires or CDC guidance recommends COVID-19 testing as a condition of entry, the Department will pay for the cost of testing. This currently includes employees who are required to be tested: (1) prior to domestic official travel where required by the destination; (2) prior to international official travel where required by the destination; and (3) upon return to the United States following international official travel.

### K. Meetings, Conferences, Events, Trainings, and Social Gatherings

If a Bureau or Office intends to host an in-person meeting, conference, event, training, or social gathering (indoor or outdoor) that will be attended by more than 50 participants—regardless of whether participants include members of the public—the Bureau or Office must first seek the [approval of the Secretary or her designee](#), in consultation with the DOI’s COVID-19 Coordination Team.

In-person attendees at any meeting, conference, event, training, or social gathering hosted by a Bureau or Office, regardless of size, must be asked to complete a [Certification of Vaccination](#) form. In requesting this information, the Bureau or Office should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.

In-person attendees who are [not fully vaccinated](#) or decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within the three days immediately prior to the date of entry at the in-person meeting, conference, event, training, or social gathering and comply with masking and physical distancing requirements for individuals who are [not fully vaccinated](#). This guidance is consistent with the requirements for official visitors in the Physical Distancing and Face Masks sections above. In-person attendees in areas of “high” or “substantial” transmission must wear a mask in public indoor settings regardless of vaccination status.

## L. Treatment of Medical and Personally Identifiable Information

All medical and personally identifiable information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, is treated by DOI in accordance with applicable laws and policies on confidentiality and privacy, and is accessible only to those with a need to know. The agency has consulted their Departmental Privacy Officer on matters related to the handling of personally identifiable information. DOI has (1) taken steps to promote privacy and IT security, while also providing the relevant information to those who need to know in order to implement the safety protocols; (2) has consulted with our Agency Records Officer, Chief Information Officer, and Departmental Privacy Officer to determine the best means to maintain this information to meet the Department's needs; and (3) only disseminates this information to the appropriate officials who have a need to know to ensure effective implementation of the safety protocols, which, includes the supervisor level. Questions about DOI's handling of personal medical information should be directed to the DOI's Departmental Privacy Officer.

## M. COVID-19 Human Resource Flexibilities

### 1. Authorization of Official Time to Become Vaccinated

DOI employees may use basic duty hours (generally, pay code 010) to obtain required doses (as defined by applicable FDA approval or authorization documents) of an FDA-approved or FDA-authorized COVID-19 vaccination. In most circumstances, DOI supervisors may grant employees up to four hours per requisite dose to travel to the vaccination site, complete a requisite dose of an FDA-approved or FDA-authorized COVID-19 vaccine, and travel back to work. If an employee needs more than four hours to obtain a vaccine (e.g., the employee needs to travel an exceptionally long distance to the closest vaccination site), the reasons for the additional time must be documented. If, due to unforeseen circumstances, an employee is unable to obtain the vaccine during basic tour of duty hours, the normal rules governing the approval of overtime hours apply. Reasonable transportation costs that are incurred because of obtaining the vaccine from a site preapproved by DOI should be handled the same way as local travel or temporary duty cost reimbursement is handled based DOI travel policy and the Federal Travel Regulation. Administrative leave is generally inappropriate for an employee to receive requisite doses of a COVID-19 vaccine.

### 2. Obtaining a Booster or Additional COVID-19 Vaccination

To promote the safety of the Federal workforce and the American public, DOI supervisors will grant up to four hours of administrative leave (pay code 060) for eligible employees to receive an authorized additional "booster" dose of an FDA-approved or FDA-authorized COVID-19 vaccine, as consistent with FDA and CDC guidance. Since Federal employees are not currently required to receive an additional COVID-19 vaccine "booster" dose, official duty time (pay code 010) may not be authorized for such purposes. Generally, up to four hours of administrative leave (pay code 060) must be granted to DOI employees eligible to receive any authorized COVID-19 vaccine booster shot or additional dose of COVID-19 vaccine. The administrative

leave should cover the time it takes to travel to the vaccination site, receive the vaccination dose, and return to work. If an employee spends less time getting the vaccine, only the needed amount of duty time should be granted. Employees may not be credited with administrative leave or overtime work for time spent getting booster vaccine shot or additional dose outside of their tour of duty (during non-duty hours).

### 3. Leave Due to Adverse Effects following Vaccination

In the event an employee experiences adverse side effects after obtaining an FDA-approved or FDA-authorized COVID-19 vaccine and is unable to work, the employee may request up to two full days of administrative leave (pay code 060), subject to supervisory discretion and operational needs. Employees needing additional recovery time may request sick leave (pay code 030) or other appropriate leave.

### 4. Leave to Accompany a Family Member for a Vaccination

Generally, up to four hours of administrative leave (pay code 060) per dose of an FDA-approved or [FDA-authorized COVID-19 vaccine](#) must be granted to an employee to accompany a family member to become vaccinated where the family member's appointment(s) falls within the employee's regularly scheduled duty hours, subject to supervisory discretion and operational needs. For this purpose, a "family member" is an individual who meets the definition under [5 C.F.R. § 630.201](#).

### 5. Leave Due to Quarantine or Isolation

DOI employees who become ill with communicable disease must not physically report to or remain in DOI workplaces. Similarly, DOI employees who have been instructed to quarantine by a Federal, State, local, Tribal, or Territorial order must not physically report to a DOI workplace. This includes mandatory quarantine orders following official travel. DOI employees who may be exposed to SARS-CoV-2 through close contact with an individual with COVID-19 in a DOI workplace may be required to remain away from a DOI workplace or test negative for COVID-19 prior to reentry to a DOI workplace, consistent with guidance from the CDC and the Safer Federal Workforce Task Force.

When a DOI employee must not physically report to the workplace, managers and supervisors should work with the employee to determine, with assistance from the servicing HR office as necessary, how to appropriately manage work or code the employee's time. Generally, a telework-ready employee should telework. If an employee is sick or has tested positive for COVID-19, a supervisor must grant the employee's request for sick leave, in accordance with applicable laws, regulations, and Departmental policies. Other HR flexibilities may be available, depending on the particular facts of each case. To avoid absence without leave, a DOI employee who may not physically report to a DOI workplace and is unable to telework or take sick leave may, upon the employee's request, be granted, as applicable and appropriate, administrative leave, weather and safety leave, annual leave, advanced leave, leave without pay, or other applicable and appropriate forms of leave, in accordance with applicable laws, regulations, and policies.

## 6. Telework & Remote Work

DOI will continue to maximize telework throughout the Department until further notice consistent with the principles set forth in [OMB Memo M-21-25](#). Telework and other workforce flexibilities such as alternative work schedules (e.g., maxiflex), annual leave, sick leave and family medical leave; limited use of excused absence for caregiving responsibilities (i.e., 20 hours of administrative leave per pay period) remain available until further notice. These flexibilities support the workforce by allowing time for employees to balance work and manage unanticipated childcare responsibilities as a result of COVID-19. Employees currently teleworking on a frequent or regular basis (e.g., maximum telework) will be given advance notice and guidance before being directed to physically return to DOI workplaces.

OHC issued Remote work and Telework policies on August 23, 2021, to the workforce. Bureaus were required to develop implementation plans for remote work no later than November 20, 2021. Bureaus may develop implementation guidance for telework. Prior to reentry into the physical workplace, employees must be on an updated telework agreement.

## N. Facilities and Safety

### 1. Entry into DOI Facilities and Workplaces

In accordance with [EO 13991](#), [OMB Memorandum M-21-15](#), and this *Plan*, the responsible manager of each DOI facility/workplace must develop a plan to implement the following:

- Ensure all DOI employees physically working at the facility are aware of the requirements for entry and COVID-19 safety protocols upon entry. DOI employees seeking a reasonable accommodation shall be directed to the appropriate point of contact.
- Ensure all contractors and official visitors (to include non-DOI federal employees) to the facility are aware of the requirements for entry, present a [Certification of Vaccination form](#) (OMB Control No. 3206-0277), and have a negative COVID-19 test within the last three days if [not fully vaccinated](#) or if declining to provide their status.
- If a member of the public is visiting the facility for a public service or benefit no attestation form or negative COVID-19 test is required for entry into the facility.
- In accordance with CDC guidance specific to local transmission rates, ensure appropriate masking and physical distancing requirements are met by all facility entrants.

### 2. Signage

Designated Officials (DO) or the GSA Building Manager is responsible for posting signage at the entrances to inform:

- All personnel to follow safety protocols based on their vaccination status and in alignment with the local level of community transmission.
- Federal Contractors and Official Visitors that a completed [Certification of Vaccination form](#) (OMB Control No. 3206-0277) is required and, for those individuals who

are not fully vaccinated, that proof of a negative COVID-19 test within three days prior to the date of entry is needed

- Visitors who are obtaining a public service or benefit, that they do not need to possess a [Certification of Vaccination form](#) (OMB Control No. 3206-0277) or a negative COVID-19 test but must follow masking requirements.

Signage will vary by facility as needed given local requirements and conditions. Information about these requirements at specific facilities also will be publicly available on the Bureau's and Office's website(s) and will be regularly communicated to employees, onsite contractor employees, official visitors, and members of the public.

The GSA will also post COVID-19 signs about mask-wearing requirements in the following locations:

- Entries and common areas of federally owned GSA-controlled facilities; and
- Privately leased facilities if GSA leases the entire building

If GSA has delegated operations and maintenance to an occupant agency, DOI is responsible for signage. The Office of Facilities and Administrative Services (OFAS) COVID-19 facility signage is updated on the internal [OFAS website](#). Posted signs will reflect the mask wearing requirements based on local community transmission levels.

When feasible, information about these requirements at specific facilities is also publicly available on the agency's website(s) and regularly communicated to employees and onsite contractor employees.

### 3. Environmental Cleaning

Standard office cleaning operations will continue normal schedules, with additional cleaning of communal areas conducted daily, by existing janitorial staff or supplemental contracts. DOI will conduct periodic risk assessments to determine areas that are considered common use/high touch/high-density spaces (e.g., lobbies, restrooms, elevators, and stairwells) and develop, update, and implement facility-level plans for regular cleaning and when necessary, disinfecting of these areas in accordance with [CDC guidelines](#). Wipes, gloves, and other products on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#) will be made available for individuals to wipe down their workstation and related personal property.

The Department will ensure all employees and contractors who use cleaning chemicals and disinfectants are properly trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA's Hazard Communication standard \(29 C.F.R. § 1910.1200, et seq.\)](#) and that all employees and contractors utilize appropriate personal protective equipment in accordance with OSHA requirements and DOI policy. Physical barriers, such as plexiglass shields, may be installed, where appropriate. Any time an indoor workspace is altered, (i.e., installing a physical barrier; moving desks or equipment) Safety and Health Managers/building management should be consulted to ensure additional health or safety hazards are not created by modification. Specific guidance for cleaning and disinfecting can be

found CDC's [Cleaning and Disinfecting your Facility](#) webpage and in DOI's forthcoming Workplace Safety and Health Risk Reduction Guidelines.

In the event of a suspected or confirmed case of COVID-19 in the workplace, Bureaus and Offices should ensure enhanced environmental cleaning of the spaces the individual occupied or accessed in accordance with [CDC](#) and, where applicable, [GSA guidance](#). If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection. The Bureaus and Offices should consult with their Safety and Health Managers to determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire facility.

#### 4. Hygiene

Hand washing or hand sanitizer stations are to be available to staff and visitors at building entrances and throughout workspaces. Hand sanitizer must not be on the [U.S. Food and Drug Administration \(FDA\) Do-Not-Use List](#) and have at least 60% alcohol and be manufactured in accordance with FDA requirements. All hand sanitizer ingredients should be listed on a “Drug Facts” label. Personnel will be encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently.

GSA will provide hand sanitizer in the building entrances and common areas of federally owned GSA-controlled facilities. In GSA-controlled lease location, Bureaus and Offices are responsible for procuring and providing hand sanitizer in facility entrances and common areas. Bureaus and Offices are also responsible for procuring and providing hand sanitizer within their occupied spaces, whether leased or federally owned.

#### 5. Ventilation & Air Filtration

Designated officials at each indoor DOI facility should consult with building engineers and their servicing safety office/manager to assess the facility's ventilation systems using the DOI COVID-19 [Building Re-Occupancy Guidance](#) or [CDC Ventilation in Buildings Toolbox](#). This should be used to determine if any ventilation modifications are advisable per [CDC](#) and [OSHA](#) guidelines for facility ventilation systems to minimize the concentration of SARS-CoV-2 particles in the air in indoor spaces.

Modifications should be documented in the approved facility-level plan to assure that CDC and OSHA recommended upgrades are implemented, especially as facility population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Additional information can be found in DOI's Workplace Safety and Health Risk Reduction Guidelines.

#### O. [Reentry to the Workplace](#)

DOI's timeline for reentry to the physical workplace varies by Bureau and Office and is based on their unique requirements. DOI's approach to reentry has been informed by the feedback gathered from our workforce through many different means, including the Department-wide Federal survey, transmission rates, listening sessions, input and collaboration with our union partners. DOI's approach will allow Bureaus and Offices to determine the right mix of onsite work, remote work, and telework based on mission need and the health and safety of their workforce.

As noted in [OMB guidance Memorandum M-21-25](#), prior to implementation of a phased plan for reentry and post-reentry, DOI worked with the [Safer Federal Workforce Task Force](#) to update this *DOI COVID-19 Workplace Safety Plan* pursuant to the updated model safety principles and current CDC and OSHA guidelines. DOI is a Chief Financial Officers Act (CFO) agency and required to submit a draft updated *COVID-19 Workplace Safety Plan* to OMB for coordination with the Safer Federal Workforce Task Force as part of this process. Given that the *COVID-19 Workplace Safety Plan* has been updated and reviewed by the Task Force, and following satisfaction of any collective bargaining obligations, DOI will communicate its updated *COVID-19 Workplace Safety Plan* to federal employees, their representatives, onsite contractors, official visitors, members of the public, and participants in agency-hosted meetings, conferences, events, trainings, and social gatherings. DOI will provide a minimum of 30-days advance notice to Federal employees before they are directed to return to the physical workplace or otherwise have a directed change to their work arrangement related to work schedules, in-person work, and telework.

#### P. [Collective Bargaining Obligations](#)

In implementing this *Plan*, DOI bureaus and offices will continue to communicate regularly with employee representatives on workplace safety matters. DOI will satisfy all applicable collective bargaining obligations under [5 U.S.C. Chapter 71](#) over the impact and implementation of the Agency Model Safety Principles and CDC guidance and consistent with any applicable collective bargaining agreement(s), as appropriate, and as provided for in Section 2(c) of EO 13991. DOI must act quickly due to the COVID-19 emergency and to protect the health and safety of employees, contractor employees, official visitors, and members of the public. As such, while DOI will communicate with the appropriate union representatives in a timely manner and strive to satisfy any applicable collective bargaining obligations under the law at the earliest opportunity, completion of bargaining may need to occur on a post-implementation basis where appropriate.

#### Q. [Incident, Wildland Fire, and Disaster Response Operations](#)

The health and well-being of all personnel are a priority throughout our response and recovery operations. DOI should adhere to travel guidelines, when necessary, as detailed in this *Plan* before, during and after mission-critical and disaster/wildland fire response operations. For wildland fire, the [Medical Public Health Advisory Team](#) guidance on the

prevention and management of COVID-19 during wildland fire operations should be implemented.

During incident assignments, personnel may need to interact with others in spaces in which [physical distancing](#) cannot be maintained. Personnel should reference the best practices listed below:

- OSH's [Recommendations for Managing COVID-19 Exposures in Multi-Passenger Vehicle Operations](#), published June 11, 2021.
- U.S. Geological Survey's [COVID-19 Contingency Planning Guide for USGS Small Vessel Operations \(internal\)](#), revised June 25, 2021
- U.S. Geological Survey's [COVID-19 Contingency Planning Guide for USGS Large Vessel Operations \(internal\)](#), published May 25, 2021
- U.S. Geological Survey's [Health and Safety Checklist and Guidelines for USGS Helicopter Operations During COVID-19 Response \(internal\)](#), published June 04, 2021
- U.S. Fish and Wildlife Service's [Watercraft Operations – Job Hazard Analysis Activity \(internal\)](#), published May 14, 2020.

All personnel should monitor their health and continue to monitor DOI's OSH and CDC guidance for regular updates to the [list of symptoms of COVID-19](#). If an employee develops symptoms consistent with COVID-19 while on assignment, the employee must report that to their supervisor. The next steps will be coordinated with team leadership, the medical unit, and/or public health authorities. For employees who fall ill or are injured while on an incident, the supervisor will be required to enter the injury or illness case in the DOI SMIS within seven calendar days from the date of receiving information that a recordable injury or illness has occurred.

Specific best practices for Public Safety and Emergency Medical Service Providers are on the [First Responders](#) section of the [All DOI Employees COVID-19 Information Portal](#). Other best practices to utilize on deployments in a COVID-19 environment can be found in the All DOI Employee COVID-19 Wildland Fire Portal.

## APPENDIX A – DOI COVID-19 COORDINATION TEAM

- Senior Advisor to the Chief of Staff
- Office of Emergency Management
- Office of Human Capital
- Office of Communications
- Office of Occupational Safety and Health (OSH)
- Office of the Solicitor
- Assistant Secretary – Fish, Wildlife and Parks
- Assistant Secretary – Indian Affairs
- Assistant Secretary – International and Insular Affairs
- Assistant Secretary – Lands and Minerals Management
- Assistant Secretary – Policy, Management and Budget
- Assistant Secretary – Water and Science
- Deputy Assistant Secretary – Public Safety, Resource Protection and Emergency Services
- Bureau of Indian Affairs
- Bureau of Indian Education
- Bureau of Land Management
- Bureau of Ocean Energy Management
- Bureau of Reclamation
- Bureau of Safety and Environmental Enforcement
- Bureau of Trust Fund Administration
- Fish and Wildlife Service
- National Park Service
- Office of Surface Mining Reclamation and Enforcement
- United States Geological Survey
- Region 1 - North Atlantic-Appalachian
- Region 2 – South Atlantic-Gulf
- Region 3 – Great Lakes
- Region 4 – Mississippi Basin
- Region 5 – Missouri Basin
- Region 6 – Arkansas-Rio Grande-Texas-Gulf
- Region 7 – Upper Colorado Basin
- Region 8 – Lower Colorado Basin
- Region 9 – Columbia-Pacific Northwest
- Region 10 – California-Great-Basin
- Region 11 – Alaska

## APPENDIX B – Summary of Document Version and Changes

- 12/10/2021: Version 2.1 – Page 3, Section I added language about Executive Order 14042 and court orders. Page 9, Section VII.A.2b removed the word “testing”. Section VII.A.2c added language about Executive Order 14042 and court orders. Page 19, Section VII.J.2 removed language about SARS-CoV-2 viral test results and changed to “follow CDC testing requirements, CDC symptom monitoring guidance”.
- 12/03/2021: Version 2.0-Added vaccination requirements, exemptions, added information from OMB Self-Assessment checklist
- 9/28/2021: Version 2.0-Updated to latest Safer Federal Workforce Task Force guidance.
- 9/28/2021: Version 2.0-Changed format to improve readability
- 9/28/2021: Version 2.0-Added attestation, diagnostic testing, levels of transmission, vaccination requirement, reasonable accommodations, and masking, physical distance requirements throughout Plan.
- 7/29/2021: Version 1.3-Updated to mask wearing guidance for vaccinated personnel
- 7/23/2021: Version 1.2a-Correction to date §5.2 A and change table
- 7/20/2021: Version 1.2-Adjusted Section 5.1: F. Travel, and H. Quarantine and Isolation, Section 5.2: A. Occupancy, F. Visitors, and I. Shared Spaces to align with OMB Memorandum M-21-25
- 6/4/2021: Version 1.1-Updated URL links, various nomenclature, and revised document to remain consistent with CDC’s mask, travel, physical distancing, testing, and cleaning and disinfecting guidelines and Safer Federal Workforce Task Force FAQs and directives
- 6/4/2021: Version 1.1-Updated to maintain consistency with COVID-19 Workplace Safety and Health Risk Reduction Guidelines for Department of the Interior (DOI) (the document formally known as the Pandemic Physical Distancing, Daily Health Monitoring Implementation)
- 6/4/2021: Version 1.1-Updated to maintain consistency with DOI COVID-19 Testing Guidance
- 6/4/2021: Version 1.1-Updated to maintain consistency with DOI Employee Guidance for Domestic Travel
- 6/4/2021: Version 1.1-Updated to maintain consistency with DOI Employee Guidance for Recommendations for Mitigations and Managing COVID-19 Exposures and Illness in Shared and Congregate Housing
- 6/4/2021: Version 1.1-Updated to maintain consistency with DOI’s COVID-19 Testing Guidance
- 6/4/2021: Version 1.1-Updated to maintain consistency with DOI’s Updated Vaccination FAQs for DOI Managers and Supervisors
- 6/4/2021: Version 1.1-Removed the Ventilation Checklist as an Appendix and provided a link to it on the SharePoint site
- 6/4/2021: Version 1.1-Updates to mask wearing guidance for vaccinated personnel

