

COVID-19 Safety Plan

To protect OPM employees, contractors,
and visitors within OPM work sites



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I. Introduction

The U.S. Office of Personnel Management (OPM or “the Agency”) COVID-19 Safe Federal Workplace Plan (“Plan”) has been developed to protect the OPM workforce, contractors, other building occupants, and visitors to OPM facilities and to stop the spread of the coronavirus disease 2019 (COVID-19) pandemic. The Plan supersedes the Returning to OPM Facilities Preparedness Guide, dated May 29, 2020. The Plan consists of safety principles implemented OPM-wide at all official worksites around the nation and applies to all on-duty or on-site Federal OPM employees, on-site Federal contractors, and any other person in OPM space.

Pursuant to Executive Order (EO) 13991 (86 FR 7045) Protecting the Federal Workforce and Requiring Mask-Wearing,¹ issued on January 20, 2021, 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. EO 13991 is part of the National Strategy for the COVID-19 Response and Pandemic Preparedness.² The health and safety of the Federal workforce is the Administration’s highest priority. OPM 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,

¹ <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-protecting-the-federal-workforce-and-requiring-mask-wearing/>

² <https://www.whitehouse.gov/wp-content/uploads/2021/01/National-Strategy-for-the-COVID-19-Response-and-Pandemic-Preparedness.pdf>

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and workplace operations. This Task Force will be co-chaired by the OPM Director, the Administrator of General Services Administration (GSA), and the COVID-19 Response Coordinator, with membership from several agencies. This Plan will be updated as the Safer Federal Workforce Task Force issues new guidance.

II. OPM COVID-19 Coordination Team

The OPM COVID-19 Coordination Team includes representatives from the following OPM organizations:

- a) Office of the Director (OD)
- b) Employee Services (ES)
- c) Facilities, Security, and Emergency Management (FSEM)
- d) OPM Human Resources (OPM HR)
- e) Office of Equal Employment Opportunity (EEO)
- f) Office of the Chief Financial Officer (CFO)
- g) Office of the Chief Information Officer (OCIO)
- h) Office of the General Counsel (OGC)
- i) Office of Privacy and Information Management (OPIM)
- j) Office of Procurement Operations (OPO)
- k) Retirement Services (RS)

For a more detailed list of OPM's coordination team members, please see Appendix E - OPM COVID-19 Coordination Team.

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The OPM COVID-19 Coordination Team will conduct assessments and establish, implement, and monitor OPM's compliance with:

- a) implementing safety protocols for physical space and mask-wearing;
- b) making determinations of on-site and telework/remote working;
- c) responding to and mitigating the impact of COVID-19; and
- d) providing notification protocols.

The team will also work to identify areas of improvement and risk that will need to be addressed and funded appropriately.

OPM leadership and OPM Facilities, Security, and Emergency Management (FSEM) staff will monitor geographic locations and OPM facility COVID-19 site-specific conditions on a 24/7 basis to remain agile and monitor the routine facility cleaning to include Centers for Disease Control and Prevention (CDC) recommended cleaning and disinfection when necessary. OPM leadership will implement this guidance on a facility-by-facility basis as the issues facing each building will differ across the country.

III. Safety Principles

With OPM's goals of responding to and mitigating the impact of COVID-19, workforce safety and health remain our number one priority. The OPM COVID-19 Coordination Team has adopted the Government-wide Safer Workforce Task Force's model safety principles, which are consistent with current CDC guidance, and incorporated those principles into this plan.

Health and Safety

- Telework
- Face Masks/Coverings
- Testing
- Contact Tracing
- Travel Protocols
- Symptom Monitoring
- Quarantine and Isolation

Workplace Operations

- Occupancy
- Physical Distancing
- Environmental Cleaning
- Hygiene Sanitization
- Ventilation and Air Filtration
- Visitors
- Elevators
- Shared Spaces

IV. Health and Safety

A. Telework

Although the OPM headquarters - Theodore Roosevelt Building (TRB) – and many of OPM’s worksites remain open, employees are strongly encouraged to telework as opposed to coming on-site. When social distancing strategies are being utilized to promote workplace safety, telework is a key part of the approach. Consequently, every effort will be made to maximize eligible employees' use of approved telework locations during widespread community transmission, unless it is physically impossible or poses a threat to critical national security interests.

Employees who are currently teleworking more frequently than their regularly approved schedule (e.g., “maximum telework”) will be given thirty (30) days advanced notice before they are required to return to work on-site at OPM duty locations. OPM organizations that have onsite responsibilities currently not suitable for telework will report those work activities to OPM Human Resources (OPM HR) for employees and, in the case of contractors, the Office of Procurement Operations (OPO), within one week of the issuance of this Plan so that OPM HR may help determine whether there are opportunities for reengineering that would allow the work to be performed off-site. Organizations will be required to work with OPM HR if and when they require additional staff to work on-site to implement risk mitigation

steps to ensure that the work can be done safely. Further, those organizations will coordinate its on-site presence with FSEM to ensure compliance with occupancy limits.

Telework is generally a voluntary work option. However, per OMB guidance, federal employees should make every effort to work remotely unless their work requires their physical presence. This is a determination that the supervisor must make. Additionally, the OPM Director or designated officials may direct employees eligible for telework who chose not to avail themselves of that opportunity to evacuate their regular worksites and perform work from their homes or an alternative location mutually agreeable to OPM and the employee in light of the current pandemic.

B. Face Masks/Coverings

Pursuant to the President's Executive Order (EO) on [Protecting the Federal Workforce and Requiring Mask-Wearing](#),³ effective January 20, 2021, on-site OPM employees, contractors, and visitors [must wear a face mask](#)/covering⁴ consistently that [covers the nose and mouth](#),⁵ and comports with any current CDC and Occupational Safety and Health Administration (OSHA) guidance, as discussed below. Signs communicating this requirement will be placed conspicuously at the entrance to every OPM facility and in common spaces. If an individual employee or visitor is unable to comply with this requirement due to an existing medical condition or for religious beliefs, that individual should submit a request for information regarding the reasonable

³ <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-protecting-the-federal-workforce-and-requiring-mask-wearing/>

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

accommodation process to OPM Human Resources at OPMHumanResources@opm.gov.

Contractor personnel who are unable to comply with this requirement due to an existing medical condition or for religious beliefs, should have their employer notify the appropriate OPM Contracting Officer to discuss available contract flexibilities.

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.⁶

- a) **Acceptable Face Masks/Coverings:** [CDC has recommended](#) 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, OPM will communicate the latest information to employees to ensure employees are able to comply with the up-to-date information.
- b) **Unacceptable Face Masks/Coverings:** In following CDC guidance, the following masks are not acceptable methods of complying with requirements in OPM facilities: 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

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

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your respiratory droplets may escape and reach nearby individuals. However, face shields may be acceptable in limited circumstances as an accommodation for an OPM employee, visitor, or contractor with a documented medical condition.

- c) **Masks for Building Occupants:** To the extent funds are available, OPM will provide a face mask/covering to Federal employees, on-site contractors, and visitors who need a mask upon entering any OPM facility. OPM may bar entry to people who are not wearing a suitable mask (and, if applicable, do not have an approved accommodation). For buildings not operated by OPM, and to the extent supplies are available, face masks/coverings can also be obtained from each OPM organization representative who has been provided Personal Protective Equipment (PPE) supplies for their respective organizational unit.
- d) **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).
- e) **Wearing Masks Outdoors:** Masks should be worn in outdoor shared spaces when physical distancing cannot be maintained.
- f) **Adaptations and Alternatives:** As noted above, OPM 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, visitor, 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, as noted above, should submit a request for information regarding the reasonable accommodation process to OPM HR at OPMHumanResources@opm.gov.

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- g) **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. Also, individuals may be asked to briefly lower their face mask/covering for identification purposes to comply with safety and security requirements. However, face masks/coverings should be worn consistently at all other times.

Note: A face mask/covering is not a substitute for social distancing.⁷

If a visitor comes to the entrance and refuses to wear a mask, he/she/they will be denied access to the facility unless granted an accommodation.

If an employee is inside an OPM facility and refuses to wear a mask, his/her/their supervisor should take the following steps:

- First, remind the employee of the Governmentwide policy on wearing a mask.
- If the employee raises a medical or religious issue as the reason for not wearing a mask, the supervisor should follow the agency's process to review and consider what, if any, reasonable accommodation should be offered. Employees who require reasonable accommodations should contact OPMHumanResources@opm.gov for information about lodging a request. Employees of contractors who require reasonable accommodations should contact their supervisors and request that the supervisor discuss the need with the relevant contracting officer.
- If the employee is not eligible for an accommodation and fails to comply with the mask requirement, the supervisor may elect to bar

⁷ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

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the employee from the workplace for the safety of others until it determines what disciplinary action should be proposed and any related proceedings are concluded. Any decision to bar the employee should occur in consultation with the agency's onsite security authority (including any on-site security contractor), HR, and OGC.

C. Testing

As required in the Executive Order, OPM understands that the CDC is developing a testing plan for the Federal workforce and that the CDC will submit that plan to the COVID-19 Response Coordinator. When the Safer Federal Workforce Task Force notifies agencies of the CDC's testing plan, this Plan will be updated to reflect the new guidance. Currently, employees are encouraged to get tested prior to coming on-site, if there is a risk that they have been exposed to COVID-19. As a reminder, employees who have been or are scheduled to be on-site should contact their supervisors or OPM HR for guidance if they believe they may have been exposed within the time frame designated by the CDC.

D. Contact Tracing

When OPM has received a report of an incident of COVID-19 in one of its facilities, OPM follows an internal OPM COVID-19 Incident Notification and Cleaning Protocol (Appendix A), which includes the following procedures:

- a) OPM employees or contractors who tested positive for COVID-19; were exposed to an individual who tested positive for COVID-19; or who suspect they have COVID-19; were possibly exposed to COVID-19, report the situation to their supervisor (or for contractors, the on-site supervisor).
- b) The supervisor (or for contractors, the on-site supervisor) completes a COVID-19 Incident Report Form (OPM Form 5044) (Appendix B) for any reporting employee or contractor regardless of whether the employee or contractor has reported to and been present at an OPM

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facility. The completed form is submitted to OPM's Situation Room, which provides the form to OPM HR.

- c) Immediately upon receipt of a COVID-19 Incident Report Form from the OPM Situation Room, OPM HR will contact the supervisor or Contracting Officer's Representative (COR) for assistance in identifying any individuals with whom the employee or contractor came in close contact while at OPM facilities, as defined by the CDC (within six (6) feet for a cumulative of fifteen (15) minutes or more with or without a mask), as well as any building areas the employee or contractor may have visited. If the areas identified were not previously included on the Incident Report Form, OPM HR will report the areas to Facilities to deep clean the impacted areas. After each reported incident at any OPM-managed facility, the contractor confirms the area was cleaned using EPA-approved and recommended chemicals, per the CDC guidelines. After each reported incident at any GSA-managed facility, GSA contacts OPM FSEM upon completion of the deep cleaning to confirm that it was done. Once the areas are deep cleaned, FSEM notifies the Situation Room to document when the cleaning was completed.
- d) OPM HR will advise the supervisor or COR of any exposed employees or contractors to ensure timely notifications, as relevant and appropriate, to employees and building occupants once a case of COVID-19 (either due to specific symptoms or positive test) has been reported, consistent with Federal privacy and confidentiality regulations and laws. OPM HR will remind the supervisor/COR to protect information about individuals who test positive for COVID-19 and those identified as having been exposed to that individual, and provide that information only to those who need to know within OPM. OPM HR will also provide supervisors in writing with applicable quarantine (see quarantine section), telework, and/or leave information and will include the appropriate action to take. Contractor

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personnel should seek guidance regarding quarantine, telework, or leave with their respective employer(s).

- e) If the information on a positive test⁸ is received, OPM HR will send a notification worksite-wide when it can confirm that the affected individual has been in close contact with other employees or if it cannot confirm the person's exact contacts or building locations.
- f) As appropriate, an OPM official will disclose COVID-19 information to local public health officials. If an outbreak occurs within a specific building or work setting, the OPM COVID-19 Coordination Team will decide - in consultation with local public health officials - appropriate next steps.

E. Personal Travel

Employees engaging in personal travel are asked to carefully assess travel risk prior to travel, wear a mask during all portions of a trip, maintain physical distance from non-household members, maintain good hand hygiene by regularly washing hands with soap and water, or using alcohol-based hand sanitizer if soap and water are not available, get tested, and stay home after higher-risk travel before returning to the workplace. The CDC has extensive guidelines for both domestic and international travel, and employees should consult these resources carefully before deciding to undertake personal travel. Employees who have on-site work requirements and responsibilities and will be taking leave to travel for personal reasons should contact their supervisors prior to leaving and returning to discuss telework and other leave options, as they may need to self-quarantine prior to coming on-site.

⁸ OPM does not routinely request medical documentation to support employee reports of positive COVID-19 results.

F. Official Government Travel

Travel can increase your chance of spreading and getting COVID-19. In accordance with OMB and CDC guidance, only mission-critical travel is allowable for OPM employees during the COVID-19 pandemic. To constitute mission-critical travel, one of the following must apply:

- a) the purpose of travel is to perform essential duties related to the protection of life and property;
- b) the travel is required by statute or contract;
- c) the travel is for systems or equipment inspections if those systems or equipment are integral to security, safety, or proper functioning of the mission;
- d) the travel is to meetings or trainings required by a grant or to maintain grant funding;
- e) the travel is for training to meet certification or licensing requirements or to maintain critical functional or occupational competencies; or
- f) the travel is for activities essential to national security.

Employees with mission-critical travel are required to contact their supervisors to receive approval through the OPM agency travel system travel authorization process. OPM employees are reminded to follow this guidance as OCFO will be monitoring travel authorizations and travel bookings to ensure compliance.

Employees returning from mission-critical travel who have on-site work requirements and responsibilities should discuss appropriate quarantine/isolation requirements and timeframes, as well as telework and other leave options as they may need to self-quarantine prior to coming on-site.

For more detailed information, employees may review the Federal Travel Guidance from OMB:⁹

G. Symptom Monitoring

If OPM employees, contractors, building occupants, or visitors are not feeling well, they must not enter OPM facilities. Employees will need to do a self-evaluation check before they enter an OPM facility. COVID-19 pre-screening signage (Appendix C) will remain posted at the main entrances of the OPM headquarters building and will remain visible at other OPM facilities.

Individuals are required to review questions on the pre-screening sign before entering an OPM facility. If they answer “Yes” to the questions, they are not authorized to enter the building.

Employees should monitor the symptom list on the CDC website.¹⁰

Any employees working at an OPM facility who develop any symptoms consistent with COVID-19 during the workday must immediately isolate, notify his or her supervisor and request leave, and promptly leave the workplace. Supervisors should advise the employee to:

- a) go home prepared to telework if applicable should they need to self-isolate/quarantine and feel well enough to work;
- b) contact their supervisor with an update by the next workday;
- c) work with their supervisor to adopt recommendations from their health care provider if applicable; and
- d) take appropriate leave and return to work measures. Supervisors should contact OPM HR for leave options in the event an employee is

⁹ <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-14-travel-guidance-OMB-1.pdf>

¹⁰ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

asymptomatic, in an isolation/quarantine situation, and not able to telework.

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 request leave and promptly leave the workplace. Although leave is generally voluntary, an agency may direct an employee to take leave. If a supervisor encounters a situation he/she/they thinks warrants this kind of action, the supervisor should contact OPM HR immediately. While the action to direct leave is considered, the supervisor will generally place the employee on administrative leave. Time and attendance records can be corrected, as applicable, after the action is resolved.

H. 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 seven 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.

I. Confidentiality and Privacy

All information collected from OPM employees, contractors, and visitors to OPM facilities in connection with the implementation of this Plan, including but not limited to names and contact information, 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 OPM, 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 addition, this information will be disclosed outside of OPM, 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 OPM Human Resources at OPMHumanResources@opm.gov with any questions regarding documentation, including how to address any information collected.

V. Workplace Operations

A. Occupancy

No OPM workplace should operate above 25% of normal occupancy standards at any given time during periods of high community prevalence or transmission. Exceptions to this policy must be cleared by the OPM Director as advised by the OPM COVID-19 Coordination Team and in consultation with the Safer Federal Workforce Task Force. Exceptions will be considered based on the business needs of the organization. Exceptions to the occupancy standard can only be submitted by an Associate Director or Office Head.

In addition to the on-site work activity plans submitted to OPM HR for possible off-site reengineering, Associate Directors and Office Heads will be required to develop on-site schedule plans to determine when their employees and/or contractors will be coming on-site. OPM monitors occupancy levels using building access control data. It further supplements its monitoring efforts by reviewing timecard reports. While OPM has been under the 25% occupancy limit, OPM will continue to monitor occupancy levels to ensure that the agency remains under capacity.

The on-site schedule plans submitted by the Associate Directors and Office Heads (and also shared with FSEM and the Office of the Director) will incorporate strategies to stagger OPM employees and contractors' work times to reduce density, minimize traffic volume in elevators, and avoid crowds during commuting. Associate Directors and Office Heads should work with OPM HR to understand the pay and leave implications surrounding

staggered work schedules and other flexibilities. OPM supervisors should consult OPM HR before implementing cohort-based scheduling to help reduce exposure.

B. Physical Distancing

To the extent practicable, all OPM employees, contractors, and visitors will be asked to maintain distance of at least six (6) feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and workspaces. OPM has notified employees and contractors to maintain physical distance of at least six (6) feet through OPM's email communication and signage that is posted throughout OPM facilities. As visitors enter the building, they will see the signage for physical distancing. Physical distancing will be reinforced at the security guard entrances. OPM will continue to inform employees, contractors, and visitors of this requirement. Note: Distance and testing are not substitutes for wearing face masks/coverings; individuals must both maintain distance and properly wear face masks/coverings.

Safety protective plexiglass shields have been installed in locations where there are high traffic and interaction between personnel.

OPM will maintain adequate COVID-19 related visible signage at OPM facilities and will continue to refresh signs and distribute them as necessary.

OPM's signage informs employees of the following COVID-19 related messages to encourage social distancing and cleanliness.

- Pre-screening questions
- Hand washing best practices
- Facts about COVID-19
- FSEM contact information to report any shortage of supplies
- Floor markers/directional pointers
- Frequency of elevator cleaning
- The proper way to wear a mask
- What to do if you feel sick at work
- Next steps for employees and contractors if they have symptoms
- Face masks/coverings requirement

See Appendix D – Signage for variations of signage posted throughout OPM's facilities.

To encourage physical distancing between personnel in conference rooms and other shared spaces, OPM has posted signage in shared spaces which indicates to personnel there is a limitation on seating.

C. Environmental Cleaning

OPM FSEM will continue to increase the frequency of cleaning in common use/high touch/high-density spaces, such as lobbies, restrooms, elevators, and stairwells. Office space that is in regular use will be cleaned regularly, and in accordance with CDC guidelines. Wipes, gloves, and other EPA-approved sanitizer and disinfectants are available at locations where employees share equipment.

In the event of a suspected or confirmed case of COVID-19 in the workplace (if the individual had been in the building up to seven days prior), enhanced environmental cleaning will be performed in accordance with CDC¹¹ and GSA guidance.

If such enhanced cleaning is required, Facilities will clean and disinfect the area within 48 hours. Once the area has been cleaned and disinfected, Facilities will inform the Situation Room to document when the cleaning was completed. When OPM HR notifies employees and building occupants of a possible COVID-19 exposure, the notice also informs employees and building occupants that FSEM has assessed the situation and taken the necessary steps to have the appropriate areas cleaned. Personnel and visitors may be asked to vacate the affected space until cleaning and disinfection are completed.

¹¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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OPM's COVID-19 Coordination team will determine the appropriate scope of workplace closures, which may range from a suite, office, part of a floor, segment of a building, or an entire building.

Cleaning and disinfecting at OPM field locations in GSA-controlled facilities follow GSA's cleaning requirements. OPM will make timely notification to the appropriate official for GSA-controlled facilities regarding requests for cleaning and disinfecting. OPM will follow GSA guidance related to the COVID-19 protocols.

D. Hygiene Sanitization

All cleaning and disinfectants are EPA-approved, and communication plans will also include these healthy practices. Hand sanitizer stations and disinfectant wipes are available at OPM facilities and near equipment that is shared by employees. OPM has procured FDA-approved hand sanitizer, with at least 60% ethanol, at hand sanitizer stations. Personnel are encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently.

OPM 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.

For any worksites for which OPM does not manage the facility, OPM will coordinate cleaning and sanitization with the leased facility's management staff.

E. Ventilation and Air Filtration

The heating, ventilation, and air conditioning (HVAC) at the TRB 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

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COVID-19, we have increased the number of air exchanges above the minimum required by OSHA. Air filtration is done through Minimum Efficiency Reporting Value (MERV) 8 pre-filters, MERV 14 post-filters, and ultraviolet light treatment.

OPM has assessed ventilation and filtration at sites that we operate and maintain, and air exchanges have been addressed per the latest version of the Facilities Standards GSA P-100, dated 2018.

F. Visitors

Every effort should be taken to limit visitors to OPM facilities, including conducting virtual visits when possible. Visitors are permitted to enter the TRB to go to the Retirement Services Center and/or access the ATM machine.

Visitors, like employees and contractors, will be required to wear face masks/coverings and follow social distancing protocols. Visitors must adhere to the screening signage posted visibly at all entrances of OPM facilities, which direct visitors to conduct self-assessments by responding to questions and assess whether to enter the OPM facility based on those questions, and outlines next steps they should take if they answer “yes” to any of the questions. Mask-wearing requirements will also apply to any visitors to OPM space (including any approved accommodation requests). OPM monitors occupancy levels using building access control data. While OPM has been under the 25% occupancy limit, should its numbers increase near or above the 25% occupancy limit during periods of high transmission, OPM may further consider limiting the number of visitors by allowing a set number in the building at any given time and/or requiring visitors to schedule a time to come onsite.

G. Elevators

Face masks/coverings must be worn in the elevators. Individuals are encouraged to use the stairs if they are physically able to do so. FSEM staff

will assess elevators to determine safe occupancy and post-occupancy restrictions outside of each elevator.

Signage is posted inside elevators and at elevator banks to inform employees and building occupants of the frequency of cleaning at the facilities, and signage showing the maximum occupancy limitation will be posted in elevators at OPM facilities (Washington, DC Headquarters; Macon, Georgia; and Charlottesville, Virginia). For employees working onsite in facilities that OPM does not manage, employees have been asked to follow the elevator guidance posted by the building's management.

OPM has provided signage to its OPM facilities to display throughout its office spaces.

H. Shared Spaces

Shared spaces within non-OPM managed worksites:

OPM strives to provide its employees in non-OPM managed facilities (such as its workspace in Boyers, Pennsylvania) with the same level of safety protocols, signage, and supplies available to those in OPM-managed facilities. At non-OPM managed facilities, FSEM will ensure that signage is posted within the OPM workspace, supervisors and employees will follow safety protocols within their floor, suite, or area, and cleaning supplies are available. OPM will provide masks to all facilities as long as it has the financial resources to do so.

Shared spaces within OPM-managed worksites:

OPM has responsibility for the operations and maintenance at the Macon, Georgia, facility where the Data Centers are located as well as its Federal Executive Institute (FEI) campus in Charlottesville, Virginia. At these facilities, signage will be displayed at the entrances as well as throughout workspaces, and the mask requirement and physical distancing will be observed. Additionally, elevator occupancy information will be posted. The

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frequency of cleaning services of high touch surface areas as well as the regular cleaning will continue at these facilities.

The following practices are followed at the OPM Headquarters Theodore Roosevelt Building:

- a) OPM facilities will continue to contract for frequent increased cleaning services in common high touch/high-density spaces, such as lobbies, restrooms, elevators, and stairwells. Office spaces that are in regular use will be cleaned regularly and in accordance with CDC guidelines.
- b) OPM will order, monitor, and distribute disinfectant wipes, hand sanitizer, hand sanitizer dispensers, gloves, masks, and other EPA-approved sanitizer and disinfectants and will continue to make them available at locations where employees share equipment such as printers and copiers. Cleaning supplies are monitored to ensure adequate supplies are stocked (i.e., hand soap, sanitizer, and other restroom supplies). OPM will ensure cleaning signage is posted near shared equipment.
- c) Conference spaces, water fountains, kitchenettes, refrigerators, and furniture are also cleaned and disinfected.
- d) OPM will post cleaning-related signage in shared spaces to remind personnel to clean items after use.
- e) Protective supplies are stocked (i.e., PPEs, face masks/coverings, and gloves) and distributed to points of contact at OPM facilities.

VI. Conclusion

OPM is committed to protecting the OPM workforce and stakeholders from the effects of the (COVID-19) pandemic, while preserving the Agency's ability to complete its mission.

VII. Appendices

Appendix A – COVID-19 Incident Notification and Cleaning Protocol

Appendix B – Coronavirus Disease 2019 Incident Report

Appendix C – Access Screening Sign

Appendix D – Signage

Appendix E – OPM COVID-19 Coordination Team

Appendix A: COVID-19 Incident Notification and Cleaning Protocol

OPM COVID-19 Safety Plan

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

Overview:

- The supervisor reports the incident to the SITROOM.
- SITROOM follows the COVID-19 Incident Response Checklist, collects the necessary data, and notifies the following key personnel:
 - ◇ OPM Human Resources (HR) – See Notification Protocol below
 - ◇ FSEM Director
 - ◇ FSEM/Facilities Management – See Cleaning Protocol below
- FSEM/Facilities Management notifies the program office contact (POC) and the appropriate facility management staff who oversee the custodial staff of the areas(s) that needs to be deep cleaned and sanitized immediately.
- Once the work is completed, the POC or custodial staff notifies the Facilities Management Division Director to confirm the work has been completed.
- FSEM/Facilities Management notifies the SITROOM of all applicable updates.

Notification Protocol:

- Immediately upon receipt of a COVID-19 Incident Report from the OPM Situation Room, OPM HR contacts the supervisor and advises the supervisor to notify exposed and/or possibly exposed employees as immediately as possible. See OPM Form 5044 - COVID-19 Incident Report attached.
- Quarantine/Telework/Weather and Safety Leave advised as applicable.

OPM COVID-19 Safety Plan

- 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:

- FSEM/Facilities Management ascertains all location(s) the suspected or confirmed employee(s) visited.
- FSEM/Facilities Management notifies the program office contact (POC) and appropriate facility management staff who oversee the custodial staff of the areas(s) that needs to be deep cleaned and sanitized immediately.
- Once the cleaning and disinfecting are completed, the POC or custodial staff notifies FSEM/Facilities Management to confirm the work has been completed.
- FSEM/Facilities Management notifies the SITROOM of all applicable updates.

Appendix B: COVID-19 Incident Report

Coronavirus Disease 2019 (COVID-19) Incident Report

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

Please answer the questions below and return the completed document to the Situation Room at USOPMSR@opm.gov. **Do not provide the names or any other identifying information about the individuals involved.**

1. Please describe the incident.

2. Does this incident involve an employee or a contractor?
Employee Contractor
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 the OPM Situation Room 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?

5. Did the individual come into an OPM worksite after being 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 individuals 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 fifteen minutes or more) of other employees or contractors when last in the OPM facility? What was the nature of the contact? **Employees or contractors with whom the individual came into contact must be instructed to self-isolate for 14 days from the date of possible exposure. Please work with OPM HR to appropriately advise all employees involved and contact the OPM Situation Room 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 OPM, you must only provide access to or disclose information to OPM 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. Under no circumstances should you disclose information about this Incident Report to anyone outside of OPM without authorization.

Appendix C: Notice to Employees, Contractors, and Visitors



U.S. OFFICE OF PERSONNEL MANAGEMENT

NOTICE TO EMPLOYEES, CONTRACTORS, AND VISITORS

THIS BUILDING IS **OPEN** AND **OPERATIONAL**
HOWEVER:

- Have you traveled outside of the country in the last 30 days?
- Have you been diagnosed with or exposed to any person diagnosed with COVID-19?
- Are you exhibiting symptoms of the coronavirus to include: fever, cough, or difficulty breathing?
- Do you have a compromised immune system such as diabetes, lung or heart disease, etc.?

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE



PLEASE DO NOT ENTER THE SCREENING AREA.

Employees and contractors: Contact your manager/supervisor for further instructions.

Visitors: Contact the OPM office that scheduled your appointment.

Appendix D: Signage

Pre-Screening Sign

This sign, also available in Appendix C, asks TRB occupants (employees, contractors, and visitors) to review the questions and determine if they should enter the TRB; it also informs them of the next steps they should take.

Posted at the following locations:

- Main entrances (E Street Employee and Visitor entrances)
- Virginia Avenue entrance
- Breezeway entrance/exit to the parking garage entrances



U.S. OFFICE OF PERSONNEL MANAGEMENT

**NOTICE TO EMPLOYEES,
CONTRACTORS, AND VISITORS**

THIS BUILDING IS **OPEN AND OPERATIONAL**
HOWEVER:

- Have you traveled outside of the country in the last 30 days?
- Have you been diagnosed with or exposed to any person diagnosed with COVID-19?
- Are you exhibiting symptoms of the coronavirus to include: fever, cough, or difficulty breathing?
- Do you have a compromised immune system such as diabetes, lung or heart disease, etc?

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE



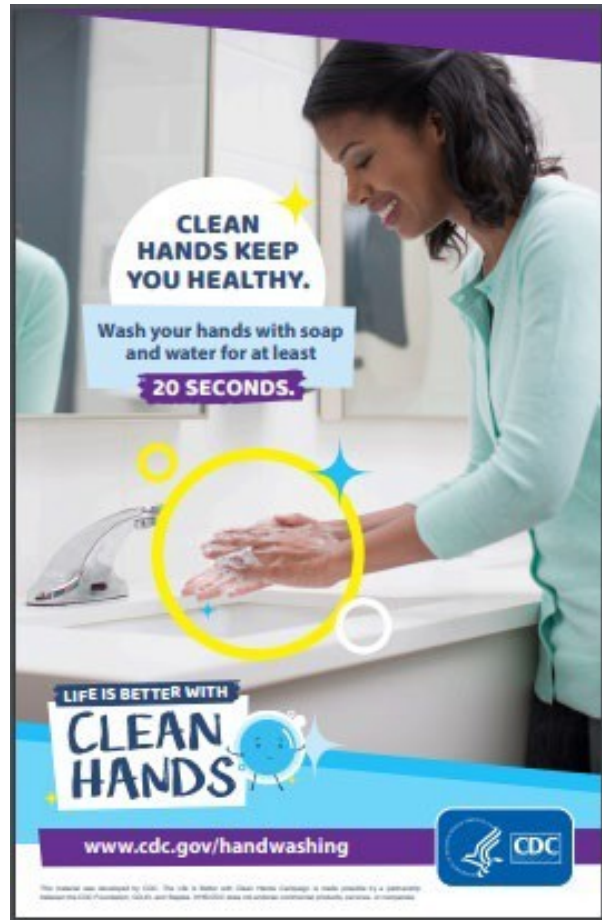
PLEASE DO NOT ENTER THE SCREENING AREA.

Employees and contractors: Contact your manager/supervisor for further instructions.
Visitors: Contact the OPM office that scheduled your appointment

Wash Hands for 20 Seconds

Various versions of posters displaying hand washing best practices.

Posted in Restrooms.



Facts about COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

Fact 1. Diseases can make anyone sick regardless of their race or ethnicity.

Fact 2. The risk of getting COVID-19 in the U.S. is currently low.

Fact 3. Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

Fact 4. You can help stop COVID-19 by knowing the signs and symptoms.

Fact 5. There are simple things you can do to help keep yourself and others healthy.

Posted throughout the TRB.

COVID-19
CORONAVIRUS DISEASE

Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1 Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American.

Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT 2 The risk of getting COVID-19 in the U.S. is currently low.

Some people who live in or have recently traveled to places where many people have gotten sick with COVID-19 may be monitored by health officials to protect their health and the health of other people in the community.

FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4 You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you




- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT 5 There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information: www.cdc.gov/COVID19

Directional Markers

Directional pointer signs were posted on the main lobby floors to remind employees of the social distancing practices by following these directions.

Posted on floors in the E Street Lobby of the TRB.



Elevator Cleaning is Ongoing

Every two hours during core business hours (7 AM—5 PM).

TRB facilities teams are cleaning high-touch areas inside elevators, and call buttons in lobbies on every floor.

Tips: use either an elbow to press buttons (if you're wearing sleeves) or a clean napkin or tissue.

Questions?

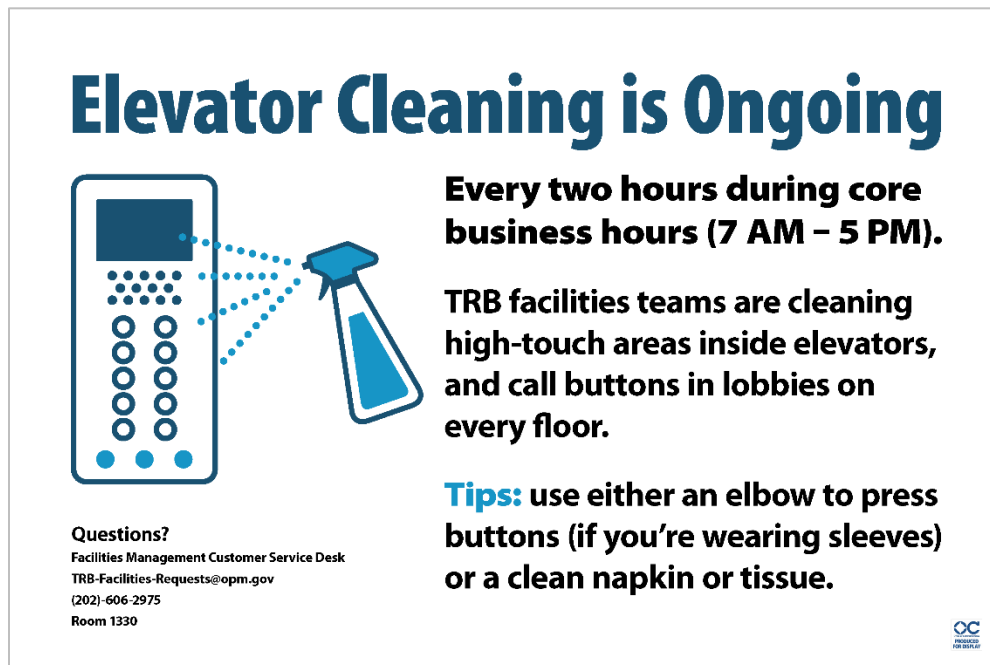
Facilities Management Customer Service Desk

TRB-Facilities-Requests@opm.gov

(202)-606-2975

Room 1330

Posted inside and outside elevators.




Elevator Cleaning is Ongoing

Every two hours during core business hours (7 AM – 5 PM).

TRB facilities teams are cleaning high-touch areas inside elevators, and call buttons in lobbies on every floor.

Tips: use either an elbow to press buttons (if you're wearing sleeves) or a clean napkin or tissue.

Questions?
Facilities Management Customer Service Desk
TRB-Facilities-Requests@opm.gov
(202)-606-2975
Room 1330



Feeling Sick While at the Building

Informs employees of what to do.

The sign is from the CDC and reads:

Feeling sick? Stop. Stay home when you are sick!

If you feel unwell or have the following symptoms, please leave the building and contact your health care provider. Then follow up with your supervisor.

Do not enter if you have: fever, cough, shortness of breath.

[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

Posted in the stairwells and common areas.



Appendix E: OPM COVID-19 Coordination Team

OPM COVID-19 Safety Plan

- Office of the Director (OD)
 - ◊ Acting OPM Director
 - ◊ Senior Advisor
 - ◊ Senior Advisor
- Employee Services (ES): Associate Director, ES
- Facilities, Security, and Emergency Management (FSEM): Director, FSEM
- OPM Human Resources (OPM HR): Chief Human Capital Officer, OPM HR
- Office of Equal Employment Opportunity (EEO): Director, EEO
- Office of the Chief Financial Officer (CFO): Chief Financial Officer
- Office of the Chief Information Officer (OCIO): Chief Information Officer
- Office of the General Counsel (OGC): General Counsel
- Office of Privacy and Information Management (OPIM): Chief Privacy Officer
- Office of Procurement Operations (OPO): Director, OPO
- Retirement Services (RS): Associate Director, RS



U.S. Office of Personnel Management

Office of The Director

1900 E Street, NW, Washington, DC 20415

OPM.GOV