

Department of the Interior (DOI)

COVID-19 Workplace Safety Plan Version 1.2a (July 22, 2021)

1. 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](#) dated January 20, 2021, the Office of Management and Budget (OMB) Memorandum 21-15 [COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#), dated January 24, 2021, 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](#), dated June 10, 2021.

2. 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 goal of the *DOI COVID-19 Workplace Safety Plan* is to:

- A. Halt the spread of coronavirus disease 2019 (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; and
- C. Sustain the mission of the Department and mitigate impact to the environment, natural resources, economy, and the functioning of society.

3. Communications

Interior has communicated regularly with staff following the President's Executive Order, including an all-staff message reinforcing changing CDC guidance and how it applies to employees and visitors, bureau-specific messages to staff, new signage throughout the Main Interior Building and development of new signage for visitors to Interior-managed lands (i.e., national parks). Following the update of the Safety Plan, we will continue to use all communication tools available to inform Interior employees, contractors, and visitors of policy changes. This includes prominent placement in Interior's weekly email digest that goes to all staff and other targeted email communication, top placement of COVID resources on the DOI.gov website, and amplification on social media and during press engagements.

4. Scope

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. Bureau, Office, or location-specific plans may be more restrictive than this plan based upon local conditions or other considerations. Any more

restrictive requirements should be developed in consultation with your human capital, occupational safety and health, and Solicitor offices.

5. OMB Safe Workplace Model Principles

5.1 Health and Safety

DOI will use the [COVID-19 Workplace Safety and Health Risk Reduction Guidelines for Department of the Interior](#) and currently uses the [Mitigation Strategies to Reduce the Risk of COVID-19 Transmission in DOI Workplaces](#) tool, published May 5, 2020, the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and state worksite guidance to constantly evaluate and develop office and facility-specific plans for workplace mitigation strategies and execution of functions based on local community transmission levels.

DOI has adapted the DOI Common Operating Picture (COP) to include multiple dashboards that provide U.S. Department of Health and Human Services (HHS)/CDC COVID-19 data at the county level, including the [CDC's COVID Data Tracker County View](#). The DOI COP also includes data from the states for travel restrictions and vaccination plans where available. The DOI COP provides leadership a graphical summary view of the status of DOI public-facing facilities and current DOI COVID-19 case positivity, death rates, and recoveries. The DOI COP also displays the latest guidance and critical information for COVID-19 that is disseminated among the DOI Emergency Management Community or to all DOI employees.

DOI will inform employees of the content of this plan and will communicate changes as they occur through Bureaus and Offices. Employee training modules on preventive measures and an overview of COVID-19 are available on DOI's online learning portal ([DOI Talent](#)) and the [DOI Safety and Health Phone Application](#) is available to all employees.

Upon notification of a positive case the supervisor will utilize [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, the appropriate notifications are made to health, safety and communication experts and coordination is completed for cleaning and disinfecting of affected locations, when necessary. The matrix also covers supervisor discussion 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](#).

The Office of Emergency Management (OEM) issued COVID-19 Information Management Requirements early in the pandemic and have updated them as needed during the response. Specifically, there are 3 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 cases, 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.

When physically returning to the workplace, DOI will consider reasonable accommodations, on a case-by-case basis, as appropriate and in accordance with applicable law for employees who request reasonable accommodations. Workers should consult their servicing human resources office to request a reasonable accommodation.

A. Telework

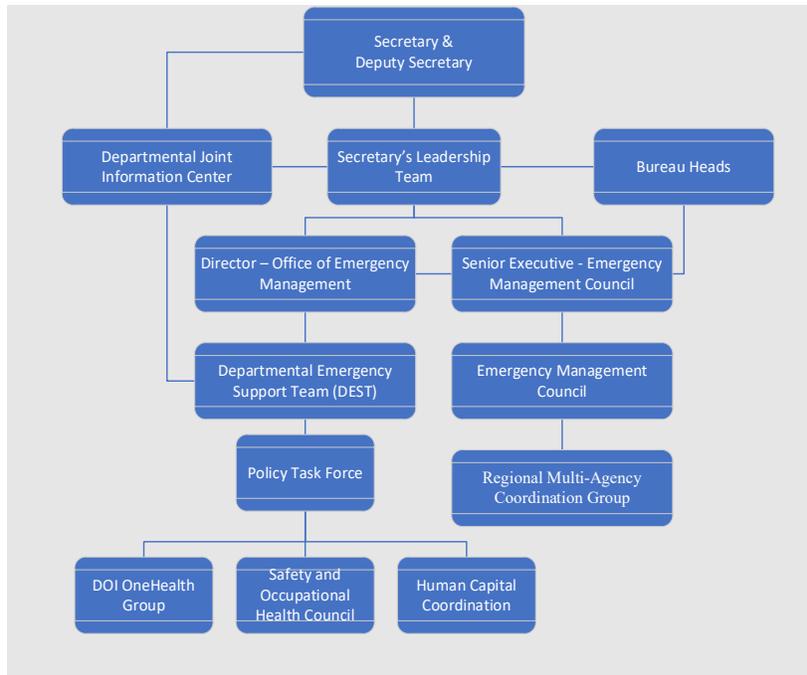
DOI will continue to maximize telework in the Department and the Bureaus. Telework and other workforce flexibilities such as alternative work schedules (e.g., maxiflex), annual leave, sick leave and family medical leave; limited use of excused absence for caregiving responsibilities (i.e., 20 hours of administrative leave per pay period) remain available. Weather and Safety leave may be granted, as appropriate and in accordance with applicable law, following relevant guidance on the [All DOI Employees COVID-19 Information Portal](#). These flexibilities support the workforce to allow time for activities such as caring for children and protecting [high-risk individuals as identified by the CDC](#).

To facilitate expeditious vaccination of the Federal workforce, DOI also offers up to four hours of administrative leave per vaccination dose to use per vaccination dose —for a maximum total of eight hours of leave for employees receiving two doses.

Employees currently teleworking on a frequent or regular basis (e.g., maximum telework) will be given advance notice and guidance before physically returning to DOI workplaces.

B. 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.



DOI Pandemic Plan Departmental Response Coordination Diagram

The DOI Pandemic Plan provides functional descriptions of each element listed in the above organization chart. For the purposes of the COVID-19 response, the DOI COVID-19 Coordination Team, as defined by the [OMB Memorandum M-21-15](#), is also considered the Secretary's Leadership Team.

The Secretary's Leadership Team leads the Department's strategic response and crisis communications effort during severe and catastrophic events. Membership of this team may vary according to the type of incident. For the COVID-19 response, this team includes the Senior Advisor to the Chief of Staff, the Office of Emergency Management, the Office of Human Capital, the Office of Communications, the Office of Occupational Safety and Health (OSH), the Office of the Solicitor, Assistant Secretaries, Bureau Directors and Field Special Assistants. See [Appendix A](#) for a detailed list of DOI COVID-19 Coordination Team members.

The Senior Executive Emergency Management Council (SE-EMC) supports the Secretary's Leadership Team as needed. The SE-EMC is led by the DOI Office of Emergency Management and includes representation from all bureaus and all the major Offices of the Secretary.

The DOI COVID-19 Coordination Team will conduct assessments to establish, implement and monitor compliance with: 1) safety protocols for physical space and masking following CDC and OMB guidance; and 2) determinations of on-site and telework/remote working. The DOI COVID-19 Coordination Team has been meeting regularly since February 2020 and plans to continue meetings until the Department has moved out of the pandemic phase of the COVID-19 response.

The DOI One Health Group is a team of wildlife, human, and environmental health professionals from across the Department that provide subject matter expertise in support of emergency managers responding to pandemic threats involving wildlife species, DOI personnel, volunteers, students, inmates, or visitors to DOI lands.

C. Masks

Pursuant to Executive Order No. 13991, OMB Memorandum M-21-15, OMB Memorandum M-21-25, and the CDC's Interim Public Health Recommendations for Fully Vaccinated People, DOI employees, on-site contractors, and visitors who are fully vaccinated are not required to wear a mask in DOI facilities and on DOI-controlled lands except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, and in certain contexts listed by the CDC (healthcare, transportation, correctional, and detention facilities, and schools). Persons who are not fully vaccinated must continue to wear masks, as appropriate and applicable in accordance with the provisions of this section, in DOI facilities or on DOI-controlled lands. Masks continue to be required for all individuals, regardless of vaccination status, in all forms of indoor public transportation and in when indoors at U.S. transportation hubs (including airports, train stations, bus stations, ferry stations, etc.). Masks also continue to be required regardless of vaccination status, as appropriate and in accordance with applicable law, when traveling in multi-passenger government-owned vehicles.

This mask requirement is subject to limited exceptions detailed below.

Masks must conform to [CDC guidance](#)¹ and fully cover the nose and mouth. DOI will not allow novelty/non-protective masks (e.g., bandanas), masks with exhalation valves or vents, face shields as a substitute for masks. Guidance regarding the structural composition of effective masks may be subject to change as the CDC updates its guidelines to better reflect the current understandings of scientists and public health experts.

To the extent funds are available, Bureaus and Offices are authorized, but are not required, to purchase masks to provide to staff and visitors for use in the conduct of DOI business, in DOI facilities, or on DOI lands.

Masks do not provide the same level of protection as respirators (e.g., N95s) and should not replace respirators that are formal personal protective equipment (PPE) when required at the workplace. They also do not replace the need for physical distancing of at least 6-feet for individuals who are not fully vaccinated or are otherwise at risk, and washing or sanitizing hands frequently.

Bureaus and Offices shall promptly consult, as appropriate, with State, Local, Tribal and Territorial government officials, federal employees, federal employee unions, federal contractors, and any other interested parties concerning the implementation of this section.

(1) **Employees, Contractors, Concessionaires and Volunteers:** Consistent with CDC's Interim Public Health Recommendations for Fully Vaccinated People, fully vaccinated DOI employees, contractors, concessionaires, and volunteers are no longer required to wear masks in DOI facilities and on DOI-controlled lands. On-duty or on-site employees, contractors, concessionaires and volunteers who are not fully vaccinated must wear a mask when in any indoor common areas; or shared workspaces (including hallways, open floorplan office space, cubicle embankments, and conference rooms) in a DOI facility. On-duty or on-site employees,

¹ (Examples of allowable masks are: Non-medical 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)

contractors, concessionaires, and volunteers who are not fully vaccinated who are on DOI lands must wear a mask when in outdoor shared and outdoor public spaces when physical distancing of six feet cannot be maintained or when approaching others with the expectation that physical distancing of a minimum of six feet cannot be maintained. On-duty or on-site employees, contractors, concessionaires and volunteers who are not fully vaccinated who are on DOI lands must also wear a mask when interacting with visitors where there are less than six feet between the employee and the visitors (e.g., contact stations, entrance kiosks, visitor service areas, campground management). For on-duty or on-site employees, contractors, concessionaires and volunteers who are not fully vaccinated who are working outdoors in remote DOI areas where contact with the public/visitors is limited such individuals must have a mask with them at all times and wear the mask when nearing or passing others where physical distancing of at least six feet cannot be maintained.

If an on-duty or on-site federal employee, contractor, or volunteer who is not fully vaccinated is unable to wear a mask properly or cannot tolerate a mask, DOI will consider [adaptations and alternatives](#) on a case-by-case basis. Some worksites are not conducive to wearing a mask. Exceptions to the mandate will be made on a case-by-case basis following any guidance from the COVID-19 Coordination Team. In accordance with applicable law, DOI will provide reasonable accommodations for qualified individuals. DOI reserves the right to restrict prohibited messages and images from masks.

(2) **Public visitors to DOI-managed facilities and lands:** DOI will place signage at main entrance areas notifying visitors of any occupancy requirements or limitations and that masks are required for individuals who are not fully vaccinated when visiting DOI facilities and DOI-managed lands. Masks are required when visitors who are not fully vaccinated are inside any DOI facility, and masks will also be worn in outdoor shared and public spaces when physical distancing of at least 6 feet cannot be maintained if a visitor is not fully vaccinated. Visitors who are not fully vaccinated who are unable to wear a mask for medical reasons will be addressed on a case-by-case basis. The Department will ensure citizens have access to benefits and services to which they are entitled by law.

(3) **Implementing and enforcing mask-wearing requirements for public visitors:** To enforce the wearing of a mask, each Bureau with law enforcement authority will undertake the appropriate administrative or regulatory actions as necessary to provide the basis to enforce the mask requirement to visitors on the DOI-managed lands. The DOI enforcement strategy will rely on appropriate to support regulatory actions, implementation and enforcement, incorporate clear and consistent signage as appropriate and utilize multiple methods of communication (website, press release, public service announcement, pamphlet/brochure, use of visitor service staff, etc.) to educate visitors and establish health and safety expectations prior to enforcement action.

Although violations of mask-wearing 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. 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.

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.

(4) **Limited Exceptions:** The Department recognizes there are other unique environments (e.g., schools, detention centers, law enforcement operations, arduous work activities, DOI employees working outside DOI lands and facilities while in DOI logoed or other identifying attire, etc.) that may need further exploration and explanation. Bureaus and Offices will develop a process in their plans to develop written requests for exceptions and adjudication of the requests. 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 that will be used 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, consistent with applicable law. All exceptions will be made in accordance with any guidance from the COVID-19 Coordination Team and will be documented in writing.

D. Testing

As required in Executive Order No. 13991, DOI has developed the [DOI Testing Guidance](#) for DOI employees and contractors who are not fully vaccinated and in certain circumstances within select DOI workplaces. This guidance is consistent with CDC's Federal Testing Plan for Federal Workforces. While testing is always voluntary within DOI, workplace-based testing for SARS-CoV-2 could identify DOI employees with SARS-CoV-2 infection, and thus help prevent or reduce further transmission.

E. Contact Tracing

The Department's involvement with the official health department case investigation or contact tracing process may vary on a case-by-case basis as outlined in CDC guidance. Site managers will use the [DOI COVID-19 Decision Matrix](#) to assess risk and determine appropriate actions (e.g., identifying and notifying workplace close contacts) to prevent and mitigate the spread of COVID-19. When requested, site managers will collaborate with local health departments with contact tracing efforts. Site managers are expected to coordinate with HR and facilities staff to implement appropriate infection control and workplace safety efforts once informed of a close contact exposure or a positive case of COVID-19 physically in the workplace.

In accordance with applicable federal privacy laws and regulations, only those individuals with a bona fide need to know (e.g., site manager, HR, safety officials) have the authority to make disclosures to local public health officials as authorized and necessary to provide for the public health and safety of federal employees and contractors. Such individuals must comply with applicable federal privacy laws and regulations when disclosing such information. If two or more confirmed COVID-19 cases occur within a distinct work setting within a 14-day period, it will be the responsibility of the local supervisor to determine appropriate next steps in consultation with the Bureau/Office safety and health manager or public health office. The Department will be

transparent in communicating related information to the workforce, as relevant and appropriate, consistent with federal privacy laws and regulations.

F. Travel

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 to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. Fully vaccinated employees may travel in the U.S. for official, non-mission-critical reasons. For employees who are not fully-vaccinated, official travel is limited to mission-critical trips within the United States. Employees are encouraged to refer to DOI's [Travel Guidance](#) and CDC's [guidelines](#) for both domestic and international travel. Additional resources for official travel can be found on the [GSA COVID-19 Information Site](#). Bureaus and Offices are encouraged to provide guidance, as necessary to carry out their missions.

Where a local jurisdiction requires or CDC guidance recommends COVID-19 testing as a condition of entry, agency appropriations are available to pay for the cost of testing. Where testing is required for official travel, individual employees should not be required to travel but can do so voluntarily.

G. Symptom Monitoring

DOI relies on employees, contractors, volunteers and visitors to the Department's workplaces to conduct a [daily self-assessment](#) for all symptoms of COVID-19, including elevated temperature. Additionally, DOI workplace entrances will display signage listing common COVID-19 symptoms. Anyone exhibiting [any symptoms consistent with COVID-19](#), may not enter. Any individual in a DOI workplace who develops [any symptoms consistent with COVID-19](#) during the workday should immediately self-isolate away from other employees and visitors, notify their supervisor (preferably by phone), and promptly leave the workplace and be encouraged to follow-up with their healthcare provider. Any individual who is awaiting COVID-19 test results may not enter a DOI facility. OSH continues to maintain the DOI COVID-19 Risk Assessment & Decision Matrix for Managers to assist agency managers with assessing risk and determining appropriate actions to prevent and mitigate the spread of COVID-19 in the workplace.

H. Quarantine and Isolation

All DOI employees, volunteers, and contractors with suspected or confirmed COVID-19 should not be physically present in the workplace. Employees, volunteers, and contractors are advised to follow CDC guidance regarding [self-quarantine](#) and [self-isolation](#) as well as CDC guidance to determine when it is safe to [return to the workplace](#).

All DOI employees, volunteers and contractors 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](#) which is based on CDC guidance, and consult with local public health orders and/or their healthcare provider to determine if self-quarantine is necessary based on symptoms, recent COVID-19 infection (within the past 3 months), and vaccination status, to determine when to end self-quarantine and physically report to the workplace following an exposure to someone with COVID-19. Critical infrastructure workers (e.g., law enforcement, firefighters) who are not fully vaccinated should adhere to [CDC's guidance COVID-19 Critical Infrastructure Sector Response Planning Guidance](#). Based

on this guidance, DOI may consider allowing exposed and asymptomatic critical infrastructure workers who are not fully vaccinated to continue to work in select instances when it is necessary to preserve the function of critical infrastructure workplaces. This option should be used as a last resort and only in limited circumstances, such as when cessation of operation of a facility may cause serious harm or danger to public health or safety. DOI guidance on restrictions from physically reporting to the workplace due to close contact, after recent COVID-19 diagnosis, after travel, and for critical infrastructure employees (when applicable) is further detailed in the COVID-19 SharePoint Document: [COVID-19 Workplace Safety and Health Risk Reductions Guidelines for the DOI](#).

All DOI employees who were exposed while at work or who contracted COVID-19 due to a workplace exposure while on-duty must enter relevant information about their illness into the DOI's [Safety Management Information System \(SMIS\)](#).

DOI guidance, [Recommendations for Mitigations and Managing COVID-19 Exposures and Illness in Shared and Congregate Housing](#), will be used to protect workers and volunteers who reside in shared/congregate housing to prevent the spread of COVID-19.

I. 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. OSH and the Departmental Designated Agency Safety and Health Official (DASHO) serve as the point of contact for all questions relating to personal medical data.

5.2 Workplace Operations

Bureaus and Offices will continuously assess the feasibility and safety of operations while ensuring employee and visitor safety. To do this, Bureaus and Offices will use the [Risk Assessment Tool for Reopening Public-Facing Facilities](#), and identify whether appropriate mitigation techniques can be performed to protect employees, volunteers, contractors, and visitors. Decisions will continue to be documented on the [DOI COVID-19 Station Risk Assessment Decision Form](#). Bureaus and Offices are encouraged to consult with Safety and Health Managers for guidance on evaluating the most effective methods to identify, prevent, and control workplace hazards.

A. Occupancy

DOI aligns with the Federal Government's nationwide operating status of "Open with maximum telework flexibilities to all current telework eligible employees, pursuant to direction from agency heads." Maximum telework flexibilities are described in the [OPM work schedule flexibilities fact sheet](#). Each bureau/office must complete its phased plan for reentry and post-reentry plan, prior to increasing the number of employees in the physical workplace. This includes ensuring all sections of this Workplace Safety Plan and other relevant DOI policies are incorporated into their phase plan for reentry and post-reentry, any applicable collective bargaining obligations are satisfied. Per OMB Memorandum M-21-25, following satisfaction of labor relations obligations and prior to implementing reentry and post-reentry plans, agencies should provide ample notice (e.g., in many cases, at least 30 days) to any employees who will be returning to the physical workplace or who will have altered work schedules, consistent with the

agency's intended post-reentry work environment. DOI's submission to the White House, which is pending approval, states that Bureaus and Offices will provide employees with a minimum of 30-days' notice or the minimum notice required by labor management obligations, whichever is longer. The expectation is to have the Department and its component bureaus return to a "new normal" workplace posture after October 10, 2021, as long as satisfaction of labor management obligations are complete.

Pursuant to [OMB Memorandum M-21-25](#), Bureaus and Offices may develop occupancy limits for specific workplaces as a means of ensuring physical distancing between individuals who are not fully vaccinated. Any bureau or office may, on a limited basis, increase the number of employees or contractors in the physical workplace prior to taking steps to meet urgent, mission-critical needs. Changes must be approved by the bureau head or Assistant Secretary for Policy, Management and Budget (AS-PMB) as advised by the DOI COVID-19 Coordination Team and in consultation with the Safer Federal Workforce Task Force.

B. Physical Distancing

To the extent practicable, individuals who are not fully vaccinated should maintain a distance of at least six feet from others at all times whether indoors or outdoors, consistent with the Safer Federal Workforce Task Force [FAQs](#), [CDC guidelines](#), and [OSHA guidance](#). Signs should be posted on all entrances to remind and encourage compliance with masking and physical distancing requirements. Individuals who are not fully vaccinated should continue to maintain physical distance AND properly wear masks. Distance and testing are not substitutes for appropriate use of masks in accordance with the requirements of Section 5.1 C. Bureaus and Offices should work with facilities to establish policies and practices that allow for physical distancing among individuals who are not fully vaccinated. If necessary, facilities should alter their spaces to allow workers and customers who are not fully vaccinated to maintain physical distance.

C. Environmental Cleaning

Standard office cleaning operations will continue on 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 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.

If a person diagnosed with COVID-19 is physically present in the workplace while sick or during a time when infectious, building managers should follow [DOI's](#) and [GSA's](#) building notification requirements and CDC's cleaning and disinfecting [guidance](#). It is advised, that if the area needs to be cleaned or disinfected, it be closed off until cleaning or disinfecting can be performed, and cleaning staff should wait as long as possible (at least several hours) before cleaning and

disinfecting. Specific guidance for cleaning and disinfecting can be found CDC's [Cleaning and Disinfecting your Facility](#) webpage and [COVID-19 SharePoint Document: COVID-19 Workplace Safety and Health Risk Reductions Guidelines for the DOI](#).

D. 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 [FDA Do-Not-Use List](#) and have 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.

E. Ventilation and Air Filtration

Designated officials at each indoor DOI facility should consult with building engineers and their servicing safety office/manager to assess the building's ventilation systems using the DOI [COVID-19 Ventilation Checklist](#). This should be used to determine if any ventilation modifications are advisable per [CDC](#) and [OSHA](#) guidelines for building 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.

F. Visitors

The number of visitors to the federal indoor workplaces should align with the Bureau and Office phased plan for reentry and post-reentry. All visitors must self-screen for symptoms consistent with COVID-19 before entering a DOI facility or DOI leased facility. Mask-wearing requirements, outlined in Section 5.1 C, will also apply to any visitors to DOI or DOI leased facilities.

G. Elevators

Local safety and health managers should determine safe occupancy limits and implement the recommendations outlined in the elevators and escalators section of [CDC's COVID-19 Employer Information for Office Buildings guidance](#) for when appropriate. Such decisions should be documented in the Bureau or Office or facility plan. Signs will be posted advising users of the occupancy limits. Individuals who are not fully vaccinated must wear masks in elevators and elevator lobbies. The use of stairs by those who are physically able is strongly encouraged. Signage will be posted to explain current procedures.

H. Shared Spaces

Shared tools and equipment must be cleaned and may be disinfected by users anytime the equipment is used by or transferred to a new person and disinfectants on the [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#) will be made available for individuals to disinfect shared equipment and property. This includes phones, computers, and other communication devices, kitchen items, and other office equipment. Refrigerators, microwave ovens, water coolers, coffee brewers with disposable cups (or a personal reusable cup/container), and single-serve condiments and creamers may be used with proper hand hygiene. Bureaus and Offices should work with facilities to establish policies and practices that allow for physical distancing among individuals who are not fully vaccinated or who are otherwise at-risk in shared spaces. If

necessary, facilities should alter shared spaces to allow workers and customers who are not fully vaccinated or who may otherwise be at-risk to maintain physical distance.

I. Incident, Wildland Fire, and Disaster Response Operations

The health and well-being of all personnel are a priority throughout our response and recovery operations. Personnel should refer to “[Mitigation Strategies to Reduce the Risk of Transmission in DOI Workplaces](#),” for strategies to help reduce the spread of COVID-19 at the incident site.

DOI should adhere to travel guidelines detailed in Section 5.1 F. of this plan before, during and after mission-critical and disaster/wildland fire response operations.

Upon arrival at the incident check-in location, personnel may undergo screening procedures as established by the organization managing the incident. Any individual responding may opt-out of the screening procedures by declining to deploy. Upon screening, if personnel are found to have symptoms consistent with COVID-19, they will not be allowed entrance and will be excluded from incident assignments until asymptomatic and/or obtain a negative test result, or if they are diagnosed with COVID-19, they meet the CDC’s [guidance on discontinuing home isolation](#). The next steps should be coordinated with team leadership, the medical unit and/or public health authorities. Any medical information gathered is subject to the Rehabilitation Act and Privacy Act must be handled confidentially and must be maintained in the Employee Medical Folder. Best practices on screening procedures and prevention and mitigation strategies at an incident can be found on the All DOI Employee COVID-19 Wildland Fire Portal.

Practicing physical distancing is crucial to helping to prevent the spread of COVID-19.

Personnel should follow the COVID-19 SharePoint Document: [COVID-19 Workplace Safety and Health Risk Reductions Guidelines](#) for the DOI, for general physical distancing guidance. In addition, for wildland fire the Medical Public Health Advisory Team [guidance](#) on the prevention and management of COVID-19 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, revised June 25, 2021
- U.S. Geological Survey’s COVID-19 Contingency Planning Guide for USGS Large Vessel Operations, published May 25, 2021
- U.S. Geological Survey’s Health and Safety Checklist and Guidelines for USGS Helicopter Operations During COVID-19 Response, published June 04, 2021
- U.S. Fish and Wildlife Service’s [Watercraft Operations – Job Hazard Analysis Activity](#), 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](#). All personnel should follow the latest cleaning and hygiene guidance available on the Safety and Health page of the All DOI Employee COVID-19 Information Portal. 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 7 calendar days from the date of receiving information that a recordable injury or illness has occurred.

All response and recovery personnel must understand DOI policies on masks, respirators, and other PPE and the differences between the types of masks, respirators, and PPE and their appropriate use to [mitigate](#) the spread of COVID-19. Follow the “[DOI Employee Guidance on the Wearing of Cloth Face masks](#)” during response and recovery operations. Utilize the OSH “Understanding the Differences – Respirators, Masks and Cloth Face masks,” published March 24, 2020, table to ascertain when masks versus personal protective equipment should be used. Masks should be frequently cleaned with soap and water. Each person should have multiple masks so that one can be used while the others are laundered.

In living quarters on an incident, cleaning of common areas and potentially contaminated surfaces is necessary to mitigate the spread of COVID-19. Personnel should follow DOI and CDC cleaning and disinfection recommendations throughout the deployment. Other best practices on cleaning and disinfecting procedures can be found at:

- [COVID-19 Workplace Safety and Health Risk Reductions Guidelines for the DOI.](#)
- All DOI Employee COVID-19 Wildland Fire Portal
- National Park Service COVID-19 Information Portal – NPS Coronavirus Response – Managers of Facilities, Building Systems and Other Operational areas
- U.S. Geological Survey’s Cleaning and Disinfection of the Workplace.

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 All DOI Employee COVID-19 Wildland Fire Portal.

J. Continuity of Operations (COOP)

- (1) Prioritization of Essential Functions during a pandemic.

During COVID-19, COOP planning influences response to mission vulnerability. Detailed guidance on DOI’s COOP operations is found in the *DOI COOP Plan*. Depending on the effects on the performance of DOI’s Primary Mission Essential Functions, Mission Essential Functions and Essential Supporting Activities detailed in the *DOI COOP Plan*, the Secretary or AS-PMB may choose to activate the *DOI COOP Plan* in order to ensure prioritization and continuation of essential functions throughout the pandemic period. Bureau and office directors may activate their COOP plans independently of the *DOI COOP Plan* if a pandemic affects essential functions within a bureau or office more than DOI as a whole. Activation of the *DOI COOP Plan* or any other COOP Plan during COVID-19 does not automatically mean relocation of continuity team members to an alternate location.

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

(2) Alternate Operating Facilities.

DOI has identified and prepared alternate operating facilities to support COOP operations, including facilities geographically dispersed from the National Capital Region, should the activation of the *DOI COOP Plan* occur during COVID-19. Alternate sites are not designed or intended for use to physically distance employees.

OEM has reviewed and adapted operations plans to address the movement, protection, housing and feeding of staff if deployment to DOI's alternate sites is required for simultaneous activation of the *DOI COOP Plan* 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.

(3) Special Provisions for COOP Team Members During a Pandemic.

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

- a. Entrance screening for infection.
- b. Proper wearing and donning of masks.
- c. Prioritization and provision of vaccination (if available) and antimicrobial medication.
- d. Quarantining at COOP site for the appropriate amount of time based on the disease to determine individuals are not infected.
- e. Working flexible/alternate schedules to reduce the numbers of personnel in common spaces at alternate operating locations at one time and support physical distancing.
- f. Working from lodging rooms to reduce the numbers of personnel in common spaces at alternate operating locations at one time and support physical distancing.

Summary of Document Version and Changes

Version Number	Changes Described	Date of New Version
1.0	First time posted.	2/12/2021
1.1	Updated URL links, various nomenclature, and revised document to address/remain consistent with CDC's mask, travel, physical distancing, testing, and cleaning and disinfecting guidelines and Safer Federal Workforce Task Force FAQs/directives.	6/4/2021
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
1.1	Updated to maintain consistency with DOI COVID-19 Testing Guidance.	6/4/2021
1.1	Updated to maintain consistency with DOI Employee Guidance for Domestic Travel.	6/4/2021
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
1.1	Updated to maintain consistency with DOI's COVID-19 Testing Guidance	6/4/2021
1.1	Updated to maintain constancy with DOI's Updated Vaccination FAQs for DOI Managers and Supervisors	6/4/2021
1.1	Removed the Ventilation Checklist as an Appendix and provided a link to it on the SharePoint site	6/4/2021
1.1	Updates to mask wearing guidance for vaccinated personnel	6/4/2021
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.	7/20/2021
1.2a	Correction to date §5.2 A and change table	7/23/2021

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
Region 12 – Pacific Islands