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# **DEFENSE NUCLEAR FACILITIES SAFETY BOARD**

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

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**Revision 3**  
**April 29<sup>th</sup>, 2022**

**DNFSB Pandemic Response and Recovery Plan  
Revision 3**

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# DNFSB Pandemic Response and Recovery Plan

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### 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 2 of the DNFSB Pandemic Response and Recovery Plan, dated December 6<sup>th</sup>, 2022, 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.

Health and Safety	Workplace Operations
• 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*.

COVID-19 Community Levels will be reviewed on a weekly basis by the Office of the General Manager (OGM) based on the [CDC’s COVID Community Level tracker](#) for the county and major surrounding counties in which the DNFSB workspace is located. Requirements in this plan may be relaxed dependent on local Community Levels as per OMB guidance and as communicated by OGM.

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**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);
- 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. 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 the 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

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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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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.

**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 principles strategy. 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<sup>1,2</sup>.** 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 SharePoint site (DNFSB Orbit). Although 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 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.

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

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<sup>1</sup>*Note: To ensure compliance with a currently applicable preliminary nationwide injunction, DNFSB will take no action at this time to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. DNFSB may request information regarding the vaccination status of federal employees for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.*

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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 DNFSB.

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*<sup>2</sup>Note: To ensure compliance with a currently applicable preliminary nationwide injunction, DNFSB will take no action at this time to implement the COVID-19 vaccination requirement pursuant to Executive Order 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors at this time. Federal agency COVID-19 workplace safety protocols for federal buildings and federally controlled facilities still apply in all locations. Contractor employees working onsite in those buildings and facilities must still follow federal agency workplace safety protocols when working onsite.*

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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 employees are also eligible for administrative leave if they experience an 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.

Visitors and visiting employees and contractors who are not yet subject to a vaccination requirement may 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 in areas of HIGH COVID-19 Community Levels, except as noted below, DNFSB employees, contractors, and visitors must wear a face mask/covering that covers the nose and mouth and complies with any current CDC and OSHA guidance, as discussed below. On-site is

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considered to be the 625 Indiana Ave., NW shared spaces (e.g., lobby, elevator, parking garage) and all DNFSB workspaces.

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). Masks should be worn in outdoor shared spaces when physical distancing cannot be maintained.

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.

In areas of LOW or MEDIUM COVID-19 Community Levels, the agency may relax face mask/covering requirements in agency-controlled spaces. When requirements are relaxed, employees will be allowed to continue to wear masks if they chose to do so, and employees will generally be expected to respect the wishes of others to mask when working in the same physical vicinity.

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:

- Cloth masks that are properly fit over the nose and mouth to prevent leaks, have multiple layers of fabric, have a nose wire, and have fabric that blocks light when held up to a bright source.
- Disposable procedure masks (i.e., surgical masks or medical procedure masks) that are properly fit over the nose and mouth to prevent leaks, are made of multiple layers of non-woven material, and have a nose wire.
- NIOSH-approved respirators (e.g., N95 respirators), when the respirators are clean and properly fit over the nose and mouth to prevent leaks.

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 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).

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



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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 provide diagnostic testing from a testing facility or a local healthcare institution for employees who develop symptoms or have a known or suspected exposure to COVID-19 in the workplace. DNFSB will provide diagnostic testing within three to five days after exposure to ensure the accuracy of test results. When determining when an employee is allowed to return to the workplace, the employee has the option of diagnostic testing or using the time-based criteria for quarantine and isolation per CDC guidance.

Prior to entering DNFSB controlled workspaces or engaging in official travel (see *Travel Protocols*), employees who are not fully vaccinated and who do not regularly work onsite because they are on maximum telework or remote work may be required to provide a negative COVID-19 screening test result from no earlier than 3 days (72 hours) prior. Employees who are not fully vaccinated and regularly work onsite will be placed in a screening testing program and may be tested on a weekly basis. However, when the CDC's COVID-19 Community Level is LOW in the county where a DNFSB-controlled space is located, agency screening testing requirements do not apply. Acceptable COVID-19 screening 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.

**Contact Tracing.** A DNFSB federal employee who has been in the workplace in the prior two weeks 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 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 (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 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

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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 may be required to 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 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 may be 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.

DNFSB will not approve official travel for individuals in the following circumstances, unless the responsible Office Director determines that the agency has an urgent mission-critical need for the individual to undertake official travel during that time period:

- An individual who is isolating during days 6-10 after their first day of COVID-19 symptoms (or the day of a positive viral test for an asymptomatic individual). Travel should not be permitted prior to day 6.
- An individual who has come into close contact with someone with COVID-19, regardless of vaccination status, for 10 days after the close contact.

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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 workplace. 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).

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, regardless of vaccination status, 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 with someone who has tested positive for COVID-19 must follow CDC's guidance for quarantine unless local guidance for quarantine is more restrictive. A close contact is defined as being within 6 feet of someone who has probable or confirmed COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.

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.

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Currently, the CDC's guidance is the following:

For those with probable or confirmed COVID-19:

Individuals who had COVID-19 and had symptoms can end their isolation after 5 full days from the onset of symptoms if they are fever-free for 24 hours without the use of fever-reducing medication, their other symptoms have improved, and they have met any agency testing requirements. Note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation. Those individuals who end their isolation after 5 full days should continue to wear a mask around others for an additional 5 days.

Individuals who tested positive for COVID-19 and never developed symptoms can end isolation after 5 full days after their positive COVID-19 test, assuming they have not developed symptoms and comply with any agency testing requirements. Such an individual should continue to wear a mask around others for an additional 5 days after the end of their 5-day quarantine. If they develop symptoms at any point, they should start a 5-day isolation period over, with day 0 being their first day of symptoms.

People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with compromised immune systems need to isolate for at least 10 days. Individuals should consult with their healthcare provider regarding when they should end isolation.

Even after ending isolation, for 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals, an individual who has ended their isolation should wear a well-fitting mask when around others, avoid eating and drinking around others, avoid environments such as dining facilities and gyms where they may be unmasked around others, avoid travel, avoid people who are immunocompromised or at high risk for severe disease, and avoid nursing homes and other high-risk settings.

For those who are [up-to-date with COVID-19 vaccines](#), or have had confirmed COVID-19 in the last 90 days, and who come into close contact with someone with COVID-19:

If an asymptomatic individual comes into close contact with someone with COVID-19, they do not need to quarantine if they are up to date with COVID-19 vaccines, including recommended booster shots and additional primary shots for some immunocompromised people, or they had confirmed COVID-19 within the last 90 days (they tested positive using a viral test).

These individuals should watch for symptoms for 10 full days after they last had close contact with someone with COVID-19 (the date of last close contact is considered day 0 and day 1 is the first full day after they last had close contact with someone with COVID-19). These individuals should get tested at least 5 days after the close contact, unless recently tested positive from a confirmed case of COVID-19 within the past 90 days. These individuals should also take precautions for 10 full days from the date they last had close contact with someone with COVID-19, including by wearing a well-fitting mask when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities and gyms where they may be unmasked around others, avoiding people who are immunocompromised or at high risk for severe disease, and avoiding nursing homes and other high-risk settings. If an individual is unable to wear a mask, then they should quarantine for 10 days.

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For those who are not up to date with COVID-19 vaccines and who come into close contact with someone with COVID-19:

If an individual who is not up to date with COVID-19 vaccines, and has not had confirmed COVID-19 within the last 90 days, comes into close contact with someone with COVID-19, they should quarantine at home for at least 5 full days after their last close contact with someone who has COVID-19 (the date of exposure is considered day 0, and day 1 is the first full day after they last had close contact with someone with COVID-19). If they are unable to wear a mask when around others, such as pursuant to a medical condition or disability for which they have received a reasonable accommodation from their agency, they should quarantine for 10 full days.

During quarantine, an individual should watch for COVID-19 symptoms, and if they develop symptoms, they should isolate immediately, get tested, and remain isolated until they receive their test results—if they test positive, they should follow CDC recommendations on isolation. Individuals who have quarantined should continue to take precautions for 10 full days from the date they last had close contact with someone with COVID-19, including by wearing a well-fitting mask when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities and gyms where they may be unmasked around others, avoiding people who are immunocompromised or at high risk for severe disease, and avoiding nursing homes and other high-risk settings.

**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 supervisory 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 Pandemic Response 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.** When the COVID-19 Community Level is HIGH, 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.

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.

**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, doorknobs, light switches, countertops, tabletops, 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.

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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. 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.** When the local COVID-19 Community Level is MEDIUM or HIGH, visitors may be required to provide information on their vaccination status and comply with the requisite safety protocols. Visitors who are fully vaccinated may be asked to complete an attestation form. This form will not be collected by DNFSB, but visitors may 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 may be 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 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.

Visitors must adhere to the screening signage posted visibly at all entrances of DNFSB workspaces (when in place), which direct visitors to conduct self-assessments by responding to questions and assess whether

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to enter the space based on those questions and outlines next steps they should take if they answer “yes” to any of the questions.

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, if required.

Visit requests for the 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 the Inspector General (OIG) Liaison within the Office of the Executive Director of Operations.

**Elevators.** At DNFSB headquarters, face masks/coverings and occupancy limits may be required inside elevators as per the Facility Security Committee and as communicated by the Division of Operational Services.



# DNFSB COVID-19 SELF-SCREENING

Based on CDC screening checklist at <https://www.cdc.gov/screening/>

## PLEASE READ EACH QUESTION CAREFULLY

(footnotes can be found on page 5)

Everyone Answers

1.

Regardless of your vaccination status, have you newly or unexpectedly experienced any of the symptoms in the list below in the past 48 hours<sup>1</sup>?

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

YES ☐



Access to DNFSB  
Workplace Not Approved

NO ☐

Proceed to  
Question 2

2.

Are you isolating or quarantining because you tested positive for COVID-19 or believe that you may be sick with COVID-19<sup>2</sup>?

YES ☐



Access to DNFSB  
Workplace Not Approved

NO ☐

Proceed to  
Question 3

3.

Proceed to Question 3A, 4A, or 5A, Based on your Vaccination Status:

**3A: FULLY VACCINATED<sup>3</sup> and UP TO DATE<sup>5</sup> with all recommended COVID-19 vaccines, including any booster dose(s) if/when eligible**  
**OR**  
Have you **RECOVERED FROM A DOCUMENTED COVID-19 INFECTION** in the last 3 MONTHS?  
**(ANSWER QUESTIONS ON PAGE 2)**

**4A: FULLY VACCINATED<sup>3</sup> and NOT UP TO DATE<sup>5</sup> with all recommended COVID-19 vaccines, including any booster dose(s) if/when eligible**  
**(ANSWER QUESTIONS ON PAGE 3)**

**5A: NOT FULLY VACCINATED<sup>3</sup> or PREFER NOT TO ANSWER**  
**(ANSWER QUESTIONS ON PAGE 4)**

If you are **FULLY VACCINATED<sup>3</sup>** and **UP TO DATE<sup>5</sup>**  
with all recommended COVID-19 vaccines,  
including any booster doses(s) if/when eligible  
**OR**  
Have **RECOVERED FROM A DOCUMENTED**  
**COVID-19 INFECTION** in the last **3 MONTHS**,  
**PROCEED TO QUESTION 3A**

Fully Vaccinated<sup>3</sup> and Up to Date<sup>5</sup>

**3A.**

Have you been in close physical contact  
in the last 10 days with anyone who is  
known to have COVID-19<sup>6</sup>?

**YES** ☐  
Proceed to  
Question 3C

**NO** ☐  
Proceed to  
Question 3B

**3B.**

Have you traveled internationally  
in the last 10 days<sup>8</sup>?

**YES** ☐  
  
**CAUTION**

Access to DNFSB  
Workplace Approved with  
Conditions<sup>16</sup>

**NO** ☐  
  
**GO**

Access to DNFSB  
Workplace  
Approved

**3C.**

Did you have a negative COVID-19  
test taken at least 5 days after your  
last exposure to the close contact<sup>7</sup>?  
(If it hasn't yet been 5 days since your  
last exposure, select "YES")

**YES** ☐  
Proceed to  
Question 3D

**NO** ☐  
  
**STOP**

Access to DNFSB  
Workplace Not Approved

**3D.**

Have you traveled internationally  
in the last 10 days<sup>8</sup>?

**YES** ☐  
  
**CAUTION**

Access to DNFSB  
Workplace Approved with  
Conditions<sup>16</sup>

**NO** ☐  
  
**CAUTION**

Access to DNFSB  
Workplace Approved with  
Conditions<sup>18</sup>

<sup>16</sup>Conditional Access:  
• Get tested 3-5 days after travel  
• If you develop symptoms, immediately leave campus, isolate, and consult with your healthcare provider

<sup>18</sup>Conditional Access:  
• Wear a mask in DNFSB workplaces for 10 days following exposure or until your test result is negative  
• Get tested 5 days after exposure  
• Get tested 3-5 days after travel  
• If you develop symptoms, immediately leave campus, isolate, and consult with your healthcare provider

If you are **FULLY VACCINATED**<sup>3</sup> and **NOT UP TO DATE**<sup>5</sup> with all recommended COVID-19 vaccines, including any booster doses(s) if/when eligible, **PROCEED TO QUESTION 4A**

**4A.**

Have you been in close physical contact in the last 10 days with anyone who is known to have COVID-19<sup>9</sup>?

YES ☐  
Proceed to Question 4C

NO ☐  
Proceed to Question 4B

**4B.**

Have you traveled<sup>4</sup> in the last 10 days<sup>10</sup>.

YES ☐  
Proceed to Question 4D

NO ☐  
  
Access to DNFSB Workplace Approved

**4C.**

Did you have a negative COVID-19 test taken at least 5 days after your last exposure to the close contact<sup>11</sup>?  
(If it hasn't yet been 5 days since your last exposure, select "NO")

YES ☐  
Proceed to Question 4E

NO ☐  
  
Access to DNFSB Workplace Not Approved

**4D.**

Have you traveled<sup>4</sup> in the last 5 days<sup>10</sup>?

YES ☐  
  
Access to DNFSB Workplace Not Approved

NO ☐  
  
Access to DNFSB Workplace Approved with Conditions<sup>18</sup>

**4E.**

Have you traveled<sup>4</sup> in the last 10 days<sup>10</sup>?

YES ☐  
Proceed to Question 4F

NO ☐  
  
Access to DNFSB Workplace Approved with Conditions<sup>17</sup>

**4F.**

Have you traveled<sup>4</sup> in the last 5 days?

YES ☐  
  
Access to DNFSB Workplace Not Approved

NO ☐  
  
Access to DNFSB Workplace Approved with Conditions<sup>18</sup>

Fully Vaccinated<sup>3</sup> and Not Up to Date<sup>5</sup>

<sup>17</sup>Conditional Access:  
• Wear a mask in DNFSB workplaces for 10 days following exposure or until your test result is negative  
• Get tested 5 days after exposure  
• If you develop symptoms, immediately leave the office, isolate, and consult with your healthcare provider

<sup>18</sup>Conditional Access:  
• Wear a mask in DNFSB workplaces for 10 days following exposure or until your test result is negative  
• Get tested 5 days after exposure  
• Get tested 3-5 days after travel  
• If you develop symptoms, immediately leave the office, isolate, and consult with your healthcare provider

If you are **NOT FULLY VACCINATED**<sup>3</sup> or  
**PREFER NOT TO ANSWER**,  
**PROCEED TO QUESTION 5A**

**5A.**

Did you attest that you have already this week, or will before the week is over, get tested with a federally-approved COVID-19 test and share the results with your supervisor, Contracting Officer's Representative (COR), or access control (visitors)<sup>12</sup>?

(If COVID-19 Community Levels are LOW, select "YES". )

YES ☐

Proceed to  
Question 5B

NO ☐



Access to DNFSB  
Workplace Not Approved

**5B.**

Have you been in close physical contact in the last 10 days with anyone who is known to have COVID-19<sup>13</sup>?

YES ☐

Proceed to  
Question 5C

NO ☐

Proceed to  
Question 5D

**5C.**

Did you have a negative COVID-19 test taken at least 5 days after your last exposure to the close contact<sup>14</sup>?

(If it hasn't yet been 5 days since your last exposure, select "NO")

YES ☐

Proceed to  
Question 5E

NO ☐



Access to DNFSB  
Workplace Not Approved

**5D.**

Have you traveled<sup>4</sup> in the last 5 days<sup>15</sup>?

YES ☐



Access to DNFSB  
Workplace Not Approved

NO ☐



Access to DNFSB  
Workplace Approved with  
Conditions<sup>16</sup>

**5E.**

Have you traveled<sup>4</sup> in the last 10 days?

YES ☐

Proceed to  
Question 5F

NO ☐



Access to DNFSB  
Workplace Approved with  
Conditions<sup>17</sup>

**5F.**

Have you traveled<sup>4</sup> in the last 5 days<sup>15</sup>?

YES ☐



Access to DNFSB  
Workplace Not Approved

NO ☐



Access to DNFSB  
Workplace Approved with  
Conditions<sup>18</sup>

Not Fully Vaccinated<sup>3</sup> or Prefer Not to Answer

<sup>16</sup>Conditional Access:  
• Get tested 3-5 days after travel  
• If you develop symptoms, immediately leave the office, isolate, and consult with your healthcare provider

<sup>17</sup>Conditional Access:  
• Wear a mask in DNFSB workplaces for 10 days following exposure or until your test result is negative  
• Get tested 5 days after exposure  
• If you develop symptoms, immediately leave the office, isolate, and consult with your healthcare provider

<sup>18</sup>Conditional Access:  
• Wear a mask in DNFSB workplaces for 10 days following exposure or until your test result is negative  
• Get tested 5 days after exposure  
• Get tested 3-5 days after travel  
• If you develop symptoms, immediately leave the office, isolate, and consult with your healthcare provider

<sup>1</sup>If you have had any of these symptoms in the last 48 hours, DO NOT physically return to the workplace until symptoms have been improving for more than 48 hours, unless you have a known medical condition causing your symptoms.

<sup>2</sup>If you have concerns about being exposed to or sick with COVID-19, please stay home and self-quarantine or isolate. Read more about when you should be in isolation or quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>). If you have an urgent need to access a DNFSB workplace while quarantining, please contact your supervisor to request an exception. Exceptions will only be granted in exigent circumstances and only if it is safe to do so.

<sup>3</sup>To be considered fully vaccinated with the primary series, you must be ≥2 weeks following receipt of the second dose in a 2-dose series or ≥2 weeks following receipt of one dose of a single-dose vaccine. Please see Stay Up to Date with Your Vaccines page (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>) for more info about being fully vaccinated.

<sup>4</sup>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

<sup>5</sup>Up-to-date (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>) means a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible. If it has been longer than 5 months since you completed your primary series of Pfizer-BioNTech or Moderna OR it has been longer than 2 months since you completed your primary series of J&J's Janssen, and you have not received a booster, then answer "No".

<sup>6</sup>If you have been in close contact with someone with COVID-19 and you are up-to-date with your COVID-19 vaccines, you should get tested 5 days after your exposure and you should wear a mask indoors for 10 days, even if you don't have symptoms. Read more about what to do if you've had a close contact and are up-to-date on your vaccinations (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>). If you have an urgent need to end your quarantine early to access a DNFSB workplace, please contact your supervisor to request an exception.

<sup>7</sup>Individuals who are up-to-date with their COVID-19 vaccines and had a close contact

(<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>) must get tested at least 5 days after the last contact with someone with COVID-19.

<sup>8</sup>Individuals who are up-to-date with their COVID-19 vaccines should get tested 3-5 days after international travel

([https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#anchor\\_1634925927097](https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#anchor_1634925927097)), and should self-monitor for symptoms, but do not need to self-quarantine

<sup>9</sup>**If you have been in close contact with someone with COVID-19 and you are NOT up-to-date with your COVID-19 vaccines**, you should stay home and quarantine for at least 5 full days, get tested at least 5 days after your exposure, and you should wear a mask indoors for 10 days, even if you don't have symptoms.

Read more about what to do if you've had a close contact and are not up-to-date on your vaccinations

(<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>). If you have an urgent need to end your quarantine early to access a DNFSB workplace, please contact your supervisor to request an exception.

<sup>10</sup>Individuals who are not up-to-date with their COVID-19 vaccines

([https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#anchor\\_1634925927097](https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#anchor_1634925927097)) should stay home and quarantine for at least 5 full days after travel, get tested 3-5 days after travel, and self-monitor for symptoms. If you have an urgent need to end your quarantine early to access a DNFSB workplace, please contact your supervisor to request an exception.

<sup>11</sup>Individuals who are not up-to-date with their COVID-19 vaccines and had a close contact

(<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>) must stay home and quarantine for at least 5 full days and get tested at least 5 days after your last exposure with someone with COVID-19. If you have an urgent need to end your quarantine early to access a DNFSB workplace, please contact your supervisor to request an exception.

<sup>12</sup>When CDC Community Levels are medium or high, Federal employees and staff who are not yet fully vaccinated must provide the results of a negative PCR or antigen test\* (electronic or hard copy) prior to coming to a DNFSB workplace. The test must be taken **the same week** as coming on-site. Staff must show their test results to their supervisor, COR, or other designated official. **Do not email results.** Visitors to DNFSB HQ who are not yet fully vaccinated must provide the results of a negative PCR or antigen test\* (electronic or hard copy) prior to coming to DNFSB HQ. The test must be taken **within three days** of coming to DNFSB HQ.

\*Antigen test must be professionally proctored (meaning, a medical professional must watch you take the test and provide you with an electronic or hard copy result). Supervisors/ CORs/Mentors are not allowed to proctor antigen tests.

<sup>13</sup>**If you have been in close contact with someone with COVID-19 and you are NOT up-to-date with your COVID-19 vaccines**, you should stay home and quarantine for at least 5 full days, get tested at least 5 days after your exposure, and you should wear a mask indoors for 10 days, even if you don't have symptoms. Read more about what to do if you've had a close contact and are not up-to-date on your vaccinations (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>). If you have an urgent need to end your quarantine early to access a DNFSB workplace, please contact your supervisor to request an exception.

<sup>14</sup>Individuals who are not up-to-date with their COVID-19 vaccines and had a close contact (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>) must stay home and quarantine for at least 5 full days and get tested at least 5 days after the last contact with someone with COVID-19. If you have an urgent need to end your quarantine early to access a DNFSB workplace, please contact your supervisor to request an exception.

<sup>15</sup>Individuals who are not up-to-date with their COVID-19 vaccines

([https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#anchor\\_1634925927097](https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#anchor_1634925927097)) should stay home and quarantine for at least 5 full days after travel, get tested 3-5 days after travel, and self-monitor for symptoms. If you have an urgent need to end your quarantine early to access a DNFSB workplace, please contact your supervisor to request an exception.

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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.