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# **DEFENSE NUCLEAR FACILITIES SAFETY BOARD**

## **Pandemic Response and Recovery Plan** *Health, Safety, and People First*

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**Revision 2**  
**December 6<sup>th</sup>, 2021**

**DNFSB Pandemic Response and Recovery Plan  
Revision 2**

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# DNFSB Pandemic Response and Recovery Plan Revision 2

## I. Overview

**Introduction.** The Defense Nuclear Facilities Safety Board (DNFSB or “the Agency”) Pandemic Response and Recovery Plan (“Plan”) has been developed to protect the DNFSB workforce, contractors, other building occupants, and visitors to the DNFSB and to stop the spread of the coronavirus disease 2019 (COVID-19) pandemic. The Plan supersedes Revision 1 of the DNFSB Pandemic Response and Recovery Plan, dated May 7<sup>th</sup>, 2021, and implements the Executive Order (EO) 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing*, issued on January 20, 2021, and Office Management and Budget (OMB) Memorandum 21-15, *COVID-19 Safe Federal Workplace: Agency Model Safety Principles*, issued on January 24, 2021 and updated on September 13, 2021. The Plan consists of safety principles implemented DNFSB-wide at all official worksites around the nation and applies to all on-duty or on-site federal DNFSB employees, on-site federal contractors, and any other person in a DNFSB workplace.

According to EO 13991, the policy of the U.S. Government is “to halt the spread of COVID-19 by relying on the best available data and science-based public health measures,” including taking a science-based and data-driven approach to safety in federal workplaces. The health and safety of the federal workforce is the Administration’s highest priority. DNFSB is committed to protecting individuals in its facilities from the effects of the COVID-19 pandemic, while preserving the Agency’s ability to complete its mission.

The President has established a Safer Federal Workforce Task Force to assist federal agencies with implementing safety plans relative to health, safety, and workplace operations. As necessary, this Plan will be updated as the Safer Federal Workforce Task Force issues new guidance.

**Safety Principles.** With DNFSB’s goals of responding to and mitigating the impact of COVID-19, workforce safety and health remain our highest priority. DNFSB has adopted the government-wide Safer Workforce Task Force’s model safety principles, which are consistent with current Centers for Disease Control and Prevention (CDC) guidance and incorporated into this plan.

<b>Health and Safety</b>	<b>Workplace Operations</b>
• Vaccination	• Occupancy
• Telework	• Meetings, Events, and Conferences
• Face Masks/Coverings	• Physical Distancing
• Testing	• Environmental Cleaning
• Contact Tracing	• Hygiene and Sanitization
• Travel Protocols	• Ventilation and Air Filtration
• Symptom Monitoring	• Visitors
• Quarantine and Isolation	• Elevators
• Confidentiality and Privacy	

These safety principles are discussed in detail in Section II, *Health and Safety*, and Section III, *Workplace Operations*.

**DNFSB Pandemic Response Working Group.** The DNFSB Pandemic Response Working Group<sup>1</sup> (Working Group) includes representatives from the following DNFSB administrative units:

- a) Division of Operational Services (DOS);

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<sup>1</sup> OMB Memorandum 21-15 recommends establishing a “COVID-19 Coordination Team;” at DNFSB, this role of the COVID-19 Coordination Team is fulfilled by the Pandemic Response Working Group in coordination with the DNFSB Office Directors.

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- b) Division of Human Resources (DHR);
- c) Division of Information Technology (DIT);
- d) Office of the Executive Director of Operations (OEDO);
- e) Office of the General Counsel (OGC);
- f) Office of the Technical Director (OTD); and
- g) Others, as directed by the Executive Director of Operations.

The Working Group will monitor DNFSB's compliance with:

- a) implementing safety protocols;
- b) assessing local conditions regarding COVID-19;
- c) responding to and mitigating the impact of COVID-19; and
- d) providing notification protocols.

The Working Group will also work to identify areas of improvement and risk that will need to be addressed and/or funded appropriately. Where appropriate, the Working Group may consult with the General Services Administration (GSA), the Office of Personnel Management (OPM), the Office of Management and Budget (OMB), the Small Agency Council (SAC), and the Facility Security Committee (FSC). The Working Group will routinely communicate and meet with Office Directors to provide status updates or to advise changes.

**Field Employees.** The Plan's safety principles also apply to DNFSB employees working in field locations, including resident inspectors. Applicable elements include, but are not necessarily limited to, the following:

- Symptom Monitoring;
- Physical Distancing; and
- Quarantine and Isolation.

Given the unique circumstances at each field location, the responsible Office Director will issue supplementary direction as needed.

**Training and Communication.** DNFSB employees and contractors will be provided training on the Plan, including familiarization with facility access requirements. This will include initial training, with recurring or refresher training provided as necessary.

DNFSB will maintain transparent communication with the workforce and key external stakeholders as it plans and initiates pandemic response measures. DNFSB will continue to use a variety of communication methods to help connect the workforce to information about the safety of the workplace. This Plan will be posted on the DNFSB's public website.

**Reporting Unsafe Conditions.** Section 5(a)(1) of the Occupational Safety and Health Act requires the DNFSB to provide a place of employment free from recognized hazards that are "causing or are likely to cause death or serious physical harm." Employees may disclose health or safety violations or concerns about workplace safety and health to DNFSB management officials, the Equal Employment Opportunity (EEO) Manager, an EEO counselor, the Occupational Safety and Health Administration (OSHA), or the Office of Inspector General (OIG) without fear of reprisal. The DNFSB will not retaliate against an employee for raising any workplace and safety concerns.

If an employee believes that he or she has been retaliated against for raising substantial and specific safety or health violations to management, the EEO Manager, an EEO counselor, OSHA, and/or the OIG, he or she may file a complaint with the Office of Special Counsel (OSC). In addition to filing a complaint with OSC, federal employees may also contact OSHA's Office of Federal Agency Programs if they believe that they are being retaliated against for filing with OSHA.

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**Approval Authority.** The Office Directors (i.e., Executive Director of Operations, General Counsel, General Manager, and Technical Director) will be responsible for implementation of the Plan. The Office Directors can jointly approve changes to the Plan based on updated guidance or lessons learned, and will inform the Board of any implementation issues and prior to any significant changes. The Board will make decisions on any changes to the safety principle strategy and will make decisions on when to require employees to return to work on-site at DNFSB duty locations. The DNFSB Chair, as advised by Office Directors and the Pandemic Response Working Group, must approve any exemptions to the Plan.

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## II. Health and Safety

**Vaccination.** Effective November 22, 2021, Executive Branch federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. For purposes of its safety protocols, DNFSB considers employees, onsite contractor employees, and visitors fully vaccinated for COVID-19 two weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. Clinical trial participants from a U.S. site who are documented to have received the full series of an “active” (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board), can also be considered fully vaccinated two weeks after they have completed the vaccine series.

Unless an accommodation is granted, employees will be required to provide evidence of their vaccination(s) and a vaccination record form. Employees may request a reasonable accommodation based on disability or religious belief by contacting the Disability Program Manager ([dpm@dnfsb.gov](mailto:dpm@dnfsb.gov)). Disability accommodation requests should be submitted in accordance with Directive D-112.1 “Reasonable Accommodation Program” and OP-112.1-1, which can be found on the DNFSB intranet. Although the DNFSB does not have a directive or operating procedure for religious accommodation requests, the agency will follow all applicable legal requirements for processing a request based upon a religious belief.

Individuals who begin employment with the DNFSB after November 22, 2021, must be fully vaccinated prior to their start date, except in limited circumstances where an accommodation is legally required. In rare cases where DNFSB has an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the DNFSB Chair may approve delaying the vaccination requirement for up to 60 days past their start date.

Federal contractor employees will also be required to be fully vaccinated in accordance with contractual requirements. Prior to being contractually required to be vaccinated, onsite contractor employees will be asked to attest to their vaccination status, and those who are not fully vaccinated or who chose not to provide a response are required to provide proof of a negative COVID-19 test from no later than the previous three days prior to entry to a federal building. The required COVID-19 test must be Food and Drug Administration (FDA) approved, have a dated test result, and may be paid/reimbursed for by the DNFSB.

Visitors to DNFSB workspaces are not required to be fully vaccinated but are required to comply with requirements detailed in *Visitors*.

DNFSB will authorize employees to take up to four duty hours to travel to the vaccination site, complete any vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses. Employees taking longer than four hours must document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency are handled the same way as local travel or temporary duty cost reimbursement is handled based on agency policy and the Federal Travel Regulation. Federal and contractor employees are also eligible for administrative leave if they experience adverse reaction to any COVID-19 vaccination dose that prevents the employee from working. The Division of Human Resources will provide additional information on how to request administrative leave.

Employees who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including

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termination or removal. Consistent with the Administration's policy, DNFSB will initiate an enforcement process to work with employees to encourage their compliance.

Visitors and visiting contractors who are not yet subject to a vaccination requirement will be asked to certify ("attest to") their vaccination status. The method used to ask about vaccination status will vary depending on the individual's position as a contractor or visitor to a DNFSB workspace. Personnel choosing not to provide a response will be treated as not fully vaccinated for the purpose of agency safety protocols. DNFSB will not maintain the certification of vaccination forms; however, those required to attest will be asked to show the form upon entry to DNFSB headquarters and must keep the form with them during their time in DNFSB headquarters. In all cases where this information is requested, DNFSB and its contractors will comply with applicable federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.

**Telework.** DNFSB will utilize telework, flexible work schedules, and remote work consistent with the safety principles outlined in this plan and in accordance with approved agency directives and notices. In periods of widespread community transmission, federal employees may be encouraged to maximize the approved uses of telework, flexible work schedules, and remote work so as to limit their physical presence at the office/worksites. On-site staffing may also be limited by workplace occupancy limitations as described in Section III, *Workplace Operations*. Approved use of leave or telework will not result in discrimination or disparate treatment in terms of ratings, work assignments, or other conditions of employment.

**Face Masks/Coverings.** While on-site, except as noted below, DNFSB employees, contractors, and visitors must wear a face mask/covering that covers the nose and mouth and comports with any current CDC and OSHA guidance, as discussed below. On-site is considered to be the 625 Indiana Ave., NW shared spaces (e.g., lobby, elevator, parking garage) and all DNFSB workspaces.

In areas of low or moderate COVID-19 transmission rates, the agency may relax face mask/covering requirements for fully vaccinated DNFSB employees, contractors, and visitors while on-site. When the level of transmission is reduced from high or substantial to moderate or low, the level of transmission must remain at that lower level for at least two consecutive weeks before the requirements can be relaxed. Determination of transmission rates will be reviewed on a weekly basis by the Office of the General Manager (OGM) based on the [CDC's COVID Data Tracker](#) based on the county and major surrounding counties in which the DNFSB workspace is located.

CDC guidance states that the use of face masks/coverings will slow the spread of COVID-19. Employees should visit the [CDC website](#) to obtain more information on the different types of recommended masks, how to properly wear masks, how to store and clean masks, and other considerations related to masks. A face mask/covering is not a substitute for social distancing.

Acceptable Face Masks/Coverings: Currently, the CDC recommends the following: 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. As CDC updates its guidance on masks, DNFSB will communicate the latest information to employees to ensure employees are able to comply with the up-to-date information.

Unacceptable Face Masks/Coverings: Based on CDC guidance, the following masks are not currently considered to be acceptable methods of complying with requirements in DNFSB workspaces: novelty/non-protective masks, masks with ventilation valves, bandanas, gaiters, face shields, or goggles as a substitute for masks. Goggles or face shields do not cover the nose and

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mouth and have large gaps below and alongside the face, where your respiratory droplets may escape and reach nearby individuals. However, face shields may be acceptable in limited circumstances as an accommodation for a DNFSB employee, visitor, or contractor with a documented medical condition.

Masks for Building Occupants: To the extent funds are available, DNFSB will provide a face mask/covering to federal employees, on-site contractors, and visitors who need a mask upon entering DNFSB workplaces. DNFSB may bar entry to people who are not wearing a suitable mask (and, if applicable, do not have an approved accommodation).

Wearing Masks in Common Areas: Appropriate masks must be worn in any common areas or shared workspaces (including, but not limited to, open floorplan office space, cubicle embankments, conference rooms, and restrooms).

Wearing Masks Outdoors: Masks should be worn in outdoor shared spaces when physical distancing cannot be maintained.

Exceptions: An individual's face mask/covering can be temporarily removed when the individual is alone in an office with floor-to-ceiling walls and a closed door or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines. Individuals without an office can request temporary private space for eating and drinking from their supervisor. Also, individuals may be asked to briefly lower their face mask/covering for identification purposes to comply with safety and security requirements.

Adaptations and Alternatives: As noted above, DNFSB recognizes that wearing a mask may not be possible in every situation or for some people. Wearing masks may be difficult for some people with sensory, cognitive, or behavioral issues. If an employee or contractor is unable to wear a face mask/covering properly or cannot tolerate a mask/covering because of a documented medical condition or religious belief, the individual should submit a request for information regarding the reasonable accommodation process. Employees should send requests to DHR at [dpm@dnfsb.gov](mailto:dpm@dnfsb.gov). Contractors should send requests to their Contracting Officer and/or Contracting Officer Representative.

**Testing.** DNFSB will refer employees who develop symptoms or have a known or suspected exposure to COVID-19 to get a diagnostic test from a testing facility or a local healthcare institution in accordance with CDC guidance. This diagnostic testing is not mandatory; employees may instead choose to utilize the time-based criteria provided in *Quarantine and Isolation*. Employees seeking diagnostic testing following an exposure should wait until at least three to five days after the exposure to be tested.

Prior to entering DNFSB controlled workspaces or engaging in official travel (see *Travel Protocols*), employees who are not fully vaccinated are required to provide a negative COVID-19 screening test result from no earlier than 3 days (72 hours) prior. Acceptable COVID-19 test results must be from an FDA-approved test and must have a dated/timestamped test result.

When sought in connection with the performance of official duties as described above, testing will not be at the expense of the employee; DNFSB will reimburse or cover the cost of testing and associated expenses. Whenever possible, such testing will be performed during duty hours. OGM will provide additional guidance to employees seeking or requiring testing.

**Contact Tracing.** A DNFSB federal employee who has returned to the workplace shall immediately report any suspected or confirmed contraction of SARS-CoV-2 or any suspected or confirmed case of COVID-19 to the COVID-19 notification email address at [COVID-19Notifications@dnfsb.gov](mailto:COVID-19Notifications@dnfsb.gov). If an employee reports



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their COVID-19 case to a supervisor, the supervisor will ensure DHR is notified within two hours. The Division of Human Resources will maintain a COVID-19 Incident Report for DNFSB, and it will be considered highly sensitive in nature.

DHR will contact an employee who has contracted COVID-19 or is suspected of having COVID-19 to obtain detailed information about his or her work contacts and locations he or she has been within DNFSB workplaces 48 hours before the onset of symptoms through the date of contact. DHR will work with supervisors and the Division of Operational Services as appropriate to determine potentially affected locations and other employees who may have been potentially exposed. DHR will immediately make notifications to all employees who have been potentially exposed but will not reveal the identity of the employee who tested positive for COVID-19.

Employees who have been potentially exposed are defined as those who have had close contact (defined as being within 6 feet of a person for at least 15 minutes cumulatively over a 24 hour period) with a person with COVID-19 up to 2 days before symptoms appeared, or if the person with COVID-19 does not have symptoms, then 2 days before the specimen was collected for testing. Employees who have been potentially exposed may be required to quarantine for 14 days (refer to *Quarantine and Isolation*) and may telework if able. DHR will advise these employees to self-monitor for [symptoms](#) and to seek diagnostic testing five to seven days after exposure.

DHR will make disclosures to local public health officials as required or necessary to provide for the public health and safety of federal employees and contractors, in accordance with local public health mandates. If an employee contracts COVID from the workplace, DHR will record the positive case in its OSHA illness and injury log when regulatory recording criteria are met.

DNFSB-contracted administrative and IT staff will adhere to the COVID-19 reporting protocol as defined by their respective employers. The contractor will inform the DNFSB Contracting Officer and/or Contracting Officer Representative (COR) if their employee was inside DNFSB workspaces up to seven days before the employee's COVID-19 detection or suspected contraction as defined in the above paragraph. If the employee was in a DNFSB workspace up to seven days prior to detection, the DNFSB Contracting Officer will inform the COR, Security Office and Facilities Manager. The DNFSB COR and/or program manager will initiate contact tracing in DNFSB workspaces by notifying DHR. The Contracting Officer will ensure contractors continue to meet contract performance requirements.

**Travel Protocols.** Official domestic and international travel will be conducted on a voluntary basis and in accordance with applicable CDC guidance and the January 21, 2021, [Executive Order Promoting COVID-19 Safety in Domestic and International Travel](#). Federal and contractor employees should adhere strictly to CDC, state, and local guidelines before, during, and after travel, regardless of whether the travel is personal or for official business.

If a federal employee seeks to enter space under the control of another agency, they must complete a Certification of Vaccination form at that agency. Federal employees are treated as visitors during their visit to another agency, generally meaning they would need to complete a Certification of Vaccination form and, if they are not fully vaccinated, they would need to show proof of a negative COVID-19 test result within the past three days. As with other visitors, the employee should keep the form with them during their time onsite at the other agency. DNFSB staff seeking travel to a Department of Energy (DOE) site or sites should consult with the respective cognizant engineer prior to travel, as individual DOE sites may have additional access restrictions.

Employees who have attested to being fully vaccinated are not subject to government-wide travel restrictions and should follow standard agency policies and procedures regarding official travel. Fully

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vaccinated employees remain subject to any state, local, and DOE site restrictions and should continue to abide by CDC guidance.

In limited cases for employees who are not fully vaccinated, unless it is contrary to a reasonable accommodation to which an employee is legally entitled, official domestic and international travel is limited to mission critical travel. Mission critical travel must be authorized by the Office Director, utilizing a risk-based, data-driven assessment process. Travelers who are not fully vaccinated should abide by the CDC's [recommended precautions](#) during mission critical travel, in addition to abiding by state, local, and DOE site restrictions, must have a negative COVID-19 test result no earlier than three days prior to the entry/travel, must wear a mask covering their nose and mouth, and must maintain six feet social distancing from other people. The required COVID-19 test must be FDA approved, have a dated test result, and may be paid/reimbursed for by the DNFSB.

Employees requesting international air travel, which requires Chair approval, may be required to provide proof of a recent negative COVID-19 test result prior to departure and required to quarantine on arrival. International travelers should closely review and follow the most up-to-date CDC guidelines on international travel. Following international travel, individuals may be required to stay at home for a period of time after official or personal travel before they are allowed to return to the workplace (refer to [After International Travel](#)). If required to stay at home in accordance with CDC guidance, federal employees who return from travel will be required to telework upon return for the duration of the CDC quarantine period. Employees who are not telework eligible must work with their management on an appropriate work status to mitigate impacts to the mission of their office to the greatest extent possible.

Travel in connection with permanent change of station may be authorized by the Office Director.

**Symptom Monitoring.** If DNFSB employees, contractors, building occupants, or visitors are not feeling well, they must not enter DNFSB workspaces. Employees are required to do a self-certification check in accordance with Section IV, *COVID-19 Self-Screening Checklist*, each day before they enter a DNFSB workspace. Personnel commuting to the office will be required to perform this self-screening and document its satisfactory completion (e.g., through an email to their supervisor) while at home prior to commuting. Notices to this effect will be posted outside all building entrances.

Individuals not meeting the self-screening criteria will not be permitted to enter the facility. Contractor employees will report back to their employer who will coordinate with the appropriate Contracting Officer Representative or Contracting Officer.

Any employees working at a DNFSB workplace who develop any symptoms consistent with COVID-19 during the workday must immediately leave the workplace, isolate, and notify their supervisor. Alternatively, if a supervisor observes an employee with COVID-19-like symptoms at work, the supervisor has a responsibility to ensure the safety of the workforce and should ask the employee to promptly leave the workplace. Employees should review the [symptom list on the CDC website](#).

If an employee is unable to enter the facility or to telework, a supervisor should advise the employee of leave options, such as: requesting sick leave or annual leave. If an employee has no leave available, supervisors are authorized to approve requests for advance leave or leave without pay in certain circumstances. If an employee chooses not to voluntarily take leave or telework, a supervisor can direct the employee's use of leave in certain situations. Before directing the use of leave, supervisors should consult with DHR and OGC because enforced leave is an adverse action that imposes procedural requirements (i.e., advance notice, an opportunity to reply, the right to representation, and an agency decision).

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Out of an abundance of caution, any employee who does not meet the self-screening criteria for three or more consecutive days should follow applicable guidance for contact tracing, quarantine and isolation, and must produce a doctor's note before returning to the workplace.

**Quarantine and Isolation.** Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with local laws/regulations where local laws are more restrictive than CDC guidance. Personnel who have had close contact in the past 14 days with someone who has tested positive for COVID-19 must follow CDC's guidance for quarantine, unless local guidance for quarantine is more restrictive.

Following a confirmed or suspected case of COVID-19 or a close contact with someone who has COVID-19, employees may be allowed to return to their duty location provided that they meet the CDC's guidance, [When You Can be Around Others After You Had or Likely Had COVID-19](#), or if they provide a doctor's note stating that they are healthy and are able to return to workplace.

Currently, the CDC's guidance states the following:

For symptomatic COVID-19:

You can be around others after:

- 10 days since symptoms first appeared;
- 24 hours with no fever without the use of fever-reducing medications; and
- Other symptoms of COVID-19 are improving<sup>2</sup>

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (i.e., immunocompromised). Immunocompromised persons or persons who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared and should talk to their healthcare provider.

For asymptomatic COVID-19 (i.e., tested positive with no symptoms):

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. If you develop symptoms after testing positive, follow the guidance above for symptomatic COVID-19.

For close contacts (i.e., anyone who has been around a person with COVID-19):

Individuals who are not fully vaccinated and have had close contact with someone with COVID-19 should stay home for 14 days after their last exposure. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for [quarantine](#).

Individuals who are fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 5-7 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test

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<sup>2</sup> Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

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result is negative. If they test positive, they should follow the guidance above for either symptomatic or asymptomatic COVID-19, as appropriate.

**Confidentiality and Privacy.** All information collected from DNFSB employees, contractors, and visitors to DNFSB workspaces in connection with the implementation of this Plan, including but not limited to names and contact information, attestation forms, vaccination records, COVID-19 screening information, test results, any information obtained as a result of testing and symptom monitoring, and any other personal and/or medical information, will be treated confidentially and in accordance with applicable law and government-wide policy. Within DNFSB, this information will be accessible by and disclosed to only those who have a need to know the information in order to carry out the requirements of this Plan; in many cases, this includes the supervisor level. In addition, this information will be disclosed outside of DNFSB, for example, to other federal agencies and local public health officials, only as permitted by applicable law and policy and only to those individuals and entities with a need to know in order to protect health and safety.

Contact the DNFSB Division of Human Resources with any questions regarding documentation, including how to address any information collected.

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### III. Workplace Operations

**Occupancy.** Occupancy of DNFSB workplaces may be limited based on a percentage of normal occupancy standards during periods of high community prevalence or transmission. Exceptions to occupancy limits must be cleared by the DNFSB Chair as advised by Office Directors and the Pandemic Response Working Group and in consultation with the Facility Security Committee and Small Agency Council. Exceptions to the occupancy limit will be considered based on the business needs of the organization and can only be submitted by an Office Director.

When occupancy controls are in place, in consultation with the Working Group, Office Directors will develop an on-site staffing plan that outlines required employee staffing levels (i.e., full-time on-site, occasionally on-site, or fully remote) given local conditions and authorized work to ensure that their on-site presence is understood. Additionally, Office Directors will manage on-site staffing so as to ensure that the total number of federal employees, contractors, and visitors are maintained as per occupancy limitations. Where appropriate, Office Directors should incorporate strategies to stagger DNFSB employees and contractors' work times to reduce density, minimize traffic volume in elevators, and avoid crowds during commuting. DNFSB may periodically monitor occupancy levels using anonymized security access data to validate that the agency has been operating under the occupancy limit. DNFSB employees and on-site contractors must notify the security staff if they will be working at the headquarters building to support evacuation requirements in the event of an emergency.

DNFSB employees working in field locations will coordinate their on-site presence with the Department of Energy or other external organizations as appropriate to ensure compliance with any local occupancy limits.

**Meetings, Events, and Conferences.** DNFSB will not host any in-person meetings, events, or conferences that will be attended by more than 50 participants—regardless of whether participants include members of the public—unless approved by the DNFSB Chair. All meeting, conference, or event attendees must follow all applicable agency requirements.

**Physical Distancing.** To the extent practicable, all DNFSB employees, contractors, and visitors who are not fully vaccinated will be asked to maintain distance of at least six feet from others at all times, including in offices, conference rooms, and all other communal areas and workspaces, consistent with CDC guidelines. DNFSB has notified employees and contractors to maintain physical distance of at least six feet through DNFSB's email communication and signage that is posted throughout DNFSB headquarters. Visitors entering the headquarters building will see signage noting the physical distancing requirement. Physical distancing shall be practiced at all headquarters building entrances. DNFSB will continue to inform employees, contractors, and visitors of this requirement. Employees who encounter difficulties maintaining physical distancing should inform their supervisor if appropriate. Note that physical distancing is not a substitute for wearing face masks/coverings as required.

DNFSB will maintain adequate COVID-19 related visible signage at DNFSB headquarters and will continue to refresh signs and distribute them as necessary. DNFSB's signage informs employees of COVID-19 related messages to encourage social distancing practices. To encourage physical distancing between personnel in conference rooms and other shared spaces, DNFSB has posted signage in shared spaces which indicates to personnel there is a limitation on seating. Additionally, stairwells may be directionally restricted as per posted signage (except in the event of an emergency).

Employees who are fully vaccinated (at least two weeks past their final dosage) are not required to maintain social distancing in the 625 Indiana Ave., NW shared spaces (e.g., lobby, elevator, parking garage) or DNFSB workspaces.

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**Environmental Cleaning.** DNFSB headquarters common areas will continue to be cleaned and sanitized daily by the building custodial services vendor using EPA-approved products and following CDC standards directed to building lessors from GSA. These standards include the routine cleaning and disinfecting of high-touch surfaces in common and high-traffic areas. These high-touch surfaces include, but are not limited to: handrails, door knobs, light switches, countertops, table tops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, and drinking fountain controls in common and high-traffic areas.

In accordance with CDC and GSA guidelines, deep cleaning in an office space is required when it has been three days or less since a person who is sick or diagnosed with COVID-19 has been in the building. If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the space will also be disinfected. If more than three days have passed since the person who is sick or diagnosed with COVID-19 has been in the building, neither deep cleaning nor disinfection is needed.

The ability to respond quickly with standard, cost-effective, and CDC-approved cleaning protocols following a reported case is required for DNFSB to safely sustain on-site operations at a facility. DNFSB also must have the ability to report and trace any confirmed or presumptive positive case of COVID-19 inside of its facilities. DNFSB's Division of Operational Services will determine the appropriate scope of any workplace closures needed—in some cases, it may be an individual office or part of a floor, in other cases, it may be an entire floor.

DNFSB has the responsibility to inform the building Facility Security Committee and GSA of a confirmed or suspected case of COVID-19 if the individual had been in the building up to three days prior. DNFSB will provide the date and time of the incident and areas accessed. This notification will be confidential and not include personally-identifiable information.

GSA will fund and provide for detailed deep cleaning and disinfection of those portion(s) of the facility accessed by the infected individual(s) according to CDC guidance, which may exceed GSA's National Custodial Specification or as otherwise described in the lease agreement.

**Hygiene and Sanitization.** DNFSB will ensure EPA-approved cleaning and disinfecting products are available. Hand sanitizer stations are also available in the elevator lobbies of DNFSB headquarters. Personnel will be encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently and to clean their workstations after use. DNFSB will continue to refresh and distribute hygiene etiquette signage throughout its facilities to encourage employees to use healthy hygiene practices, such as covering coughs and sneezes, washing hands correctly, and keeping hands clean, to help stop the spread of COVID-19.

**Ventilation and Air Filtration.** The heating, ventilation, and air conditioning (HVAC) at DNFSB headquarters has been designed to bring adequate fresh air throughout the building based on occupancy level, simultaneously displacing existing air, while reducing recirculation. This system eliminates the need to have windows. Due to COVID-19, property management has increased the number of air exchanges above the minimum required by OSHA. At headquarters, building air filtration is primarily done through Minimum Efficiency Reporting Value (MERV) 13 filters. This system will be supplemented by portable air purifiers with high-efficiency particulate air (HEPA) filters.

**Visitors.** Every effort should be taken to limit visitors to DNFSB workspaces, including conducting virtual visits when possible. Visitors shall be limited to federal government and contractor employees. Until further notice, visitors will only be permitted to DNFSB workspaces if pre-approved by the Chair (or others designated by the Chair) or if the visitors are contractors performing facility work under the supervision of the Office of the General Manager. To help ensure this, non-DNFSB employees with access to DNFSB

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workspace (e.g., Department of Energy, Nuclear Regulatory Commission) may temporarily have their unescorted access disabled.

Visitors must adhere to the screening signage posted visibly at all entrances of DNFSB workspaces, which direct visitors to conduct self-assessments by responding to questions and assess whether to enter the space based on those questions, and outlines next steps they should take if they answer “yes” to any of the questions.

Visitors must provide information on their vaccination status and comply with the requisite safety protocols. Visitors who are fully vaccinated will be asked to complete an attestation form. This form will not be collected by DNFSB, but visitors will be asked to show the form upon entry to DNFSB headquarters and the form must be kept with them during their time in DNFSB headquarters. Visitors who are not fully vaccinated or decline to provide their vaccination status must provide proof of a negative COVID-19 test from no later than the previous three days prior to entry to a federal building or in-person participation in a federally hosted meeting, event, or conference. The requirement to provide information on vaccination status and a negative COVID-19 test does not apply to members of the public entering a federal building or federal land to obtain a public service or benefit.

Visitor requests must be submitted to [Receptionist@dnfsb.gov](mailto:Receptionist@dnfsb.gov) and [Security@dnfsb.gov](mailto:Security@dnfsb.gov) 24 hours in advance of any visit. Visit request must include the following information:

- Visitor(s) name (Last, First MI)
- Visitor(s) Company/Agency/Affiliation
- Visitor(s) email address
- Date and time of visit
- Duration of visit
- Any requests for accommodation
- Name (Last, First MI) and phone number of the sponsor/escort

The receptionist and/or security will respond with an informational email with COVID-19 self-certification guidance requiring a self-certification response by email. The DNFSB receptionist and/or security will only approve the visit following a negative COVID-19 self-screening certification.

Visit requests for Department of Energy’s Office of the Departmental Representative should be processed through the Office of the Technical Director. Visit requests for Nuclear Regulatory Commission (NRC) employees should be processed through DNFSB’s Office of Inspector General (OIG) Liaison within the Office of the Executive Director of Operations.

**Elevators.** Face masks/coverings must be worn inside elevators as per *Face Masks/Coverings* and building management guidance. Individuals are encouraged to use the stairs if they are physically able to do so. At DNFSB headquarters, elevator occupancy should be limited to two persons. Any changes to elevator usage guidelines will be determined by the Facility Security Committee and communicated by the Division of Operational Services.

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**IV. COVID-19 Self-Screening Checklist**

Review this each day before reporting to a DNFSB workplace. Please read each question carefully.

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**1. Have you newly or unexpectedly experienced any of the following symptoms in the past 48 hours?**

- |  |                             |
|--|-----------------------------|
| • <b>Fever or chills</b>                             | • <b>Cough</b>              |
| • <b>Shortness of breath or difficulty breathing</b> | • <b>Fatigue</b>            |
| • <b>Muscle or body aches</b>                        | • <b>Headache</b>           |
| • <b>New loss of taste or smell</b>                  | • <b>Sore throat</b>        |
| • <b>Congestion or runny nose</b>                    | • <b>Nausea or vomiting</b> |
| • <b>Diarrhea</b>                                    |                             |

If **YES**, access to the DNFSB workplace is **NOT APPROVED**.

If **NO**, proceed to Question 2.

**2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?**

If **YES**, access to the DNFSB workplace is **NOT APPROVED**.

If **NO**, proceed to Question 3.

**3. Are you fully vaccinated?** To be considered fully vaccinated, you must be  $\geq 2$  weeks following receipt of the second dose in a 2-dose series or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine.

If **YES** or **NO**, Proceed to Question 4.

**4. Have you been in close physical contact in the last 14 days with anyone who is known to have laboratory-confirmed COVID-19 OR with anyone who has symptoms consistent with COVID-19?** Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before the person's illness onset (or, for asymptomatic individuals, 48 hours prior to test specimen collection).

If fully vaccinated and **YES** to Question 4, proceed to Question 5.

If fully vaccinated and **NO** to Question 4, access to DNFSB is **APPROVED**.

If not fully vaccinated and **YES** to Question 4, access to DNFSB is **NOT APPROVED**.

If not fully vaccinated and **NO** to Question 4, proceed to Question 6.

**5. Were you tested 5 or more days after your exposure with the close contact?**

If **YES**, access to the DNFSB workplace is **APPROVED**.

If **NO**, access to the DNFSB workplace is **NOT APPROVED**.

(continued on next page)



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**6. Are you or is a member of your household currently waiting on the results of a COVID-19 test?** Answer “NO” if you are awaiting the results of a pre-travel, post-travel, or agency-required COVID-19 test.

If **YES**, access to the DNFSB workplace is **NOT APPROVED**.  
If **NO**, proceed to Question 7.

**7. Have you traveled within the past 10 days?** Travel is defined as any trip that is overnight AND on public transportation (plane, train, bus, Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household.

If **YES**, access to the DNFSB workplace is **NOT APPROVED**.  
If **NO**, access to DNFSB workplace is **APPROVED**.

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If access is approved, employees and contractors should inform their manager/supervisor that self-screening has been satisfactorily completed and that access is approved. Unless directed, do not provide the agency with your responses to individual questions.

If access is not approved, please stay at home and do not enter DNFSB facilities. Seek medical care as needed. Employees and contractors should contact their supervisor for further instruction. Visitors should contact whomever scheduled your appointment.

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**V. COVID-19 Incident Notification and Cleaning Protocol**

During the occurrence of a COVID-19 incident, the following protocol is followed.

*Overview:*

- The supervisor reports the incident to the Division of Human Resources.
- DHR ensures the COVID-19 Incident Report is completed and notifies the following key personnel:
  - Executive Director of Operations
  - General Manager
  - Facility Maintenance Manager
- The Facility Maintenance Manager notifies GSA and appropriate property management staff who oversee custodial staff of the area(s) that need to be deep cleaned and sanitized.
  - In accordance with CDC and GSA guidelines, enhanced cleaning in an office space is required when it has been three days or less since a person who is sick or diagnosed with COVID-19 has been in the building.
- Once cleaning is completed, property management and/or custodial staff notifies the Facility Maintenance Manager that cleaning has been completed.
- The Facility Maintenance Manager notifies DHR, the General Manager, and the Executive Director of Operations that cleaning has been completed.

*Notification Protocol:*

- Immediately upon receipt or completion of a COVID-19 Incident Report, DHR notifies exposed and/or possibly exposed employees as immediately as possible.
- DHR advises Quarantine/Telework/Weather and Safety Leave as applicable.
- If the information on a positive test is received, notification is provided work-site wide when there has been close contact with other employees confirmed or if there is an inability to confirm employee's exact contacts or building locations.

*Cleaning Protocol:*

- DHR and the Facility Maintenance Manager ascertains all location(s) the suspected or confirmed employee(s) visited.
- The Facility Maintenance Manager notifies GSA and appropriate property management staff who oversee the custodial staff of the areas(s) that needs to be deep cleaned and sanitized immediately.
- Once cleaning is completed, property management and/or custodial staff notifies the Facility Maintenance Manager that cleaning has been completed.
- The Facility Maintenance Manager notifies DHR, the General Manager, and the Executive Director of Operations that cleaning has been completed.

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**VI. Coronavirus Disease 2019 (COVID-19) Incident Report**

Date (mm/dd/yyyy):	Location/Facility:	Report # (for DHR use):
Organization:	City:	State:

Please answer the questions below and return the completed document to the Division of Human Resources at [COVID-19Notifications@DNFSB.GOV](mailto:COVID-19Notifications@DNFSB.GOV). **Do not provide the names or any other identifying information about the individuals involved on this form.**

1. Please describe the incident.

2. Does this incident involve an employee or contractor?

Employee       Contractor       Other: \_\_\_\_\_

3. Does this incident involve a confirmed case (tested positive) or a suspected case?

Confirmed       Suspected

Please describe the nature of involvement (e.g., employee has tested positive, employee has had direct contact with confirmed case, employee is symptomatic and suspects he/she may have COVID-19). If test information is not available at the time of this report, please contact DHR when it becomes available to update this incident report.

4. Is the individual symptomatic or asymptomatic?

Symptomatic       Asymptomatic

If symptomatic, when did the individual first experience symptoms?

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5. Did the individual come into a DNFSB worksite after becoming symptomatic?

- Yes                       No

If so, please describe if the individual had any contact (within six feet or further than six feet) with other employees including dates and building locations of those contacts.

6. Where did the individual(s) spend their time in the building (floors, room numbers, work or public areas)? Did the employee or contractor come into close contact (within six feet for a cumulative fifteen minutes or more) with other employees or contractors when last in the DNFSB worksite? What was the nature of the contact? **Employees and/or contractors with whom the individual came into close contact must be instructed to quarantine in accordance with CDC guidance (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>). Please work with DHR to appropriately advise all employees involved and contact DHR when that has occurred to update this incident report.**

7. Is there any other information that you think might be important?

All information about the individuals involved in this incident must be treated confidentially and in accordance with applicable law and policy. Within DNFSB, you must only provide access to or disclose information to DNFSB personnel who have a need to know the information in order to respond to the referenced Incident Report. Do not discuss this Incident Report or any information gathered in response to it with anyone who does not have a need to know. Do not disclose information about this Incident Report to anyone outside of DNFSB without authorization.