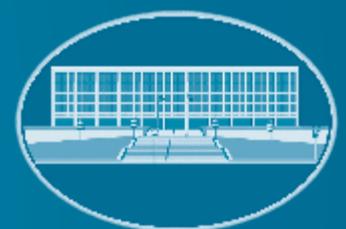


AUGUST 2021



UNITED STATES DEPARTMENT OF LABOR

COVID-19 WORKPLACE SAFETY PLAN



SUMMARY OF RECENT CHANGES

Updates as of August 9, 2021

- Update to include policy that allows employees to receive administrative leave to accompany a family member who is receiving the COVID-19 vaccination.

Updates as of July 28, 2021

- Updates throughout to reflect that fully vaccinated Federal employees, fully vaccinated onsite contractors, and fully vaccinated visitors to Federal buildings are required to wear a mask in public indoor settings in areas of substantial or high transmission, in accordance with CDC's updated [Interim Public Health Recommendations for Fully Vaccinated People](#) released on July 27, 2021.

Updates as of July 21, 2021

- Updates to design.

Updates as of July 19, 2021

- Updates throughout to reflect that fully vaccinated Federal employees, fully vaccinated onsite contractors, and fully vaccinated visitors to Federal buildings are no longer required to wear a mask or physically distance while in DOL workspaces, in accordance with the CDC's updated [Interim Public Health Recommendations for Fully Vaccinated People](#) and guidance from OMB released on May 13, 2021 and amended on May 28, 2021.
- Updates throughout to align with OMB Memo M-21-25 and the DOL Reentry Plan.
- Updates to the status and roles and responsibilities of certain Workgroups.
- Updates to onsite work determinations, testing, travel, and vaccination sections.
- Updates to emphasize the importance of equity in implementation of this Plan.
- Other minor grammatical and clarifying updates.

INTRODUCTION

President Joseph R. Biden released the [National Strategy for the COVID-19 Response and Pandemic Preparedness on January 21, 2021](#). The National Strategy initiates a coordinated pandemic response that not only improves the effectiveness of the country's fight against coronavirus disease 2019 (COVID-19), but also helps restore trust, accountability, and a sense of common purpose in the Federal response to the pandemic.

The Administration's paramount concern in crafting COVID-19 workplace safety plans is the health and safety of all Federal employees, onsite contractors, and individuals interacting with the Federal workforce. The Federal Government is committed to updating these plans consistent with best public health practices and guidance from the U.S. Centers for Disease Control and Prevention (CDC), the Office of Management and Budget (OMB), and other Administration guidelines, including FAQs from the Safer Federal Workforce Task Force.

- [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)
- CDC [Interim Public Health Recommendations for Fully Vaccinated People](#) (May 13, 2021 and amended May 28, 2021 and July 27, 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)

The Administration's paramount concern in crafting COVID-19 workplace safety plans is the health and safety of all Federal employees, onsite contractors, and individuals interacting with the Federal workforce.

PURPOSE AND SCOPE

The purpose of this document is to provide minimum mandatory safety guidance for the U.S. Department of Labor (DOL) and the DOL agencies. The health and safety of all DOL employees, onsite contractors, and individuals interacting with the DOL workforce is the Department's highest priority.

DOL recognizes that COVID-19 is a highly contagious infectious disease. This document is primarily focused on application of CDC guidelines at all DOL facilities to mitigate the spread of COVID-19 in the workplace. These guidelines apply to buildings wholly managed by DOL as well as those buildings (or areas within buildings) controlled by DOL, in combination referred to as "DOL facilities." These guidelines also apply to lands under DOL control.

DOL should consider equity when implementing this Plan to not only ensure consistent application of policies, but also balance the health and safety of employees and the necessary services the Department provides to the American people, particularly vulnerable populations.

This document is not meant to be comprehensive. This guidance supersedes any conflicting information in previously published DOL guidance on COVID-19. Additional and supplemental implementation guidance will be provided as necessary.

DOL will consult with the inter-agency Safer Federal Workforce Task Force to discuss special circumstances or higher-risk work environments, in order to provide DOL agencies with specific guidance for those environments and circumstances.

The purpose of this document is to provide minimum mandatory safety guidance for the U.S. Department of Labor and the DOL agencies.

COVID-19 COORDINATION TEAM

The Office of the Assistant Secretary for Administration and Management (OASAM) will continue to serve as lead for the Department's COVID-19 planning, response, and management as it relates to the protection of the DOL workforce and those with whom we come in contact.

DOL has established a core COVID-19 Coordination Team (Team) to serve in an advisory role to the Secretary of Labor and Assistant Secretary for Administration and Management (ASAM) in resolving matters that are crucial to the development and implementation of these guidelines and other supplemental guidance. The Team is chaired by the ASAM and consists of seven standing members, as described below. The Secretary or ASAM may also direct others from any part of DOL, including its component agencies, to participate as a member of the Team, or to provide information and assistance.

- **The Secretary**, or designee
- **The Assistant Secretary for Administration and Management (ASAM)**, or designee
- **The Occupational Safety and Health Administration (OSHA) Deputy Assistant Secretary**, or designee
- **The OSHA Deputy Director of Standards and Guidance**, or designee
- **The Chief Human Capital Officer**, or designee
- **The Director of the OASAM Business Operations Center**, or designee
- **The Solicitor of Labor**, or designee

Any Team member may designate members of their staff to represent or assist them during work of the Team.

The Team is responsible for advising the Secretary on matters including, but not limited to:

- Assessments to establish, implement, and monitor compliance with: (a) occupancy limit requirements; (b) safety protocols for physical space and masking (where appropriate); and (c) determinations of onsite and telework/remote work;
- Revisions to the COVID-19 workplace safety plans and protocols;
- Outreach strategy for communicating with the DOL workforce and DOL unions that is regular and transparent and complies with DOL's obligations under Federal labor management relations law and existing agreements;
- Compliance issues and procedures for remediating them; and
- Exceptions to policies and procedures for reviewing requests.

Where appropriate, the Team may consult with the General Services Administration (GSA), the Office of Personnel Management (OPM), and OMB. For privately owned and Federally-leased spaces, the Team will coordinate through the OASAM Business Operations Center, OASAM Regional Administrators, and Regional Executive Committees, along with GSA and the Facility Security Committees. The Team will also participate in the sharing of best and promising practices across government.

The Team shall meet as needed and may form subgroups, or workgroups, with representatives from DOL agencies to support and inform the work of the Team.

- The Team shall select a chairperson to lead each workgroup.

- Members of the Team may serve on workgroups to assist in researching and addressing specific Departmental initiatives or time-sensitive issues.
- The Team shall provide guidelines governing the operation of workgroups, including participation, scope, mandate, and time frames for decision making.
- The Team shall review and monitor the work of the workgroups and the Team has final approval authority over all workgroup guidance, documents, and other work products.
- The Secretary of Labor or ASAM may direct the Team to create additional workgroups as needed.

WORKGROUPS

Workgroups have been formed to advise on and manage the implementation of specific policies within these guidelines. As the situation evolves, the Team may adjust the composition and focus of workgroups.

Workgroups should continue to be comprised of subject matter experts (SMEs) with representation from across DOL agencies.

- The chairperson of a workgroup may designate additional leads for specific projects or deliverables assigned to the workgroup.
- Additional SMEs or representatives from impacted DOL agencies may be added to workgroups or consulted by members of the workgroups when appropriate.

Workgroups may engage with DOL unions, through appropriate channels in the DOL Office of Human Resources, and with DOL agencies and regional staff to inform their work in the pre-decisional stages.

Workgroups are expected to support and inform the work of the Team by:

- Completing deliverables as assigned by the Team;
- Reviewing exception requests from DOL agencies, as assigned;
- Updating the Team on new guidelines for COVID-19 mitigation (including updates from CDC, GSA, OPM, OMB, and other authorities);
- Advising the Team when new guidelines from COVID-19 mitigation necessitate changes in DOL guidance, implementation status, and other operations;
- Advising the Team on priorities and policies;
- Advising the Team on strategies for engaging with employees and agencies; and
- Serving as SMEs for DOL agencies on topics related to the workgroup.

Workgroups should meet regularly and as needed.

Workgroups may engage with DOL unions, through appropriate changes in the DOL Office of Human Resources, and with DOL agencies and regional staff...

While the number and focus of workgroups may change, the following are the current workgroups:

- **Employee Communications Workgroup:** This group advises on an outreach strategy that provides regular, transparent communication to DOL managers and supervisors, employees, and unions regarding the Department’s handling of the COVID-19 pandemic, and to help DOL comply with its obligations under Federal labor management relations law and existing union agreements.
- **Worker Safety and Health Workgroup:** This group advises on the policies and implementation of worker safety and health protocols including, but not limited to:
 - » Use and distribution of masks;
 - » Purchase, storage, and use of hygiene supplies;
 - » Facilities guidance, such as cleaning and physical distancing policies, signage;
 - » Exposure notifications, including contact tracing where appropriate;
 - » Travel safety and policies;
 - » COVID-19 testing guidance;
 - » PPE and other guidelines specific to field work;
 - » COVID-19 training for employees, contractors, and supervisors; and
 - » COVID-19 vaccinations.
- **Human Resources Workgroup:** This group advises on the policies and implementation of human resources, labor/management, and related issues including, but not limited to:
 - » Workplace flexibilities (including telework);
 - » Essential work determinations;
 - » Wellness considerations;
 - » Pay and leave considerations;
 - » Union engagement and bargaining obligations;
 - » Disciplinary and other corrective actions;
 - » Recruitment and hiring in support of COVID-19 response;
 - » Privacy and records management of employee COVID-19 information; and
 - » Reasonable accommodations.

TELEWORK AND REMOTE WORK

Telework is an important strategic workforce planning tool that provides flexibilities to agencies and employees. Telework decisions at DOL are determined by the immediate supervisor and supervisory chain, based on the business needs of the office and agency.

DOL employees may confirm their current telework eligibility status with their supervisor and coordinate telework arrangements as appropriate. Information about telework, including DOL telework policy, collective bargaining agreement articles, and other telework resources, may be found on the DOL Intranet (LaborNet): [Telework at DOL](#).

DOL agencies will plan for employee safety and health considerations, especially with regard to, but not limited to, employees (including managers and supervisors) and contractors who are within those populations that the CDC has identified as being at **higher risk** for serious complications from COVID-19 (CDC High Risk Complications), within CDC-identified special populations including pregnant women (CDC Special Populations), or are unable to get the vaccination or are not fully protected even when fully vaccinated. Where practical, telework may be used to mitigate individual employee situations for telework-eligible employees with supervisory approval. Until such time as they are notified by DOL management that they must report on-site, employees who remain ineligible for telework and whose presence in the workplace is contraindicated, because the employee identifies as part of a vulnerable population, may be granted weather and safety leave by their supervisor. If or when directed by DOL management to report on-site under the DOL Reentry Plan, individuals that feel that they may need a reasonable accommodation for a disability should promptly submit their requests through the DOL reasonable accommodations process in advance of their reentry. Employees should refer to the DOL Reentry Plan for additional information.

In addition to telework, DOL agencies should continue to make available other flexibilities for use by DOL employees to help sustain their work while managing their dependent care responsibilities. Subject to supervisory approval and mission and job requirements these flexibilities include, but are not limited to:

- Alternative and compressed work schedules;
- Expanded work bands and the opportunity to waive some or all core hour requirements (through September 30, 2021); and
- Mid-day flex or expanded mid-day flex Monday through Friday (through September 30, 2021).

A comprehensive list of these flexibilities and other helpful work life resources are posted for employees on the DOL Intranet (LaborNet): [DOL Workplace Flexibilities](#).

MAXIMUM TELEWORK POSTURE

Depending on widespread community transmission and other public health factors, DOL leadership may institute, in consultation with the Safer Federal Workforce Task Force, a maximum telework posture. DOL remains in a maximum telework posture until lifted under the DOL Reentry Plan.

Telework is an important strategic workforce planning tool that provides flexibilities to agencies and employees.

During a maximum telework posture, DOL employees and contractors may not perform onsite work without prior supervisor approval, and supervisors may only direct and approve onsite work if they determine that is essential for business needs, approved under the DOL Reentry Plan, or approved in coordination with the DOL COVID-19 Coordination Team. DOL employees who are telework eligible are expected to telework, unless they receive prior supervisory approval for onsite work in accordance with the last sentence.

In general, DOL considers mission critical work that cannot be effectively performed from the employee's approved telework site as essential onsite work. Such activities include, but are not limited to: investigations, inspections, litigation, handling paper records and documents, mail processing, and facilities maintenance.

The COVID-19 Coordination Team has developed and may update guidelines for intermittent onsite access and facilitate any policy revisions or exceptions that may be required during a maximum telework posture.

The need for a maximum telework posture will be assessed continually, and employees will be informed in writing of any changes.¹

PERFORMANCE

In accordance with the Department's collective bargaining agreements with AFGE Local 12, the NCFLL, and NULI, as well as Departmental Personnel Regulations (DPR) 430, Section 7 (e) (1), performance ratings of record must take into account factors outside the employee's control impacting the results achieved. In other words, employee ratings will not be affected by the work an employee could not perform due to COVID-19 restrictions. Likewise, managers will not unlawfully discriminate or retaliate against any personnel (including other managers and supervisors) in performance appraisals, resultant ratings, or other covered personnel actions, for any reason, including, but not limited to, identifying themselves as members of a vulnerable population, raising operational concerns due to COVID-19 conditions, exercising flexibilities, or requesting reasonable accommodations.

¹ On October 6, 2020, DOL entered into a Memorandum of Understanding (MOU) with the Department's three labor unions that provides for a minimum 14-day notice for employees directed to return to the workplace. This MOU has been extended and remains in effect through September 30, 2021. Under the terms of the MOU, "Wherever possible, DOL will provide at least 14 calendar days' notice to employees who are operating in a maximum telework posture or on weather and safety leave, when they are ordered to resume on-premises work."

DETERMINATION OF ESSENTIAL ON-SITE FUNCTIONS

DOL recognizes that certain essential program functions may require onsite work. Essential personnel are expected to continue to report to their worksites as previously instructed by their supervisors, unless otherwise directed by their supervisor or manager. DOL agencies should make determinations of onsite functions based on agency mission and the current posture of the Department. As DOL agencies and the DOL COVID-19 Coordination Team make these determinations, adjustments can be expected to occur.

As stated previously, the type of work activities that will be considered essential and cannot be performed from an approved telework site include, but are not limited to: investigations, inspections, litigation, handling paper records and documents, mail processing, and facilities maintenance. DOL investigators, inspectors, and other field personnel should receive from their supervisor or manager further instructions on these and other matters relating to DOL's efforts to protect the workforce from COVID-19. DOL contractors should reach out to their Contracting Officer Representatives for further guidance.

Employees currently teleworking on a frequent or regular basis will be given reasonable advance notice and guidance before being required to return to the physical workplace under the DOL Reentry Plan.

Essential personnel are expected to continue to report to their worksites as previously instructed by their supervisors, unless otherwise directed by their supervisor or manager.

HEALTH AND SAFETY

Certain policies in this Plan apply differently to fully vaccinated individuals and not fully vaccinated individuals. Key policies are highlighted below.

POLICY ITEM	POLICY FOR FULLY VACCINATED INDIVIDUALS	POLICY FOR NOT FULLY VACCINATED INDIVIDUALS
Mask Policy	Fully vaccinated individuals are required to wear masks inside of DOL facilities in areas of substantial or high community transmission.	Not fully vaccinated individuals are required to wear masks regardless of community transmission level.
Symptom Monitoring	Fully vaccinated individuals should conduct a health screening at home each day prior to traveling to their worksite.	Not fully vaccinated individuals should conduct a health screening at home each day prior to traveling to their worksite.
In Case of Exposure or Illness	Fully vaccinated individuals do not need to quarantine after exposure, but must stay home if they are sick.	Not fully vaccinated individuals who are sick or have been in contact with someone who is sick must stay home.
Travel	After September 6, fully vaccinated individuals are not restricted to mission critical travel.	Not fully vaccinated individuals are limited to mission critical travel.
Physical Distancing	Fully vaccinated individuals are not required to physically distance.	Not fully vaccinated individuals are required to physically distance.

MASKS

DOL will follow OMB direction and CDC guidance on masking, such as the CDC's [Interim Public Health Recommendations for Fully Vaccinated People](#).

Effective July 27, 2021, fully vaccinated Federal employees (at least two weeks past the final vaccine dose), fully vaccinated onsite contractors, and fully vaccinated visitors to Federal buildings are required to wear masks (also called a face covering)² inside of DOL facilities in areas of substantial or high community transmission. However, in order to be respectful of others who may not be fully vaccinated, fully vaccinated individuals may choose to wear a mask, regardless of community transmission level.

Regardless of community transmission level, Federal employees, onsite contractors and visitors who are not fully vaccinated must continue to wear a mask that covers the nose and mouth, and is in accordance with current [CDC](#) and [OSHA guidance](#).

You can find community transmission levels for your area, by county on the [COVID Data Tracker](#), which is regularly updated by the CDC. To use the tracker, first select your state and then your county or metro area. If the community transmission level in your county is listed as a “substantial” or “high”, you are required to wear a mask inside of Federal buildings.

Additionally, masks must be worn by all employees, regardless of vaccination status, while on official travel on a plane, bus, train, or other form of public transportation, as required by the CDC.

As of the publication of this plan, CDC recommends the following: Medical procedure masks, masks with inner filter pockets or those made of two or more layers of breathable fabric (such as cotton) that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source). Masks must fit properly (snugly around the nose and chin with no large gaps around the sides of the face). DOL does not permit novelty/non-protective masks, including neck gaiters, scarves, and bandanas, masks with ventilation valves, or face shields as a substitute for masks. DOL will seek to provide masks to employees, contractors, and visitors, in accordance with OSHA and CDC guidelines, to the extent permitted by law and subject to the availability of appropriations and resources. DOL communicated the updated mask requirement, incorporating the guidance on fully vaccinated people, to DOL employees and contractors by email on May 14, 2021 and July 27, 2021.

Fully vaccinated individuals who choose to wear a mask can continue to do so. Employees and managers should not assume vaccination status based solely on whether the individual is wearing a mask.

Wearing masks may be difficult for some people with sensory, cognitive, behavioral or other medical issues. If a DOL employee or onsite contractor who is not fully vaccinated and is instructed or permitted under the DOL Reentry Plan to enter a DOL worksite is unable to wear a mask properly or cannot tolerate a mask, they must notify their supervisor and are encouraged to notify OASAM's Civil Rights Center and discuss whether telework or other appropriate arrangements should be considered. **People who are deaf or hard of hearing may rely on reading lips and may have difficulty communicating while wearing a mask. If possible, employees should consider wearing a clear mask or a cloth mask with a clear panel when interacting in person with people who are or may be deaf or hard of hearing. Alternatively, ensuring written communication, closed captioning, or decreasing background noise to make communication possible while wearing a mask that blocks visibility of lips should be considered.** Accommodations will be made for individuals in accordance with existing Equal Employment Opportunity Commission (EEOC) guidance.

² DOL's plan uses the term “mask” to be consistent with E.O. 13991, Protecting the Federal Workforce and Requiring Mask-Wearing, and with CDC guidance as of publication of this plan. CDC COVID-19 guidance recommends wearing of a “mask” in public settings (CDC guidance “Your Guide to Masks”). Note that CDC previously used the term “cloth face cover” or “face covering” for these items.

Exceptions to the Department's mask requirements must be issued in writing by the DOL COVID-19 Coordination Team or its designee. The Team and the Civil Rights Center will accomplish this in accordance with DOL's existing reasonable accommodation policy. Individuals that feel that they may need a reasonable accommodation for a disability should submit their requests in advance of their reentry. As with all requests for accommodations received, requests (and supporting medical documentation) will be individually assessed in order to determine an effective accommodation. Even if employees are required to perform on-site work, reasonable accommodations may be available.

Appropriate masks must be worn consistently and correctly. Not yet fully vaccinated people must wear masks in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms). DOL agencies, in coordination with the Team, must plan for how to grant exceptions consistent with CDC guidelines, such as when a not fully vaccinated individual is alone in a room or office with floor to ceiling walls and a closed door, completely alone in a workspace, or for a limited time when eating or drinking and maintaining at least 6 feet of distance in accordance with CDC guidelines.

Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment (PPE) required or recommended for specific job functions. It is important to note that masks are different than PPE (such as surgical or N95 respirator masks) as defined by OSHA. If such PPE is needed by a DOL employee to perform their duties, it will be provided by the agency just as it would be in a non-pandemic environment in compliance with applicable OSHA regulatory standards. **It is also important to note that the use of masks is not a substitute for physical distancing practices.** DOL will enforce mask policies in all DOL-controlled spaces whether owned or leased. Signs or notices will be posted prominently at the entrances to DOL controlled spaces to inform employees and visitors of the policy.

Employees are expected to adhere to this policy, and failure to follow (absent an approved accommodation) may result in disciplinary action. DOL employees and contractors may be asked to disclose their vaccination status for job related and legitimate business needs, but they will not be required to disclose their vaccination status. When an employee or contractor voluntarily discloses that they are not fully vaccinated or declines to provide their vaccination status, they must follow health and safety requirements that apply to individuals who are not fully vaccinated, including masking. DOL agencies should comply with any applicable laws, including requirements under the Privacy Act and the Paperwork Reduction Act, and any applicable collective bargaining obligations. DOL agencies may use the information voluntarily disclosed by an employee or contractor about their vaccination status to implement CDC-recommended mitigation measures.

The Team will provide additional guidance to agencies for implementing this policy, following satisfaction of applicable collective bargaining obligations.

In addition to abiding by these guidelines for wearing masks in Federal buildings and DOL-occupied space, DOL employees are expected to follow CDC guidelines and local regulations on wearing masks, as well as those regarding physical distancing and hygiene while discharging their official duties in other locations (for example, when entering a location to conduct an investigation).

Supervisors who need assistance in addressing employees who are not following Departmental COVID-19 safety protocols including, but not limited to adhering to the Department's masking and physical distancing policies or screening procedures, should contact the DOL Branch of Employee Relations.

SYMPTOM MONITORING

All employees share in the responsibility for limiting the spread of COVID-19. One of the best ways to limit the transmission of the virus is to stay home if you are sick. **If Federal employees, onsite contractors, or visitors are feeling ill, they should not enter the Federal workplace.**

Federal employees and contractors working onsite will be asked to regularly complete symptom screening (e.g., a symptom questionnaire, an exposure history questionnaire, a temperature check), on a daily basis or upon entry to the workplace. Visitors will also be asked to complete symptom screening before entering a Federal facility. These tools will be updated based on CDC guidance. Where the entrance screening questions do not apply to fully vaccinated individuals, specific language will be incorporated into the question.

All employees share in the responsibility for limiting the spread of COVID-19.

All DOL employees are required to conduct a health screening at home each day prior to traveling to their worksite as specified on DOL's Intranet (LaborNet). This is designed to reduce the risk of exposure to known or potential infection in DOL's workplaces. In order to conduct this screening, employees should take their temperature and answer a series of questions based on current CDC guidelines on COVID-19 and their vaccination status. In addition to conducting DOL's required health screening at home, DOL employees and contractors must adhere to directions provided by Facility Security Committees and building owners concerning screening procedures. These questions are posted at the entrances of the FPB with current list of symptoms (per the CDC) and prohibition on entering. They will also be posted at the entrances of DOL controlled spaces in the field.

DOL's required health screening questions are based on factors that may indicate a higher risk for COVID-19 including questions about current health and symptoms, exposure to positive cases, and travel history. Below are the questions that currently comprise the screening questionnaire and that employees, onsite contractors, and visitors may be asked to answer:

1. Are you currently experiencing any **symptoms consistent with COVID-19**?
2. Have you taken any medication today to treat these COVID-19 symptoms?
3. In the past 14 days, have you been diagnosed with, or do you believe you have had COVID-19?
4. In the past 14 days, have you been directed to self-quarantine, self-observe, or self-isolate by any medical professional or public health authority due to contact with an infected person, symptoms, or travel history?
5. If you are not yet fully vaccinated, have you had in-person contact with anyone who has been diagnosed with COVID-19, tested for COVID-19, or who may have symptoms consistent with COVID-19, within the past 14 days?

If a DOL employee answers "yes" to any of the screening questions that apply to them based on their vaccination status during their home health screening, they must stay home and notify their supervisor for further information and instructions. If an employee, contractor, or visitor cannot successfully answer "yes" to the screening questions upon arriving at any DOL worksite, they must not enter the building. Employees and contractors are instructed to contact their supervisor in a way that limits contact and potential transmission of the virus, preferably by electronic means, or phone, to let them know that they have been denied entry and to get further instructions. Visitors are instructed to contact the DOL office that scheduled their appointment in a way that limits contact and potential transmission of the virus, preferably by electronic means, or phone to let them know that entry has been denied and to ask for further instructions.

Any individual who develops any symptoms consistent with COVID-19 while at their worksite must immediately isolate, notify their supervisor, and promptly leave the workplace as soon as they can safely do so. The DOL Office of Human Resources is

equipped to provide advice and support to supervisors on any related reporting or HR requirements. Additionally, supervisors should consult with their servicing HR Office regarding the appropriate use of leave, as well as, administrative remedies in the event that Departmental COVID-19 policies and practices are not followed. Finally, DOL agencies must comply with existing procedures for required reports of cases involving COVID-19 exposure or illness. These procedures and reports are posted on DOL's Intranet (LaborNet). Failure to follow Departmental COVID-19 policies and practices may result in disciplinary action up to and including removal from Federal service.

Employees and contractors who have been placed in quarantine or instructed to isolate are expected to remain away from the workplace for their entire period of quarantine or isolation.

IN CASE OF EXPOSURE OR ILLNESS

The CDC has updated guidance for fully vaccinated individuals but still recommends clinical evaluation / testing for those who experience COVID-19 symptoms. Because all employees and contractors should be conducting daily health screenings prior to departing for their worksite, there should not be many instances where an employee or contractor is in a DOL office when they learn of their exposure or when they fall ill. In the rare instance where that occurs or the more common instance where someone becomes ill and was in the workplace prior to developing symptoms but while they could transmit the disease, it is important and required that the employee or contractor immediately notify their supervisor or management, and the DOL Office of Worker Safety, Health, and Environment (OWSHE) in order to follow the notification and cleaning protocols put into place by the Department.

An employee or contractor who is not fully vaccinated and who is sick or has been in contact with someone who is sick—**must stay home**. Fully vaccinated individuals do not need to quarantine after exposure, **but must stay home if they are sick**. It is important and required that as soon as anyone in a DOL workplace begins feeling sick or an individual who is not fully vaccinated becomes aware that they have been in contact with someone who has been diagnosed with COVID-19, they isolate or quarantine and notify their supervisor. **Employees and contractors who have been placed in quarantine or instructed to isolate are expected to remain away from the workplace for their entire period of quarantine or isolation. Employees in quarantine or isolation may be permitted to telework.**

COVID-19 can be transmitted by asymptomatic or pre-symptomatic individuals which means that DOL needs to gather information about the employee's symptoms and exposures such as the date that an employee or contractor became aware of potential COVID-19 illness or exposure (if not fully vaccinated), the date of a positive test, the date that an affected employee or contractor was last in the office, those that they have had close contact with, etc. Employees and contractors must provide the requested information to their supervisor so the supervisor can confer with the DOL Office of Worker Safety, Health, and Environment on whether anyone should be notified of potential exposure or positive case, whether the office needs to be temporarily closed, and what type of cleaning needs to be done in accordance with CDC guidelines. DOL Agencies must ensure they discuss with the OWSHE, whether and how a contractor, employee, or visitor will be notified in each situation.

DOL will safeguard the privacy of all DOL employees, onsite contractors, and visitors while also discharging its responsibility to protect the safety and health of all employees by notifying them when they may have had an exposure at work. The Department will also clean office suites, where appropriate, to mitigate viral transmission.

Additionally, disclosures to local public health officials will be made as required or necessary to provide for the health and safety of all DOL employees, contractors, and visitors, in accordance with local public health mandates. If a member of the public has been exposed to a potentially infected DOL employee performing their official job duties, notification to local public health will be performed as authorized and appropriate. Notifications of public health authorities will only be conducted by, or with approval of DOL OWSHE, and under the oversight of the DOL COVID-19 Coordination Team.

The Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases, as appropriate and in accordance with CDC guidance.

QUARANTINE AND ISOLATION

Any individual with a suspected or confirmed COVID-19 infection will be advised to isolate, pursuant to CDC guidelines, their healthcare provider's instructions, and in compliance with local laws/regulations. Personnel who are not fully vaccinated and have had a close contact with someone who has tested positive for COVID-19 should follow CDC and local guidance for quarantine. Employees and contractors who are in isolation or quarantine should not return to the workplace until their supervisor or contractor supervisor approves, based on recommended CDC guidelines and the individual's physician or local public health authority. Employees are permitted to self-certify that they have completed all conditions of isolation or quarantine and are permitted to return to work.

The American Rescue Plan (ARP) Act, signed into law on March 11, 2021, included funding for emergency paid leave (EPL) that Federal employees may use when they are unable to work due to one or more of eight qualifying reasons related to COVID-19. Additional information, including descriptions of the qualifying reasons, may be found on DOL Intranet (LaborNet): [American Rescue Plan Act of 2021 – Emergency Paid Leave](#). The EPL is in effect from March 11, 2021, through September 30, 2021. Additional information about other available leave options can be found on DOL Intranet (LaborNet): [DOL Workplace Flexibilities](#).

CONFIDENTIALITY

All medical information collected from personnel, including test results and any other information obtained as a result of testing and symptom monitoring, will be treated confidentially in accordance with applicable law, and accessible only by those with a need to know in order to protect the health and safety of personnel and manage COVID-19 procedures. Agencies should identify a point of contact for all questions relating to personal medical data. Medical information requested and provided pursuant to a request for reasonable accommodation (discussed below) will be handled consistent with the Department's DLMS on Reasonable Accommodation (DLMS 6-Chapter 200). All other medical information collected from DOL employees, contractors, and visitors to DOL facilities, will continue to be maintained and safeguarded as confidential medical information.

DOL will develop guidance on management of information, safeguarding of privacy, and records management of this and other confidential information relating to COVID-19.

Employees and managers should not assume vaccination status based solely on whether the individual is wearing a mask.

REASONABLE ACCOMMODATIONS

A “reasonable accommodation” under the Rehabilitation Act and Americans with Disabilities Act includes modification to a workplace policy due to a disability-related need of a DOL employee.

Reasonable accommodations may be required and provided to employees regardless of work location. Accommodations may relate to COVID-19 itself if the employee acquires the illness and needs modifications in order to perform the essential functions of their positions. Additionally, accommodations may relate to other medical conditions, unrelated to COVID-19, but which impact an employee’s ability to perform the essential functions of their position. These may be the same accommodations as those provided in the office setting or they may differ based on the office setting or other circumstances. The manner in which employees are accommodated may vary depending on the office setting or other circumstances. Employees should engage their supervisors and the Civil Rights Center to engage in an interactive process to determine whether, and what, accommodations may be provided.

Some DOL employees with disabilities may need a reasonable accommodation to workplace policies concerning the COVID-19 response. Under DOL’s policy on reasonable accommodation, employees with non-apparent underlying disabilities that may cause their immune system to be compromised (such as cancer) or put them at higher risk if they acquire COVID-19 (such as underlying respiratory conditions) may be eligible for a reasonable accommodation to return to work policies. A reasonable accommodation to a return to work policy could include additional telework that is needed due to the DOL employee’s disability. This type of reasonable accommodation must be assessed on an individual basis, taking into account the employee’s needs and the essential duties of the position. An accommodation may be needed by an employee with a disability in order to navigate the physical changes to facilities and buildings for safety and health (such as signage, physical barriers, or social distancing requirements). Please contact rarc.info@dol.gov for more information or go to [Reasonable Accommodations for Employees and Applicants with Disabilities](#).

Reasonable accommodations may be required and provided to employees regardless of work location... Employees should engage their supervisors and the Civil Rights Center to engage in an interactive process to determine whether, and what, accommodations may be provided

DOL agencies should also ensure that we are providing for effective communication with individuals with disabilities including, but not limited to, those who are deaf, hard of hearing, blind, have low vision, or have speech disabilities.

For additional information and resources please see the [HHS Office for Civil Rights in Action Civil Rights, HIPAA, and the Coronavirus Disease 2019 Bulletin](#).

WELLNESS RESOURCES

The Department recognizes employees may be experiencing increased anxiety, stress, depression, or other mental health conditions during this time. Accordingly, DOL consistently promotes WorkLife programs and resources through Department-wide internal communications to help our employees balance and manage daily home and work responsibilities or deal with life challenges.

Employees can reach out to the Employee Assistance Program (EAP) for help on coping with stress and anxiety that they may be experiencing related to this public health crisis. EAP is a free, confidential, and professionally-staffed service is available to all DOL employees to help employees resolve life challenges, through confidential counseling and coaching with experienced, licensed counselors — including legal and financial consultation. **EAP is available 24 hours a day/7 days per week/365 days per year access at 800-222-0364.** In instances where in-person sessions may be limited phone consultations will be provided.

WorkLife4You is another resource and referral program designed to help DOL employees and their dependents better manage daily responsibilities and life events. Services include expert guidance from WorkLife specialists, personalized referrals to helpful resources nationwide, and online tools to help with topics such as child care and parenting, adult care and aging, education and career development, financial and legal, health and wellness, and other everyday needs. For additional information regarding the WorkLife4You program, employees may visit the DOL Intranet (LaborNet): [WorkLife4You – A Free Resource and Referral Service](#).

More information on these resources and other helpful work life resources can be found on DOL Intranet (LaborNet): [What is work life and engagement?](#)

TRAVEL

Federal employees should adhere strictly to CDC guidelines and public health law requirements before, during, and after travel, regardless of whether the travel is personal or for official business. The DOL COVID-19 Coordination Team will review existing guidance and consider the need for developing supplemental protocols for evaluating the risks from travel associated with mission critical work. At this time, these include the following precautions: carefully assessing travel risk prior to travel, wearing a mask during all portions of a trip (or while on public transportation, even for fully vaccinated individuals), maintaining physical distance from

Employees can reach out to the Employee Assistance Program (EAP) for help on coping with stress and anxiety that may result from this public health crisis.

Federal employees should adhere strictly to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business.

non-household members (if not fully vaccinated), maintaining good hand hygiene by regularly washing hands with soap and water, or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available, and getting tested and quarantining based on the CDC guidelines for fully vaccinated and not fully vaccinated individuals. While the CDC no longer requires post-travel quarantine for fully vaccinated individuals, there are still testing requirements and recommendation for international travel that must be followed.² The CDC has [extensive guidelines](#) for both domestic and international travel, and Federal workers should consult these resources carefully before deciding to travel.

Employees who are not fully vaccinated should be aware that they may be required to stay at home for a period of time after official or personal travel (typically allowing the employee to request personal leave when it results from personal travel, if an employee is unable to telework or is otherwise expected to be present onsite) before they are allowed to return to the workplace, as well as following any testing guidance from the CDC. OMB guidance has stated that private transportation for official travel is preferred to the use of public or other communal transportation, in combination with other safety/security guidance. DOL agencies will factor this into their plans for employee official travel.

At this time and through September 6, 2021, DOL official domestic travel should be limited to only mission critical trips. International travel should also be avoided if at all possible, unless it is mission critical. DOL Agency Heads continue to have delegated authority to determine what travel meets the mission critical threshold.

After September 6, 2021, restrictions on official travel for Federal employees who are fully vaccinated will be lifted. Federal employees who are fully vaccinated should follow their DOL agency's travel policy. **Federal employees who are not fully vaccinated will be limited to mission critical trips.** Federal employees who are not fully vaccinated should avoid international travel if possible, unless mission critical. Federal employees should take recommended precautions during mission critical travel. When making these determinations, agency heads or their designee must consider information available on the Department's Novel Coronavirus Guidance and Resources page and the CDC information page.

DOL hosted conferences should permit physical distancing and encompass a virtual participation option, if possible. DOL agencies should continue to use the normal conference approval process for planned training and conferences, and may be asked to provide additional information on COVID-19 mitigation measures.

³ [https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#:~:text=Domestic%20travel%20\(within%20the%20United,state%2C%20or%20territorial%20health%20authorities.](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#:~:text=Domestic%20travel%20(within%20the%20United,state%2C%20or%20territorial%20health%20authorities.)

WORKPLACE OPERATIONS

OCCUPANCY

Occupancy limits are one mechanism for limiting the spread of COVID-19 in the workplace, especially during periods of high community transmission. DOL agencies should adhere to occupancy limits in the DOL Reentry Plan and as directed by the COVID-19 Coordination Team.

Capacity limits may be accomplished with the use of cohorts or other staggered scheduling. Occupancy limits should be implemented at the lowest possible level (e.g. suite) in light of physical layouts of offices, cubicles, etc. For DOL offices with co-located groups of employees, such as regional neighborhoods, managers and supervisors must coordinate to ensure that DOL occupancy is below the required level.

DOL Agency Heads are responsible for ensuring that workplace flexibilities and design are used in tandem to maintain safe workspaces. With the creation of the COVID-19 Coordination Team, agency heads will work with the Team to ensure that all controls are used correctly to mitigate the potential for COVID-19 spread. Levels of community transmission can be established by consulting CDC's [COVID Data Tracker County View](#).

The DOL COVID-19 Coordination Team will review the process for monitoring compliance with occupancy requirements. Exceptions to this policy must be cleared by the Secretary of Labor, or designee, as advised by the Team and in consultation with the Safer Federal Workforce Task Force. DOL agencies may submit exceptions to occupancy restrictions covering several different offices in similar circumstances (e.g. all regional offices with less than 3 employees).

DOL agencies should adhere to occupancy limits in the DOL Reentry Plan and as directed by the COVID-19 Coordination Team.

VENTILATION AND AIR FILTRATION

While most of the DOL workforce occupies buildings owned or managed by GSA, to the extent feasible, DOL facilities will make changes to their heating, ventilation and air conditioning (HVAC) systems in order to optimize indoor ventilation by increasing the proportion of outdoor ventilation, improving filtration to a filter rated at least MERV-13 (or the highest efficiency filter that the HVAC system can handle), or reduce/eliminate recirculation. CDC provides additional guidance on [ventilation in buildings](#).

The HVAC system at the DOL FPB headquarters, the only delegated building under DOL direct control, has been modified to maximize the mix of outside air and to run continuously to increase circulation of fresh air. The HVAC system filters are changed on the required refresh cycle as recommended by the CDC.

PHYSICAL DISTANCING

DOL will follow OMB direction and CDC guidance on physical distancing, such as the CDC's [Interim Public Health Recommendations for Fully Vaccinated People](#). Until physical distancing requirements are removed for all individuals, DOL will continue to implement workplace practices that facilitate physical distancing, as set forth below.

Fully vaccinated Federal employees, fully vaccinated onsite contractors, and fully vaccinated visitors to Federal buildings are no longer required to maintain six feet physical distance. However,

in order to be respectful of others who may not be fully vaccinated, fully vaccinated individuals may choose to practice physical distancing. Those Federal employees, onsite contractors and visitors who are not fully vaccinated must continue to maintain, to the extent practicable, distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces. Physical distancing is not a substitute for wearing masks. One-way walkways, reconfiguration of workspaces or office assignments, and other mitigation strategies may be implemented to minimize in-person interactions, until physical distancing requirements are completely removed by the CDC.

Until physical distancing requirements are removed for everyone, certain workplace configurations may remain, including signage that notes appropriate distance where lines may form, markers in elevators to note where occupants can stand while maintaining physical distance, and designating one-way stairwells, hallways, walkways, etc.

Likewise, until physical distancing requirements are entirely ended, virtual meetings should be employed as appropriate and where possible. If a face-to-face meeting is required, furniture may be removed from conference spaces in order to meet any occupancy limits or local public health orders that limit the size of gatherings (whichever is lower) or allow for physical distancing, until those requirements are removed for all individuals.

All office workspaces can allow individuals who are not fully vaccinated to work onsite while retaining physical distancing and occupancy limits, as required, by employing staggered work times, cohort-based scheduling, etc. When proper physical distancing is impossible, alternate methods of mitigation should be employed. Physical barriers such as Plexiglas shields may be installed where appropriate (e.g. fixed locations such as guard desks, visitor reception desks, cafeteria cashier stations).

Employees are expected to adhere to this policy, and failure to follow (absent an approved accommodation) may result in disciplinary action. DOL employees and contractors may be asked to disclose their vaccination status for job related and legitimate business needs, but they will not be required to disclose their vaccination status. When an employee or contractor voluntarily discloses that they are not fully vaccinated or declines to provide their vaccination status, they must follow health and safety requirements that apply to individuals who are not fully vaccinated, including physical distancing. DOL agencies should comply with any applicable laws, including requirements under the Privacy Act and the Paperwork Reduction Act, and any applicable collective bargaining obligations. DOL agencies may use the information voluntarily disclosed by an employee or contractor about their vaccination status to implement CDC-recommended mitigation measures.

The Team will provide additional guidance to agencies for implementing this policy, following satisfaction of applicable collective bargaining obligations.

Supervisors who need assistance in addressing employees who are not following Departmental COVID-19 safety protocols including, but not limited to adhering to the Department’s masking and physical distancing policies or screening procedures, should contact the DOL Branch of Employee Relations.

ENVIRONMENTAL CLEANING

Enhanced cleaning in common use/high touch/high density spaces, such as lobbies, restrooms, elevators, and stairwells will be conducted. Office space that is in regular use will be cleaned regularly, and in accordance with CDC guidelines. Wipes and other EPA-approved disinfectants will be made available for individuals to wipe down their workstation and related personal property. Gloves and other appropriate PPE will be made available to workers using cleaning supplies.

In the event of a suspected or confirmed case of COVID-19 in the workplace (if the individual had been in the building up to three days prior), enhanced environmental cleaning will be performed in accordance with CDC and GSA guidance. This cleaning is coordinated with GSA for locations where DOL is leasing space from GSA under an occupancy agreement. Cleaning in the headquarters building is completed in accordance with the relevant guidance.

If such enhanced cleaning is required, agencies should wait as long as possible (at least several hours) before cleaning or disinfecting. Personnel and visitors may be asked to vacate the affected space until cleaning or disinfection is completed.

HYGIENE

To prevent the transmission of all respiratory infections, respiratory hygiene should be practiced by everyone.

- Cover your cough or sneeze with a tissue or mask, or use the inside of your elbow, and then throw the tissue away in the trash and immediately wash your hands.
- If you are not fully vaccinated, wear an appropriate mask covering your nose and mouth when in public spaces.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds especially if you have been in a public space, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Clean and disinfect frequently touched surfaces daily.

Hand sanitizer stations are to be available at the building entrance and throughout workspaces, and should contain FDA-approved hand sanitizer, with at least 60% alcohol. Personnel will be encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently.

VISITORS

By leveraging technology and modifying work processes, DOL is able to provide most products and services virtually and without requiring members of vulnerable populations to come onsite. DOL, however, acknowledges that some services may be better provided to certain populations in-person, and where mission critical, we have taken steps to provide those in-person services safely. As part of the DOL Reentry Plan, DOL agencies can allow visitors in accordance with the reentry occupancy limits and subject to the health and safety policies in this Plan.

In instances when an in-person meeting is necessary and a visitor must enter a DOL workplace for DOL products or services, visitors will be subject to building screening policies and visitors that are not fully vaccinated are subject to mask and physical distancing requirements. The DOL public-facing website will have [instructions for visiting](#) the FPB which indicate that visitors should conduct self-screening prior to coming to the building. Other DOL facilities should provide similar screening information to their visitors. They may also be asked these questions prior to building admittance and will be denied entry should they not answer the questions satisfactorily. The public website will also mention that physical

distancing measures are in effect and masks are required for those who are not fully vaccinated in the building. All DOL agencies should share the public website link with visitors when scheduling meetings so they are aware of building requirements prior to arrival. DOL agencies are expected to use the working guidance for determining essential work when scheduling meetings with visitors.

The DOL COVID-19 Coordination Team may evaluate the need for additional guidance. Limits on visitors will also be addressed in the DOL Reentry Plan.

ELEVATORS

Until all physical distancing requirements are removed by the CDC, DOL or regional occupational health specialists should assess elevators to determine safe occupancy in DOL facilities. DOL's Office of Worker Safety and Health assessed the elevators in FPB and instituted a 2-person capacity limit with social distancing floor markers. DOL regions will work with GSA to conduct similar assessments on elevators in other DOL locations.

Individuals who are not fully vaccinated must wear masks in elevators and in elevator lobbies. The use of stairs by those who are physically able is strongly encouraged. Where possible, signage will be posted to explain current procedures.

SHARED SPACES

DOL agencies will plan for controls that help prevent the spread of COVID-19 infection through shared spaces and equipment as needed. Shared tools and equipment must be disinfected by users anytime the equipment is used by or transferred to a new person, and disinfectant wipes will be provided. This includes phones, computers and other communication devices, kitchen implements, and other office equipment. Refrigerators, water coolers, and coffee brewers with disposable cups (or a personal re-usable cup/container) and single serve condiments and creamers may be used with proper hand hygiene. Visual markers will be installed to promote physical distancing within common spaces, and furniture may be removed or disabled. Steps may be taken to limit the number of people who can use common spaces at any one time, and signage outlining these limits will be prominently displayed.

TRAINING

Training is already provided to DOL employees to communicate policy and best practices for mitigating the spread of COVID-19, in accordance with CDC guidelines, and training materials will be updated as appropriate. OASAM has developed and implemented different mandatory training LearningLink courses that cover physical distancing, use of masks, and other pandemic hygiene strategies. Employees must complete these trainings within eight hours of returning to onsite work, if not previously completed remotely.

TESTING

As required in Executive Order 13991, the CDC developed recommendations for Federal agencies to consider if they institute a COVID-19 workplace testing plan. Subsequently, the CDC issued guidance indicating that screening testing should not generally be conducted on fully vaccinated individuals. DOL's COVID-19 Coordination Team will work closely with the Task Force to review the CDC guidelines and recommendations to determine whether a testing plan or guidance on the payment of testing is appropriate for DOL and will provide timely and transparent communication about testing to the DOL workforce.

CONTACT TRACING

DOL's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases, as appropriate. The Department has a robust plan for identifying and mitigating positive and potential COVID-19 cases in DOL facilities and field operations. This process notifies DOL employees and contractors of potential exposure in the workplace. Additionally, the Department also has a plan for contacting local public health authorities when required because a potential exposure extends to member of the public who interacted with DOL employees while working in their official capacity.

The COVID-19 Coordination Team will work with OASAM to make disclosures to local public health officials as required or necessary to provide for the public health and safety of Federal employees, contractors, and visitors in accordance with local public health mandates. DOL will continue to be transparent in communicating related information to the workforce, as relevant and appropriate, while safeguarding the privacy of DOL employees, contractors, and visitors.

VACCINATION

The DOL COVID-19 Coordination Team worked with the Department of Health and Human Services to obtain vaccination appointments for essential employees in the National Capital Region. Additionally, all essential employees nationwide were provided with letters that could be provided to local public health authorities documenting their status as essential for vaccination purposes.

The COVID-19 vaccine is now available to all U.S. adults free of charge and the Team has provided resources on DOL Intranet (LaborNet) for obtaining the vaccine. DOL encourages all employees and contractors to get a COVID-19 vaccine. If you need a COVID-19 vaccine, search [vaccines.gov](https://www.vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you.

DOL employees may receive up to 4 hours of administrative leave per dose of the COVID-19 vaccine, not to exceed a maximum of 8 hours total for multiple doses, including travel to and from vaccination appointments. Employees experiencing adverse side effects from the vaccine, may receive administrative leave/excused absence for the remainder of the day of vaccination and for up to two days immediately following each dose of the vaccination. Details of this policy, including restrictions, approval process, and required administrative steps, can be found on DOL Intranet (LaborNet).

Employees may receive up to 4 hours of administrative leave during their tour of duty, per dose, to accompany a family member who is receiving the vaccine – not to exceed a maximum of 8 hours for a family member receiving two doses. More information about this policy, including restrictions, approval process, and required administrative steps, can be found on DOL Intranet (LaborNet).

Updates to this plan and other COVID-19 policy documents have been made reflecting the different recommendations for fully vaccinated and not fully vaccinated individuals. The Team will continue to monitor vaccine recommendations and make updates as necessary.

VACCINATION STATUS

DOL employees and contractors may be asked to disclose their vaccination status when there is a job related legitimate business need to know this status, but they will not be required to disclose their vaccination status. When asked, Federal employees may make an individual decision and voluntarily choose to share their vaccination status. DOL agencies should comply with any applicable laws, including requirements under the Privacy Act and the Paperwork Reduction Act, and any applicable collective bargaining obligations. This policy must be implemented equitably.

The Team will develop additional guidelines for implementing this policy.

There may be circumstances in which DOL's mission requires employees to be fully vaccinated. The Agency should bring those circumstances to the Coordination Team.

In order for DOL to provide a safe worksite environment, an employee, contractor employee, or visitor onsite in DOL controlled property or facilities, may be asked whether they are fully vaccinated if they are not wearing a mask or observing physical distancing procedures.

When an employee or contractor voluntarily discloses that they are not fully vaccinated or declines to provide their vaccination status, they must follow health and safety requirements that apply to individuals who are not fully vaccinated, including masking and physical distancing. Additionally, per the travel policy and guidance from OMB, individuals who are not fully vaccinated must follow the travel policy as outlined in this Workplace Safety Plan. DOL agencies may use the information voluntarily disclosed by an employee, contractor about their vaccination status to implement CDC-recommended mitigation measures.

At present, COVID-19 vaccination should generally not be a precondition for employees or contractors at agencies to work in-person in Federal buildings, on Federal lands, and in other settings, as required by their job duties.

CONTACT

DOL employees, DOL contractor employees, and visitors to DOL facilities with questions about the DOL COVID-19 Workplace Safety Plan can contact the following:

- DOL employees—Contact COVID19Questions@dol.gov.
- DOL Contractors – Contact the appropriate DOL Contracting Officer or Contracting Officer’s Representative.
- Visitors to DOL facilities—Contact the DOL office or point of contact for your visit.



Office of the Assistant Secretary for Administration and Management
UNITED STATES DEPARTMENT OF LABOR