

U.S. Department of the Treasury

COVID-19 Workplace Safety Plan

February 26, 2021



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Introduction

Protecting the Federal Workforce

The January 20, 2021 Executive Order on *Protecting the Federal Workforce and Requiring Mask-Wearing* and the *National Strategy for the COVID-19 Response and Pandemic Preparedness* established that:

“It is the policy of the Administration to halt the spread of coronavirus disease 2019 (COVID-19) by relying on the best available data and science-based public health measures. Such measures include wearing masks when around others, physical distancing, and other related precautions recommended by the Centers for Disease Control and Prevention (CDC). Put simply, masks and other public health measures reduce the spread of the disease, particularly when communities make widespread use of such measures, and thus save lives.”

The Federal government has a responsibility to protect the health and safety of its workforce, as well as everyone who enters Federal property. The U.S. Department of the Treasury (“Treasury”) aims to be a model employer and demonstrate the importance of implementing the recommendations of the CDC and other agencies with a role in promoting public health and workplace safety.

Our Mission

Treasury’s mission is to maintain a strong economy and create economic and job opportunities by promoting the conditions that enable economic growth and stability at home and abroad, strengthening national security by combating threats and protecting the integrity of the financial system, and managing the U.S. Government’s finances and resources effectively.

Treasury has a diverse workforce with over 95,000 employees located in all fifty States, several U.S. territories, and internationally. Operations span economic policy making, financial regulation, public accounting, tax collection, law and civil enforcement, heavy manufacturing, national security, and providing direct customer service to millions of Americans.

Protecting the Treasury Workforce

Treasury's Commitment to the Workforce

Treasury is committed to protecting the health and safety of its workforce – Federal employees and contractors –using data and science-based approaches that are appropriate to the risks each person faces in their job.

Our Guiding Principles

HEALTH AND SAFETY: We will only re-open in a way that ensures that there is minimal risk to the health of our people, their families, and their communities, especially those who are most vulnerable. We will observe our workplaces and watch for changes in the surrounding community to help ensure we can maintain the health and safety of our people.

SUPPORTING EMPLOYEES: We will increase support in the workplace, such as increased cleaning. We will provide flexible telework and work schedules, especially in communities without strong support systems, such as those that lack safe public transportation and parking. We will support each other, professionally and emotionally, through challenging times.

TAILORED APPROACH: We will empower bureaus to make decisions about medical and health conditions on a facility-by-facility basis, rather than a “one size fits all” approach. We will follow all applicable laws and guidelines. We will adapt and deliver on our mission to the American people without compromising on what our employees need. When conditions are similar across geographical locations and facilities, our response will be similar; when they are different, our responses will be different. We will update our plans as needed and provide notice to affected communities when they have changed.

COVID-19 Coordination Team

Treasury has established a cross-functional COVID-19 Coordination Team to oversee our efforts to ensure the health and safety of our workforce and other individuals who visit our owned and leased workplaces. The team:

- Conducts assessments to establish, implement, and monitor compliance with (1) safety protocols for physical space and masking; and (2) determinations of on-site and telework/remote work.
- Periodically reviews the Treasury COVID-19 Workplace Safety Plan and considers potential revisions as necessary.

- Coordinates with the Safer Federal Workforce Task Force and Federal COVID-19 Response Coordinator.
- Consults with the General Services Administration (GSA), the Office of Personnel Management (OPM), and the Office of Management and Budget (OMB). For privately owned and Federally leased space, the team will coordinate with GSA and building security and safety committees.
- Collaborates with and supports the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.
- Determines, in consultation with local public health officials, appropriate next steps if COVID-19 cases occur within a specific building or work setting.
- Develops a staffing plan outlining which employees will work on-site full-time, on-site occasionally, or fully remote during periods of high community prevalence or transmission.

The team includes members from each Treasury component; representatives from across the Management community, including human resources, health and safety, privacy, transparency, and records management personnel, and legal counsel; and a public health expert. A list of Treasury's COVID-19 Coordination Team members can be found in *Appendix A*.

Communications and Change Management

Effective communications and change management are vital to protecting the workforce. Employees and contractors must understand the policies and procedures that have been implemented in the workplace. They also need to be aware of CDC and local health guidance and recommendations to keep them safe outside of Federal buildings. Treasury is committed to transparency about the measures that are in place, the science relied on, and the limitations and challenges we face in addressing the pandemic.

Treasury has established a *COVID-19 Employee Resource website* on the MyTreasury intranet. Bureaus should also establish a one-stop resource where employees can find this Plan and the latest bureau updates, plans, and guidance related to COVID-19. For larger bureaus with facilities in multiple jurisdictions, they may also want to consider additional resource sites with information specific to local conditions and health and safety measures.

As local conditions, mission requirements, and the scientific understanding of COVID-19 changes, this plan and our workplace safety policies and protocols will change. Treasury also expects that CDC, Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the General Services Administration (GSA), the Office of Personnel Management (OPM), and the Safer Federal Workforce Task Force will continue to issue updated guidance and recommendations. All changes to this plan will be communicated through the COVID-19 Coordination Team and posted to the Treasury COVID-19 Employee Resource website.

Bureaus should immediately evaluate changes for potential impact to their policies and procedures. They should establish a change management process for implementation and communication to

the workforce and contractors of COVID-19-related health and safety policy and process changes. Employees working remotely on a frequent or regular basis will be given advance notice and guidance before returning to the physical workplace.

Consultation

Heads of Bureaus, bureau Human Resources (HR) Officers, bureau Contracting and Procurement Officers, and other leaders with responsibility for employee health and safety shall promptly consult on the implementation of this plan with State, local, and Tribal public health officials, Federal employee unions, Federal contractors, employees, and any other interested parties, as appropriate.

Relevant bureaus should proactively and iteratively engage with Federal employee unions on any new or updated policies which are developed in response to the EO, M-21-15, or this Plan. Note that the minimum standards of this Plan and the agency model safety principles in M-21-15 do not override any employee health and safety protections or other provisions which may be provided for in existing Collective Bargaining Agreements (CBA).

Monitoring Community Safety

Bureaus should continuously monitor the health and safety of the communities in which their workforce lives and operates. As part of our science-based approach, they should consult with occupational health and safety and public health experts to determine the impact of different levels of community transmission on workplace health and safety policies and protocols. During periods of significant and high community transmission, occupancy in Federal workplaces should generally be limited to no more than 25% of normal capacity, unless it is physically impossible or poses a threat to critical national security interests.

Levels of community transmission can be determined by consulting CDC's *COVID Data Tracker County View*. Available metrics include Reported Cases, Viral Laboratory Tests, Deaths, and Hospital Utilization. Bureaus should also consider transit and parking availability, school and daycare closures, and other health and community infrastructure indicators in making on-site staffing decisions.

The COVID-19 pandemic has had disparate impact on communities defined by race, ethnicity, geography, disability, sexual orientation, gender identity, and other factors. Treasury has a highly diverse workforce. Evaluations of overall community health and safety should recognize that many of our Federal employees and contractors come from these communities which face pervasive health inequities.

Health and Safety Strategies

Safe Federal Workplace: Safety Principles

OMB M-21-15 *COVID-19 Safe Federal Workplace: Agency Model Safety Principles* provides guidance to agencies following the release of the Executive Order on *Protecting the Federal Workforce and Requiring Mask-Wearing*, and includes a minimum level for workplace safety standards associated with masking, physical distancing, and other CDC-recommended actions.

Treasury's existing health and safety policies already meet or exceed many of these minimum standards. Where they did not, or where certain policies were not formally documented, Treasury will update them. See *Appendix B Treasury COVID-19 Workplace Health and Safety Protocols*.

Bureau Health and Safety Plans

Bureaus are required to review OMB M-21-15 and this Treasury Workplace Safety Plan and update their policies and protocols. Any revisions that are required to meet the minimum standards of this Plan or the agency model safety principles published in M-21-15 must be completed by March 31, 2021, subject to the completion of any consultation and bargaining required by the EO, laws, or applicable collective bargaining agreements.

Bureaus that do not have a consolidated safety plan or other document where employees can find all health and safety policies and guidance relevant to COVID-19 are encouraged to develop one. The Treasury COVID-19 Coordination Team will conduct periodic assessments of bureau health and safety policies for compliance with the EO, M-21-15, and Treasury Workplace Safety Plan.

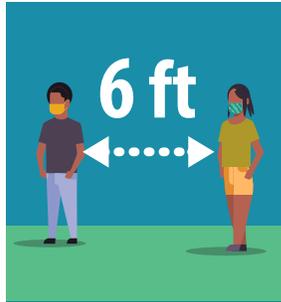
Layered Approach to Health and Safety

The CDC emphasizes the importance of a layered approach to health and safety during the COVID-19 pandemic. Layering strategies across settings and sectors where people live, work, and gather provides greater safeguards to reduce transmission. These strategies may be strengthened, focused, or relaxed based on local context. Through individual, community, and environmental actions, community mitigation strategies should:

- Promote behaviors that prevent spread,
- Maintain healthy environments,
- Maintain healthy operations;
- Prepare for when someone gets sick; and,
- Reduce exposure among individuals, transmission, and burden on the health care system.



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

The workplace strategies contained in this Plan are an important layer in protecting the Treasury workforce and others who enter it. Just as wearing masks is not a substitute for distancing, they are meant to be used in concert with other *CDC-recommended measures*, not a replacement. Everyone should continue to follow these simple CDC-recommended steps like wearing a mask, staying six feet apart, avoiding crowds and poorly ventilated indoor spaces, washing hands often, monitoring regularly for symptoms, and taking extra precautions around those at risk of getting very sick – in the workplace and outside of it. This includes after receiving a COVID-19 vaccination, which significantly reduces but does not eliminate the possibility of contracting the virus.

Mask Wearing

Simply put, masks and other public health measures can help reduce the spread and severity of the disease, particularly when communities make widespread use of such measures. Federal employees, on-site contractors, and visitors to Federal buildings or office spaces¹ must wear a mask that covers the nose and mouth and meets current *CDC* and *OSHA* COVID 19 guidelines.

On January 21, the Treasury Chief of Staff sent a message to the workforce telling everyone that “if you do come into the office, you must wear a mask and practice physical distancing in accordance with CDC guidelines.” On January 25, the Acting Assistant Secretary for Management directed all Treasury Bureaus immediately require the wearing of face masks in accordance with the standards established in M-21-15. In addition, on February 2, the Acting Senior Procurement Executive directed Bureau Procurement Officers to notify all contract holders of the requirement that all contract employees wear appropriate face masks when on-site in federal buildings or office spaces.

Signage notifying individuals about mask wearing, distancing, and other health and safety requirements is posted at the entrance to Treasury facilities. Treasury provides direct, face-to-face service to customers through IRS Taxpayer Assistance Centers (TACs). TACs currently require taxpayers to schedule appointments in advance. When making an appointment they are notified they must wear a mask while visiting the TAC.

1. See section 7(a)(ii) of the Executive Order, “Protecting the Federal Workforce and Requiring Mask-Wearing,” dated January 20, 2021: “[...]“Federal buildings” means buildings, or office space within buildings, owned, rented, or leased by the executive branch of which a substantial portion of occupants are Federal employees or Federal contractors [...]”.



CDC Recommendations for Wearing Masks



Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)



Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)



Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)



Masks with two or three layers



Masks made with breathable fabric (such as cotton)



Masks with inner filter pockets

Masks must be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms). Masks should also be worn in outdoor shared spaces when physical distancing cannot be maintained. Wearing a mask is not a substitute for physical distancing or other safety measures. For additional details, see *Face Masks* in *Appendix B*.

To the extent funds are available, bureaus may purchase masks to provide to staff and visitors but are not required to provide masks. Bureaus that want to provide masks but lack available funds should contact the Treasury COVID-19 Coordination Team. Bureaus may determine that bureau-supplied disposable masks must be worn rather than employee-supplied masks.

Wearing masks may be difficult for some people with sensory, cognitive, or behavioral issues. If they are unable to wear a mask properly or cannot tolerate a mask, they should not wear one, and *adaptations and alternatives* should be considered. Accommodations will be made for individuals with required documentation and in accordance with existing Equal Employment Opportunity Commission (EEOC) guidance and bureau Equal Employment Opportunity (EEO) procedures. Bureaus who provide in-person services should ensure they have accommodations available for individuals without access to or refusing to wear facemasks to acquire any Government benefits or services to which the individual is entitled.

Employees and contractors are also strongly encouraged to *wear face masks* when outside Federal buildings and cannot maintain physical distancing.

Exceptions to Mask Wearing and Other Safety Measures

Exceptions to wearing a mask and other safety measures may be granted on a categorical or individual basis. All exceptions must be documented, and alternative health and safety measures must be implemented to safeguard the health of the individual granted the exception and others that they may encounter or interact with in the workplace.

Bureaus may grant exceptions for medical or non-medical reasons. The COVID-19 Coordination Team will periodically request data from bureaus on all exception that have been granted.

Medical/Religious Exceptions: As recognized by the CDC guidelines on masks, some employees may have health or medical conditions which prevent them from safely wearing a mask. In addition, wearing masks may be difficult for some people with sensory, cognitive, or behavioral issues. If employees are unable to wear a mask properly or cannot tolerate a mask, they should not wear one. The CDC provides *guidance on adaptations and alternatives* that should be considered.

Employees who require an accommodation for health, medical, or religious-related reasons should follow their bureau's existing Reasonable Accommodations process. The interactive process between the manager and the employee should be used to determine safe alternatives to not wearing a mask in the workplace, such as fulltime telework, additional social distance, testing, temporary relocation, reconfiguration of workplace, or adding barriers around the workstation. Accommodations will be made for individuals with required documentation and in accordance with existing EEOC guidance and bureau EEO procedures.

Contractor employees who require an accommodation for health, medical, or religious-related reasons should contact their employer.

Non-Medical Exceptions: There may be non-medical reasons why an individual or group of employees/contractors is unable to wear a mask or follow other CDC-recommended safety measures. For example, a job may entail periods of strenuous physical activity or require a group to work in close quarters for an extended period.

Bureaus may establish a process for considering non-medical exceptions. Requests may be granted on an individual or categorical basis. When an exception is granted, it must be documented in writing and alternative health and safety measures must be implemented. For categorical requests that will impact a significant number of employees or contractors the bureau should consult with the COVID-19 Coordination Team prior to granting the exception.

Contractor employers are required to follow applicable federal laws as it pertains to reasonable accommodations to ensure any contractor employees requiring an exception to the E.O. are provided with proper guidance and safe alternatives to ensure compliance. Contractor employers should coordinate with the Government Contracting Officer Representative (COR) if they believe an exception to the E.O. for medical or non-medical reasons is warranted.

Telework and Work Schedule Flexibilities

Every effort will be made to maximize the use of remote work during widespread community transmission. Bureaus are authorized to allow maximum telework flexibility, up to and including 100% telework. Employees working remotely on a frequent or regular basis (e.g., if on an expanded remote work schedule, such as "maximum telework") will be given advance notice and guidance before returning to the physical workplace. Changes in telework and work schedule may impact an employee's commute and child/dependent care arrangements. Bureaus are encouraged

to provide at least two weeks advance notice whenever possible and provide flexibility as employees transition back into the workplace.

Bureaus will develop a staffing plan that outlines which employees will work on-site full-time, on-site occasionally, or fully remote. Considerations when evaluating whether duties must be performed on-site may include security requirements, health and safety hazards, the use of specialized equipment, customer requirements, and collaboration. The Treasury COVID-19 Coordination Team will develop guidance to assist bureaus in periodically reassessing which duties can be performed on-site and remotely.

Bureaus are authorized to allow additional work schedule flexibility in accordance with applicable OPM and Treasury policies. For employees who must report to the physical workplace, they are encouraged to stagger work times to reduce density, minimize traffic volume in elevators, and avoid crowds during commuting, subject to mission requirements. Cohort-based scheduling may also be used to help reduce exposure.

Treasury is committed to supporting our employees through the pandemic. Many families continue to face continuing and intermittent school closures, disruptions in dependent care, public transit service changes, and other challenges. Bureaus are authorized and encouraged to provide work schedule flexibilities on a categorical and case-by-case basis to assist employees facing these challenges.

For more information on available flexibilities, bureaus can visit the *OPM COVID-19 Resource webpage* or contact the office of the Treasury Chief Human Capital Officer. In addition, bureau HR Officers should evaluate the pay and leave impact of available work schedules and other flexibilities, and proactively communicate to the workforce about those potential impacts.

Building Occupancy Limits

During periods of significant and high community transmission, occupancy in Federal workplaces should generally be limited to no more than 25% of normal capacity, unless it is physically impossible or poses a threat to Treasury's essential functions.

Bureaus should have procedures in place to monitor occupancy (e.g. staffing plan, building access data, work schedule/time and attendance data) and ensure appropriate physical distancing. These procedures should address employees and contractors who regularly work on-site, as well as those who are primarily remote but may need to periodically enter the workplace. Bureaus are encouraged to stagger work times, implement cohort scheduling, and exercise other telework and work schedule flexibilities to manage occupancy levels.

Exceptions to this limit may be granted, in consultation with the Safer Federal Workforce Task Force. Potential exceptions include facilities which primarily house employees who perform physical duties (e.g. physical security, manufacturing, paper processing), require in-person interactions for the delivery of benefits or services to customers, and national security/law enforcement functions that can only be performed in a secure environment. Workplaces that are granted an exception will be required to implement appropriate safety measures to protect the health of employees and

contractors. To request an exception, bureaus should contact the Office of the Assistant Secretary for Management.

For a list of current exceptions, see *Appendix C Exceptions to Occupancy Limits*.

Travel

Official travel (domestic and international) should be limited to mission-critical travel only. See *Appendix B Travel* for factors that should be considered when determining if travel is mission critical.

Federal employees should consult *CDC travel guidelines* carefully before deciding to travel (personal or official). Additional resources for official travel can be found on the *GSA COVID-19 Information Site*.

Employees must adhere strictly to *CDC travel guidelines* before, during, and after travel, regardless of whether the travel is personal or for official business. Employees who are sick, have recently tested positive for the virus that causes COVID-19, or have had close contact with a person confirmed to have COVID-19 (or who recently tested positive for COVID-19) pose a potential risk to others during travel.

Employees are encouraged to limit personal travel. They may be required to stay at home for a period after official or personal travel before they can return to the workplace. An employee that is otherwise expected to be present onsite and is not allowed to report because of restrictions related to personal travel should request leave.

Contact Tracing

Bureaus should have contact tracing protocols in place and integrated with their procedures for reporting confirmed or suspected cases. The bureau HR Officer, Health and Safety program, or both, have the responsibility to make disclosures to local public health officials as required or necessary to provide for the public health and safety of Federal employees and contractors, and in accordance with local public health mandates.

Bureaus should be transparent in communicating related information to the workforce as relevant and appropriate. Any disclosures must be consistent with local and Federal privacy and confidentiality regulations and laws and coordinated with the bureau Diversity and Inclusion Officer and Privacy Officer.

Health Screening

Early detection and diagnosis of COVID-19 is vital to reducing transmission of the disease. Employees, contractors, and visitors should not enter a Federal building if they are sick, experiencing symptoms associated with COVID-19, or have been directed by a medical or public health official to quarantine/isolate.

Individuals are encouraged to take their temperature and assess themselves for COVID-19 symptoms² (e.g. fever, chills, cough, shortness of breath) prior to entering Treasury facilities or facilities hosting Treasury events. Federal employees and contractors working on site will be asked to regularly complete symptom screening (e.g., a symptom questionnaire, an exposure history questionnaire, a temperature check). All screening tools must comply with the Privacy Act, Americans with Disability Act, *EEOC guidance*, and other relevant laws and regulations. Bureaus should coordinate with their Diversity and Inclusion Officer and Privacy Officer.

The CDC COVID-19 symptom screening form for employees and visitors has been published online and is available on *Treasury.gov*. Individuals exhibiting symptoms of COVID-19 may not enter Treasury buildings or offices.

Treasury is currently exploring development of a web-based mobile screening tool, subject to identifying available resources and cyber security restrictions. The tool would be available to employees, contractors, and visitors. Additional information on this effort will be shared as it becomes available.

Privacy and Confidentiality

All medical information collected from personnel, including test results and any other information obtained because of testing and symptom monitoring, will be treated confidentially in accordance with applicable federal, State, and local laws. Medical information should be accessible only by those with a need to know. Bureaus should identify for their employees a point of contact for questions relating to personal medical data.

Continuous Evaluation

As local conditions, mission requirements, and our scientific understanding of COVID-19 change, this plan and our workplace safety policies and protocol should change. In addition, as part of the Administration's continued focus on the national response to COVID-19, Treasury expects that CDC, OSHA, EPA, GSA, OPM, and the Safer Federal Workforce Task Force will continue to issue updated guidance and recommendations.

Employees, contractors, and other stakeholders may provide comments and feedback on this Plan by emailing COVIDSafety@treasury.gov.

The Treasury COVID-19 Coordination Team will continuously evaluate this Workplace Safety Plan and make updates as necessary. All changes to this plan will be communicated to bureaus and posted to the Treasury COVID-19 Employee Resource website. Bureaus should immediately evaluate changes for potential impact to their policies and procedures.

2. For more information on symptoms of COVID-19, visit:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Appendix A: COVID-19 Coordination Team

Name	Component/Office	Title
Trevor Norris	Treasury	<i>Acting Assistant Secretary for Management</i>
Alfred Johnson	Treasury	<i>Deputy Chief of Staff</i>
David Aten	Treasury Management	<i>Director, Integrated Talent Management (Team Lead)</i>
Colleen Heller-Stein	Treasury Management	<i>Acting Deputy Assistant Secretary for HR</i>
Jason Windau	Treasury Management	<i>Director, Safety, Health, and Emergency Preparedness</i>
Richard Dodson	Treasury General Counsel	<i>Attorney-Advisor</i>
Dr. Woody Davis	Consumer Finance Protection Bureau	<i>Medical Advisor</i>
Cheri Mitchell	Alcohol and Tobacco Tax and Trade Bureau	<i>Assistant Administrator Management/ CFO</i>
Virginie Antoine-Pompey	Bureau of Engraving and Printing	<i>Chief, Office of Environment, Health, and Safety</i>
Tracie Middleton	Bureau of Fiscal Service	<i>Director, Facilities Management & Operations</i>
Peter Bergstrom	Financial Crimes Enforcement Network	<i>Associate Director for Management</i>
Kevin McIver	Internal Revenue Service	<i>Chief of Staff</i>
Kathryn Tydgate	IRS Chief Counsel	<i>Director, Planning & Finance Division</i>
David Bradberry	Office of the Inspector General	<i>Office of Management</i>
Melissa Bruce	Special Inspector General for Troubled Asset Relief Program	<i>Deputy Special Inspector General for Management</i>
Lee Hall	Treasury Inspector General for Tax Administration	<i>Assistant Director, Human Capital & Personnel Security</i>
Doug Jones	U.S. Mint	<i>Emergency Programs</i>
Bob Mahaffie	Treasury Management	<i>Deputy Assistant Secretary for Management and Budget</i>
Ryan Law	Treasury Management	<i>Deputy Assistant Secretary for Privacy, Transparency, and Records</i>
Jamal El-Hindi	Treasury Management	<i>Chief Data Officer</i>
Karen Weber	Treasury Management	<i>Deputy Chief Risk Officer</i>
Michele Sharpe	Treasury Management	<i>Acting Senior Procurement Executive</i>
Tonya Burton	Treasury Management	<i>Director, Office of Financial Management</i>
Bill Sessions	Treasury Management	<i>Treasury Budget Director</i>
Snider Page	Treasury Management	<i>Deputy Director, Office of Civil Rights and Diversity</i>
Emily Morrison	Treasury Management	<i>Director, Travel Policy and Operations</i>
Derek Doddridge	Treasury Management	<i>Office of Strategic Planning & Performance Improvement</i>

Appendix B: COVID-19 Workplace Health and Safety Protocols

ISSUE	COVID-19 Workplace Protocol
<p>Contact tracing (revised 2/21)</p>	<p>Bureaus should have contact tracing protocols in place and integrated with their procedures for reporting confirmed or suspected cases.</p> <p>The bureau HR Officer, Health and Safety program, or both, have the responsibility to 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. Bureaus should be transparent in communicating related information to the workforce, as relevant and appropriate, consistent with local and Federal privacy and confidentiality regulations and laws.</p>
<p>Elevators (revised 2/21)</p>	<p>Occupational health professionals should assess elevators to determine safe occupancy. Individuals must wear masks in elevators and in elevator lobbies. The use of stairs by those who are physically able is strongly encouraged. Signage will be posted to explain current procedures.</p>
<p>Face Masks (revised 2/21)</p>	<p>Federal employees, on-site contractors, and visitors must wear a mask that covers the nose and mouth and is in accordance with current CDC and OSHA guidance. See CDC Considerations for Wearing Masks and OSHA Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace for detailed requirements. Novelty/non-protective masks, masks with ventilation valves, and face shields are not allowed as a substitute for masks.</p> <p>Appropriate masks must be worn consistently, and Bureaus should identify options for addressing non-compliance. Clear signage must be posted at all entrances and is encouraged throughout the workplace. Masks must be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms). Masks should also be worn in outdoor shared spaces when physical distancing cannot be maintained. Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.</p> <p>Bureaus may provide for exceptions consistent with CDC guidelines, for example when eating or drinking and maintaining distancing in accordance with CDC guidelines. Bureaus who provide in-person services should ensure they have accommodations available for individuals without access to or refusing to wear facemasks to acquire any Government benefits or services to which the individual is entitled.</p>

ISSUE	COVID-19 Workplace Protocol
Hand washing / Hygiene (revised 2/21)	<p>Individuals are encouraged to wash hands regularly, particularly after interacting with groups of people or in shared public spaces. For more information on proper hand washing techniques and hand sanitizers, visit: https://www.cdc.gov/handwashing/index.html.</p> <p>Hand sanitizer stations should be available at the building entrance and throughout workspaces, and should contain FDA-approved hand sanitizer, with at least 60% ethanol.</p>
Illnesses at work	<p>Any individual who develops COVID-19 symptoms (e.g. fever, cough, shortness of breath) should immediately notify their supervisor, put on a face mask, leave the worksite immediately to avoid infecting others, and then contact their physician or health care provider for guidance. For more information on COVID-19 symptoms, visit: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html. Bureaus should have processes in place to provide advice and support to supervisors on any related reporting or HR requirements.</p>
Individuals experiencing symptoms associated with COVID-19	<p>Do not come to the worksite!</p> <p>Employees and contractors should contact their health care provider or local public health officials for medical testing and advice. They should notify their supervisor and keep them updated on their health status and if they receive a positive test result. Bureaus should establish procedures for contract vendors to notify them if a contract employee who normally works on-site reports symptoms or tests positive for COVID-19.</p>
Monitoring for Symptoms / Self-screening	<p>Individuals are encouraged to take their temperature and assess themselves for COVID-19 symptoms (e.g. fever, chills, cough, shortness of breath) prior to reporting to the office. For more information on COVID-19 symptoms, visit: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</p> <p>If symptoms are present, the individual should not report to work until the symptoms subside or the individual is cleared by a physician. If individuals have been in close, personal contact (within 6 feet or in contact with secretions) with someone diagnosed with COVID-19, they should not enter the workplace and should work with their medical provider to determine whether to quarantine. For severe symptoms such as difficulty breathing, persistent pain, confusion, or bluish lips/face, seek immediate medical attention.</p>

ISSUE	COVID-19 Workplace Protocol
<p>Occupancy Limits (revised 2/21)</p>	<p>No workplace should operate above 25% of normal occupancy standards at any given time during periods of high community prevalence or transmission unless it is physically impossible or poses a threat to Treasury essential functions. Exceptions to this policy must be cleared by the Secretary or designee, as advised by the agency's COVID-19 Coordination Team and in consultation with the Safer Federal Workforce Task Force. For a list of current exceptions, see Appendix C.</p> <p>Bureaus should have procedures in place to monitor and limit occupancy to ensure appropriate physical distancing. They are encouraged to stagger work times, implement cohort scheduling, and exercise other telework and work schedule flexibilities to manage occupancy levels.</p>
<p>Physical Distancing (revised 2/21)</p>	<p>To the extent practicable, individuals shall maintain distance of at least six feet from others, consistent with CDC guidelines. This includes offices, conference rooms, and all other communal areas and workspaces. One-way walkways, reconfiguration of workspaces or office assignments, and other mitigation strategies may be implemented to minimize interactions, but not as a substitute for wearing masks.</p> <p>Distance is not a substitute for wearing masks. Individuals should maintain distance and properly wear masks. Bureaus are encouraged to post signage throughout offices to remind employees about distancing requirements.</p>
<p>Reporting COVID-19 cases</p>	<p>If an employee experiences symptom associated with COVID-19, recently tested positive for the virus that causes COVID-19 or comes into close contact with someone who has a confirmed positive diagnosis or recently tested positive, they should notify their supervisor immediately. Supervisors should follow bureau procedures for reporting confirmed or suspected cases.</p>

ISSUE	COVID-19 Workplace Protocol
<p>Returning to work (revised 12/20)</p>	<p>An employee or contractor recovering from the COVID-19 illness can, consistent with CDC guidelines, return to work once all the following conditions have been met:</p> <ul style="list-style-type: none"> • Not having a fever for at least 72 hours without the use of medicine to reduce the fever. • Associated symptoms improving or ending; • At least 10 days have passed since symptoms first appeared; and • Given permission from supervisor/Contracting Officers Representative to return to work. <p>If an individual recovering from COVID-19 was tested and received a negative result, then they may return to work after:</p> <ul style="list-style-type: none"> • Not having a fever for at least 72 hours without the use of medicine to reduce the fever; • Associated symptoms improving or ending; and • Given permission from supervisor/Contracting Officers Representative to return to work. <p>Quarantined individuals who have not experienced symptoms associated with COVID-19 may return to the workplace after completion of the quarantine period (typically 14 days, though in some jurisdictions it may be 10 days or 7 days with a negative COVID-19 test result).</p>
<p>Sanitation / Environmental Cleaning (revised 2/21)</p>	<p>Cleaning staff should follow relevant procedures and guidelines established by the CDC, EPA, Department of Labor, GSA, and Treasury. Approved disinfecting solvents should be used. High-touch/high-traffic areas should be identified and cleaned multiple times daily.</p> <p>In response to a confirmed exposure, supervisors should follow bureau procedures for reporting confirmed or suspected cases and the bureau Health and Safety program should ensure a special cleaning crew is dispatched to the identified area to deep clean and disinfect the space. When enhanced cleaning is required, wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible. Personnel and visitors may be asked to vacate the affected space until cleaning or disinfection is completed.</p>
<p>Staggered Work Times and Cohort-Based Scheduling (revised 2/21)</p>	<p>Employees are encouraged to stagger work times to reduce density, minimize traffic volume in elevators, and avoid crowds during commuting, subject to mission requirements. Bureaus may implement cohort-based scheduling to help reduce exposure. Bureau HR Officers should evaluate the pay and leave impact of available work schedules and other flexibilities, and proactively communicate to the workforce about those potential impacts.</p>

ISSUE	COVID-19 Workplace Protocol
Telework (revised 2/21)	<p>Bureaus are authorized to allow maximum telework flexibility, up to and including 100% telework. Every effort will be made to maximize the use of remote work during widespread community transmission. Employees working remotely on a frequent or regular basis (e.g., if on an expanded remote work schedule, such as “maximum telework”) will be given advance notice and guidance before returning to the physical workplace.</p> <p>Bureaus will develop a staffing plan that outlines which employees will work on-site full-time, on-site occasionally, or fully remote. Considerations when evaluating whether duties must be performed on-site may include security requirements, health and safety hazards, the use of specialized equipment, customer requirements, and collaboration. The Treasury COVID-19 Coordination Team will develop guidance to assist bureaus in periodically reassessing which duties can be performed on-site and remotely.</p>
Temperature screening (revised 2/21)	<p>Temperature screening of employees, contractors, and visitors is a symptom screening strategy that Bureaus may use. Screening should follow relevant procedures and guidelines established by the CDC and Equal Employment Opportunity Commission.</p>

ISSUE	COVID-19 Workplace Protocol
<p>Travel (official and personal) (revised 2/21)</p>	<p>Mission-critical official travel only. Travel to areas designated as Level 3 by CDC or Level 4 (for Health) by the State Department require approval by the Secretary or designee. Private transportation for official travel is preferred to use of public or other communal transportation.</p> <p>When evaluating whether travel is mission-critical, the approving official should consider such factors as whether the travel is to:</p> <ul style="list-style-type: none"> • Perform essential duties related to the protection of life and property. • Required by statute or contract; • For systems or equipment inspections if those systems or equipment are integral to security, safety, or proper functioning of the mission; • To meetings or trainings required by a grant or to maintain grant funding; • For training to meet certification or licensing requirements or to maintain critical functional or occupational competencies; or • For activities essential to national security. <p>They also should strongly consider whether the travel or meeting:</p> <ul style="list-style-type: none"> • Can alternatively be conducted by phone or video conference; • Is to attend training for the purposes of professional development as opposed to maintaining existing accreditation that cannot easily be postponed; • Is not time-sensitive and can be performed at a later date; • Is for the sole purpose of giving a presentation; and • Can be postponed, canceled, or handled remotely. <p>Employees must adhere strictly to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. CDC travel guidelines can be found online, at: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html</p> <p>Employees should be aware that they may be required to stay at home for a period after official or personal travel before they can return to the workplace. If an employee is otherwise expected to be present onsite and is not allowed to report because of personal travel, they should request leave.</p>

ISSUE	COVID-19 Workplace Protocol
<p>Use of Common and High Traffic Areas (revised 2/21)</p>	<p>In common and high-traffic areas, limit congregating and implement measures to promote CDC-recommended social distancing practices. Visual markers may be installed to promote physical distancing within common spaces, and furniture may be removed. Steps may be taken to limit the number of people who can use common spaces at any one time, and signage outlining these limits should be prominently displayed.</p> <p>Shared tools and equipment must be disinfected by users anytime the equipment is used by or transferred to a new person, and disinfectant wipes will be provided by the agency. This includes phones, computers and other communication devices, kitchen implements, and other office equipment. Refrigerators, water coolers, and coffee brewers with disposable cups (or a personal re-usable cup/container) and single serve condiments and creamers may be used with proper hand hygiene.</p>
<p>Ventilation and Air Filtration (revised 2/21)</p>	<p>Assessment and modifications of workplace ventilation and air filtration systems should be in accordance with CDC and ASHRAE guidance, including as workforce density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor ventilation, use of high efficiency particulate (HEPA) filter, and reduce or eliminate recirculation.</p>
<p>Visitors (revised 2/21)</p>	<p>Only visitors critical to the performance of mission-critical functions and approved by office supervisors are permitted to the workplace. The number of visitors to the workplace should be minimized, and efforts should be made to conduct visits virtually where possible. Bureaus procedures to monitor and limit occupancy should include visitors.</p> <p>Any visitor should be screened for symptoms of COVID-19, tested if appropriate, and asked to fill out a symptom questionnaire form before entering the workplace. Mask wearing requirements will also apply to any visitors to Federal, federally leased facilities, or facilities hosting Treasury events.</p>

Appendix C: Exceptions to Occupancy Limits

Below is a list of approved exceptions to the 25% occupancy limitation established in M-21-15, as of January 29, 2021.

Location	Bureau	Additional Health and Safety Measures
<p>National Laboratory Center, Beltsville, MD</p> <p>Compliance Laboratory, Walnut Creek, CA</p>	Alcohol and Tobacco Tax and Trade Bureau	The National Laboratory Center and Compliance Laboratory provide analytical support to the TTB mission through analysis of alcohol and tobacco samples. They currently operate at approximately 50% and 42% of normal levels, respectively. Telework is not an option for sample analysis. In addition, instrument technicians are sometimes needed on-site for equipment repair. The square footage of lab space, the presence of alternate workstations in the lab space, as well as offices for some employees easily accommodates the need for safe social distancing.
<p>D.C. Currency Facility (DCF), Washington, D.C.</p> <p>Western Currency Facility (WCF), Fort Worth, TX</p>	Bureau of Engraving and Printing	<p>DCF and WCF are heavy manufacturing facilities and most employees must be onsite to produce U.S. paper currency. Public tours are suspended, and visitors are restricted from entering the facilities.</p> <p>Both sites currently operate at approximately 50% of normal levels. BEP has implemented a comprehensive program of employee health and safety measures, which has been reviewed by the CDC. Facility modifications include optimizing HVAC systems for outside air, installing plexiglass dividers, managing foot traffic to minimize interaction, and enhanced cleaning. For employees working on-site, BEP uses cohort scheduling, requires face masks, and aggressively enforces mask wearing and other health and safety requirements.</p>

Appendix C: Exceptions to Occupancy Limits

Location	Bureau	Additional Health and Safety Measures
Fiscal Service, Philadelphia, PA	Bureau of Fiscal Service	Paper check printing functions for the Treasury Department are performed in Philadelphia, PA. All possible functions at these sites that can be performed remotely are being accomplished through mandatory telework. Approximately 28% of the workforce must be on-site daily to print and mail paper checks. Safety measures such as face coverings, social distancing, and enhanced cleaning/disinfecting are being performed.
Main Treasury, Washington, D.C.	Departmental Offices	<p>The Main Treasury building houses the Treasury headquarters functions, including most staff reporting to the Under Secretaries for Domestic Finance, International Affairs, and Terrorism and Financial Intelligence.</p> <p>Because of the requirement for secure facilities, telework is limited for some employees and building occupancy must occasionally exceed 25% of capacity to meet U.S. national security and law enforcement mission requirements. Additional safety measures have been implemented in these secure locations, including cohort scheduling, enhanced cleaning, workspace modifications, additional physical distancing, and on-site temperature screening.</p>
IRS Campus Locations, Austin, TX, Cincinnati, OH, Fresno, CA, Kansas City, MO, Ogden, UT	Internal Revenue Service	<p>IRS has several large campus locations, which primarily house submission processing and call center personnel. These sites are responsible for processing tax returns and other physical correspondence submitted by taxpayers. All possible functions at these sites that can be performed remotely are being accomplished through mandatory telework.</p> <p>IRS has developed a comprehensive program of employee health and safety measures for each location, in consultation with occupational health and safety and medical experts. Campus facilities are operating at an average of 66% of normal capacity. Safety measures include reconfiguration of spaces to increase distancing, installing plexiglass dividers, and cohort scheduling.</p>

Appendix C: Exceptions to Occupancy Limits

Location	Bureau	Additional Health and Safety Measures
<p>National Distribution Center, Bloomington, IL</p>	<p>Internal Revenue Service</p>	<p>The National Distribution Center is responsible for the distribution of all IRS forms and informational products. Paper forms and other products are distributed nationwide to Taxpayer Assistance Centers (TACs) and other IRS offices, libraries, post offices, and other community sites, to be made available at no cost to taxpayers. Most staff (86%) perform manufacturing or distribution functions that must be done in-person. All functions at these sites that can be performed remotely are being accomplished through mandatory telework.</p> <p>IRS has developed a comprehensive program of employee health and safety measures in consultation with occupational health and safety and medical experts. NDC is a large warehouse facility with over 1,100 square feet per employee, allowing for significant distancing. Masks are mandatory and enhanced sanitation and cleaning protocols implemented.</p>
<p>Taxpayer Assistance Centers and other small field locations, 66 Locations Nationwide</p>	<p>Internal Revenue Service</p>	<p>TACs provide customer service to taxpayers for issues that cannot be handled online or by phone. TACs currently operate on an appointment-only basis during the pandemic. In addition, IRS has other small field locations across the country with local tax enforcement and other personnel.</p> <p>IRS has 66 field locations nationwide in which more than 25% of staff perform some duties in-person. Average on-site staffing level for these offices is 44% of normal, though many of those on-site staff perform some duties remotely. 35 locations have 1 or 2 employees who perform work on-site; only 3 have ten or more.</p> <p>IRS has developed a comprehensive program of employee health and safety measures for all locations in consultation with occupational health and safety and medical experts. Each location has an individualized social distancing plan.</p>

Appendix C: Exceptions to Occupancy Limits

Location	Bureau	Additional Health and Safety Measures
<p>Denver Mint</p> <p>New York Mint, West Point, NY</p> <p>Philadelphia Mint</p> <p>San Francisco Mint</p>	<p>U.S. Mint</p>	<p>The Mint operates four facilities manufacturing coins and medals necessary for the facilitation of national commerce. 80% of Mint employees are engaged directly in manufacturing or protective functions that must be performed on-site. Mint has implemented a comprehensive program of employee health and safety measures and continues to be aggressive in identifying risk and implementing additional mitigation measures. Because of the physical size of Mint manufacturing facilities, while current occupancy is approximately 80% of normal staffing levels, during the largest shift it is only 10-15% of the maximum occupancy allowed under the International Building Code and 15-20% National Fire Protection Association occupancy standards.</p> <p>Because facilities must be closed for enhanced cleaning following potential workplace exposures to COVID-19, protecting the health and safety of employees is vital. Mint closely tracks local community COVID-19 rates, and during periods of increasing transmission shifts are incrementally reduced to 2/3 and 1/2 to reduce risk.</p>
<p>U.S. Bullion Depository, Fort Knox, KY</p>	<p>U.S. Mint</p>	<p>The U.S. Bullion Depository stores a large portion of the United States' gold reserves as well as other precious items belonging to or in custody of the federal government. Mint personnel are primarily involved in protection of the facility, which can only be performed on-site. Mint has implemented a comprehensive program of employee health and safety measures and continues to be aggressive in identifying risk and implementing additional mitigation measures.</p>

