

Federal Maritime Commission COVID-19 Workplace Safety Plan



November 1, 2021

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Background

The Federal Maritime Commission (FMC) is committed to the safety of its employees and visitors to its facilities and strives to balance the operational needs of the Commission with the safety, well-being, and workplace needs of FMC staff during the COVID-19 pandemic. Since mid-March 2020, the FMC has been in a maximum telework status with expanded core work hours. While offices have remained open during the pandemic, the staff has been strongly encouraged to telework as much as possible.

Purpose

This COVID-19 Workplace Safety Plan (Plan) outlines the FMC's COVID-19 safety measures to prioritize health and safety during FMC operations at FMC Headquarters (HQ) in Washington, D.C., and Area Representative (AR) offices located in New York, South Florida, Houston, Los Angeles, and Seattle. This document follows the [President's Executive Order \(EO\) on Protecting the Federal Workforce and Requiring Mask-Wearing, Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), and the Office of Management and Budget (OMB) [Memorandum 21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#); adheres to the [National Strategy for the COVID-19 Response and Pandemic Preparedness](#); and includes the [latest guidance](#) from U.S. Centers for Disease Control and Prevention (CDC) and the [Safer Federal Workforce Task Force](#). This Plan also incorporates the General Services Administration (GSA) [guidance](#) and the Occupational Safety and Health Administration (OSHA) [guidance](#) on preparing workplaces for COVID-19.

This Plan includes health and safety protocols; office space designs and precautions that can be taken at our facilities to promote employee safety; as well as consideration of challenges our employees may be experiencing, for example public transportation disruptions, the status of schools, the availability of childcare, other dependent care needs, etc. The Commission's size and office space configurations are optimal for appropriate social distancing and other safety measures.

This Plan is meant to provide general guidance and does not address every possible situation that could arise. FMC employees should make informed decisions and raise any unanswered questions with their supervisors.

FMC Response to the COVID-19 Pandemic

In addition to being on maximum telework from March 2020 to the present, the Commission has implemented operational and reconstitution planning efforts. This Plan incorporates the latest CDC guidance and supersedes previous FMC planning efforts. The FMC will continue to monitor conditions and new federal guidance, when issued, in order to determine when to modify its operating status and return to the workplace.

Employee Responsibilities

All FMC employees are required to follow federal guidance governing workplace safety and official travel.

Employees will:

- FOLLOW GUIDELINES ON ISOLATION AND QUARANTINE: CDC guidelines provide procedures for “isolation” and “quarantine.” These two terms are not interchangeable. Quarantine keeps someone who might have been exposed to the virus away from others. Isolation keeps someone who is infected with the virus away from others, even in their home.
 - [Isolation](#) refers to the procedures to be followed if you are sick with or have tested positive for COVID-19, even if you are asymptomatic.
 - [Quarantine](#) refers to the procedures to be followed if you might have been exposed to the virus.
 - “Infectious period” is the time that an individual has the COVID-19 virus and can infect others. The typical time period is 2-3 days prior to showing symptoms and can last as long as 7-10 days once an individual shows symptoms. Accordingly, an individual can be infectious for up to 14 days.

- CONTINUE TO PRACTICE GOOD HYGIENE:
 - Wear a mask [properly in accordance with CDC guidance](#).
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available (especially after touching frequently used items or surfaces) use hand sanitizer that contains at least 60% alcohol.
 - Avoid touching your face.
 - Sneeze or cough into a tissue, or the inside of your elbow.
 - Disinfect frequently used items and surfaces as much as possible.

- IF FEELING SICK, STAY HOME
 - Do not go to work. Notify your supervisor.
 - Contact and follow the advice of your medical provider.
 - Review the symptom self-checker at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Employees will also:

- Follow the guidance provided by the Chairman, Managing Director, and their supervisors regarding operations.
- Advise their supervisors of any issues/changes to their work status and ability to follow the policies and procedures outlined.
- Complete the screening process and submit as directed.
- Clean shared items and equipment after use.
- In accordance with the most current CDC guidance, practice social distancing and face mask protocols at the worksite and, to the extent possible, while travelling to and from the workplace.
- Submit Reasonable Accommodation requests in accordance with Commission Order 58, *Reasonable Accommodation Policy*, if needed.

Violations of this Plan should be reported to the observer's supervisor. Not following this Plan may result in disciplinary action in accordance with Commission Order 63, *Workforce Discipline and Adverse Action*.

Operations Decisions and Management Responsibilities

While implementing this Plan, the FMC's Office of the Managing Director (OMD) and the FMC COVID-19 Coordination Team will monitor applicable state and local orders and will consider the spirit and intent of those orders to the maximum extent possible. The FMC will also follow guidance and protocols developed by the Safer Federal Workforce Task Force. The Chairman, in consultation with OMD, the FMC COVID-19 Coordination Team, and his fellow Commissioners, will make all decisions on FMC operations and safety.

The **FMC COVID-19 Coordination Team**, established in early 2021, is comprised of the Managing Director; Chief of Staff; Office Directors or representatives from the Offices of the General Counsel, Management Services, Human Resources, and Information Technology; the Continuity Program Managers; and an assigned CDC Public Health Expert for consultation, as required by the Safer Federal Workforce Task Force. This team will:

- Conduct assessments to establish, implement, and monitor compliance with:
 - Safety protocols for physical space and masking.
 - Determinations of on-site and telework/remote working.
- Meet regularly to review agency COVID-19 workplace plans and protocols, consider potential revisions to the plans and protocols, and any other needs related to COVID-19 operations.

Bureau/Office Heads will:

- Coordinate staff work schedules including continued use of telework flexibilities and expanded core hours, as necessary.
- Work with OHR staff, the Managing Director, the Continuity Program Managers, and others to minimize the impact of the emergency and to coordinate any actions that may

be needed to ensure safety, such as COVID-19 testing for unvaccinated employees reporting to the office.

- Report necessary information on confirmed or suspected COVID-19 positive employees to the Managing Director; Director, OHR; and the Director, OMS, to ensure proper notification, tracing, and sanitizing steps will be taken as soon as possible.
- Receive and process Reasonable Accommodation requests in accordance with Commission Order 58, *Reasonable Accommodation Policy*.

Supervisors will:

- Coordinate with Bureau/Office Heads to maintain essential functions and address safety protocol issues.
- Report necessary information on confirmed or suspected COVID-19 positive employees to the Bureau or Office Director to assist with safety measures.

Health and Safety

Face Masks

- Face masks should be worn in accordance with CDC guidance. Employees who are not required to wear masks in accordance with CDC guidance do not need to wear a mask in the workplace.
- When required by CDC guidance, face masks will be worn in common areas, when visiting other's offices or in meetings, and when in an employee's own office with the door open. Employees are not required to wear face masks in their own offices with the door closed.
- Masks must cover the nose and mouth and otherwise be in accordance with CDC and OSHA guidance. The CDC recommends 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. Masks with ventilation valves or novelty/non-protective masks are not allowed. Face shields, bandanas and gators are not a substitute for masks.
- Employees should bring their face mask to the facility. Depending on availability and demand, face masks will be provided at facilities for those who request one. There is no requirement for employees to use N-95 respirators.
- Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.
- Where a locality imposes more protective pandemic-related safety requirements, those requirements should be followed by Federal employees and onsite contractors, in Federal buildings, in Federally controlled indoor worksites, and on Federal lands within that locality.

- Accommodations will be considered for individuals with required documentation and should be in accordance with existing Equal Opportunity Employment Commission (EEOC) guidance.

Testing

- The FMC may establish a testing program for COVID-19 to test Federal employees who are not fully vaccinated. Screening tests are intended to identify asymptomatic or pre-symptomatic infected individuals without known or suspected exposures to COVID-19. Employees who are fully vaccinated do not need to undergo screening testing.
 - Unvaccinated employees will only be tested when reporting to the office and will be provided with testing program information.
 - Test results provided to the FMC will be handled in compliance with regulations implementing the HIPAA, as amended.
 - Test results will be stored in accordance with OPM/GOVT-10 for employee medical files, governed by OPM regulations (5 C.F.R. part 293, subpart E). The FMC has written instructions for its EMF system with appropriate safeguards and must retain short-term medical records under the applicable record schedule.
 - Under OSHA's recordkeeping requirements, if an employee tests positive for SARS-CoV-2 infection, the case must be recorded on the OSHA Illness and Injury Log if each of the following conditions are met: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by 29 CFR 1904.5); and (3) the case involves one or more relevant recording criteria (set forth in 29 CFR 1904.7) (e.g., medical treatment beyond first aid, days away from work).
 - The FMC will pay for the cost of testing employees pursuant to the screening testing program. The FMC will also pay for the cost of testing should an employee visit another Federal agency if their supervisor approved the visit in advance.
 - Federal employee refusals to take a test may result in disciplinary measures unless reasonable accommodation has been approved.
- Employees, regardless of vaccination status, who have been exposed to persons with COVID-19 at work should receive diagnostic testing. FMC employees will be reimbursed for diagnostic testing if exposed to COVID-19 at work.
- If official travel requires testing, the cost of testing for COVID-19 can be claimed in a travel voucher as a Miscellaneous Expense under agency travel policies.
- The FMC is not responsible for providing testing to an individual as a result of a potential exposure that is not work-related. If the employee has come into close contact with a person with COVID-19 outside of work, they should follow CDC guidelines for testing and quarantine and not enter a worksite.
- The FMC will comply with any federal workforce testing protocols developed by the Safer Federal Workforce Task Force.

Contact Tracing

- The FMC will collaborate with and support contract tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.
- The FMC's OHR will engage in coordination with OMS to implement infection control and workplace safety efforts once informed of a case of COVID-19 (either due to specific symptoms or positive test).
- OHR will 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.
- Employees who test positive and were at the office within the past 3 days should notify their supervisors immediately about their test results and the date symptoms began so that disinfection and contact tracing can be performed, as necessary.
- If COVID-19 cases occur within a specific office space or work setting the supervisor is to notify OHR. It will be the responsibility of OHR to notify the Managing Director, the Director, Office of Management Services, and the Office of the Chairman, and if needed, work with public health officials to determine appropriate next steps. OMS will contact GSA/building management.

Symptom Monitoring

- Self-screening, following CDC guidance, is required prior to entering FMC facilities.
 - Employees will answer the questions on the CDC facility screening website, <https://www.cdc.gov/screening/index.html>, and email the designated mailbox that they are cleared for entry prior to entering FMC space.
- If FMC employees, on-site contractors, or visitors have symptoms consistent with COVID-19, they must not enter the workplace.
- Employees should take their temperatures prior to leaving home for the office. If an employee has a fever (over 100.4 F), they should remain at home and contact their supervisor.
- When arriving at the building facility, employees should take note of and comply with building entrance screening notices and protocols.
- Any individual who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if not already doing so and one is available), notify their supervisor, and promptly leave the workplace.

Quarantine and Isolation

- Any individual experiencing COVID-19 symptoms or who has received a positive result from a COVID-19 test will be advised to isolate, pursuant to CDC guidelines, and in compliance with state and local guidance. Individuals who are not fully vaccinated and who have had **close contact** with someone who has COVID-19 should follow CDC guidelines.

- Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their 3–5-day post-exposure test result is negative. If their test result is positive, they should isolate for 10 days.

Vaccinations

- All FMC employees are required to be fully vaccinated for COVID-19 (2 weeks after the last shot) by November 22, 2021. Benefits of receiving a COVID-19 vaccine can be found [on the CDC website](#).
- Proof of vaccine will be provided to OHR in accordance with instructions. Employees will be provided with a Privacy Act Statement at the time instructions are provided for submitting proof of vaccine. Employees must certify under penalty of perjury that the documentation they are submitting is true and correct.
 - Employees must provide one of the following documents:
 - 1) a copy of the record of immunization from a health care provider or pharmacy;
 - 2) a copy of the COVID-19 Vaccination Record Card;
 - 3) a copy of medical records documenting the vaccination;
 - 4) a copy of immunization records from a public health or state immunization information system; or
 - 5) a copy of any other official documentation containing required data points.
 - The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).
 - Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above.
- FMC employees receiving the vaccine should do so during working/duty hours (not take administrative leave). Employees may have up to four hours for each dose if needed. Anything longer than four hours will require written justification. Agencies should require employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency should be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on FMC policy and the Federal Travel Regulation.
- Subject to availability, employees may request emergency paid leave (EPL) under the American Rescue Plan for post-vaccination recovery. If EPL is no longer available, employees may take sick leave.

- The FMC will grant administrative leave to employees who accompany any family member who is receiving a COVID-19 vaccination.
- Contractors
 - Prior to contractor employees being subject to a contractual requirement to be vaccinated, agencies need to ask about the vaccination status of those onsite contractor employees. Onsite contractor employees must attest to the truthfulness of the response they provide. If an onsite contractor employee chooses not to provide a response, they will be treated as not fully vaccinated for the purpose of agency safety protocols. Onsite contractor employees who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a federal building. The FMC will use the CDC's airline guidance for checking a COVID-19 test. It can be found in Appendix B.
 - Prior to contractor employees being subject to a contractual requirement to be vaccinated, contractors are to fill out the form at the FMC building entrance, show it to their sponsor, but keep the form on their person. FMC employees are not to collect contractor vaccination forms. The sponsor is to verify that they either checked the fully vaccinated box or have a negative COVID-19 test (see previous section). FMC employees do not have authority to make exceptions to this.
 - The FMC will incorporate a clause into all applicable solicitations and contracts that implements [guidance](#) requiring contractor vaccination pursuant to Executive Order 14042.
- Visitors
 - Visitors, including federal employees from another agency, are to fill out the form at the FMC building entrance, show it to their sponsor, but keep the form on their person. FMC employees are not to collect visitor vaccination forms. The sponsor is to verify that they either checked the fully vaccinated box or have a negative COVID-19 test from no later than the previous 3 days prior to entry. FMC employees do not have authority to make exceptions to this.
 - Individuals who decline to answer the attestation will be treated as not fully vaccinated for purposes of safety protocols.
 - The requirement to provide information on vaccination status and a negative COVID-19 test does not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.
- Forms for contractors and visitors will be available at the elevator and freight elevator lobbies.
- Only OHR will have access to all employee vaccination records, disclosing information to supervisors and OMD staff on a need-to-know basis. For additional vaccination status

record procedures, see the FMC's *Implementing Instructions for the Employee Medical File System*.

- The FMC may implement further vaccine policies corresponding with OMB guidance, CDC guidance, state and local guidance, practice of other federal agencies, and EEOC policy.
- Employees are encouraged to work through their physician, or state or local authorities to receive COVID-19 vaccines or go to <https://www.vaccines.gov/> to find more information about where to find vaccines.
- The FMC may provide a reasonable accommodation to employees who communicate that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance.

Confidentiality

- All medical information collected from employees, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, will be treated confidentially in accordance with applicable law, and accessible only by those with a need to know in order to protect the health and safety of employees.
- The FMC will ensure that the confidentiality of employee medical information is protected in accordance with the Privacy Act, HIPAA, and the ADA. The Commission will not store medical information about an employee and will not store an employee's statement that they have (or suspects they have) COVID-19 or any notes or other documentation questioning an employee about symptoms in an employee's personnel file. OHR will retain any request for leave under the FFCRA related to COVID-19 in the employee's medical files for 4 years, as coordinated with OS. Documentation can include the COVID-19 qualifying reason for leave, which may indicate whether the employee has COVID-19 or related symptoms.
- The FMC will disclose the name of an employee to a public health agency as requested when it learns or suspects that the employee has tested positive for COVID-19 to allow for contact tracing.
- OHR is the POC for all questions relating to personal medical data.

Workplace Operations

Telework and Remote Work

- The FMC is operating under maximum telework flexibilities and expanded core hours prior to the reentry date and through the transition phase. Employees are strongly encouraged to telework at this time. Employees are allowed to work at FMC facilities. Strict health and safety standards, as discussed in the following sections, will be adhered to if employees work in the office. The FMC has explored scheduling flexibilities including staggered worktimes and cohort-based scheduling.
- The FMC will encourage maximum telework at any given time during periods of substantial or high community prevalence or transmission. Levels of community transmission can be established by consulting [CDC's COVID Data Tracker County View](#).
 - In conjunction with screening protocols, OMS will monitor employees in the building using the FMC's access control system and provide information to OHR to ensure only employees cleared for access (completing screening protocols and vaccination/testing requirements) are working in FMC space.
 - During times of low or moderate community transmission, supervisors are encouraged to have employees try their post-reentry work schedules, test office staffing configurations, commuting methods and family care plans, and prepare for the adjustment to post-reentry work schedules.
- Employees working under the maximum telework authority will be given ample notice (minimum 30 days) and guidance before being directed to return to the physical workspace.
- When staff will be expected to return onsite, staff are encouraged to discuss a new telework agreement with their supervisor if they would like to continue part-time telework. The FMC will continue its emphasis on work schedule flexibility, work-life balance, and safety. Health and safety will continue to be of the utmost importance.
- Unless otherwise permitted, employees must complete 80 hours in each bi-weekly pay period, taking paid time off to cover any shortages in hours worked.
- Unless otherwise permitted, each employee is limited to working no more than 10 hours per day.

Travel

- Travel for unvaccinated employees is limited to mission-critical travel. The Managing Director will determine mission-critical travel for employees that are not fully vaccinated.
- Employees who are fully vaccinated may participate in mission-critical or non-mission-critical travel.
- Federal employees should adhere strictly to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. Supervisors

will discuss with employees any post-travel quarantine requirements. Employees should be aware that they may be required, according to CDC, state, and local guidance, to stay at home for a period of time after official or personal travel before they are allowed to return to the workplace.

Physical Distancing

- To the extent practicable, maintain physical distancing, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and workspaces.
- Plexiglass has been installed around workspaces in common areas.
- Avoid shaking hands or hugging.
- Avoid congregating in break rooms or other areas where people socialize. The FMC may institute a limit to the number of employees allowed in galleys/break areas/photocopy rooms at one time.
- Areas such as the FMC's kitchens will generally remain open, however social distancing and face mask protocols in accordance with CDC guidance must be maintained.
- Restroom reduced capacity limits may be implemented. Signage will advise on current requirements.

Environmental Cleaning

- Enhanced cleaning will be scheduled for all high traffic common spaces, such as lobbies, restrooms, elevators, and stairwells will be provided. Office space that is in regular use will be cleaned regularly, and in accordance with CDC guidelines. Wipes, gloves, and other EPA-approved disinfectants will be made available for FMC Staff to wipe down shared tools and equipment, their workstation, and related personal property.
- 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 three (3) days prior), enhanced environmental cleaning will be performed in accordance with CDC and GSA guidance. OMS will coordinate with GSA and the building management for enhanced cleaning if needed. A response plan for confirmed exposure is included in Appendix A.
- If such enhanced cleaning is required, wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible. Employees, contractors, and visitors may be asked to vacate the affected space until cleaning or disinfection is completed.
- The FMC COVID-19 Coordination Team or building management will determine the appropriate scope of workplace closures—in some cases, it may be a suite of offices or part of a floor, in other cases, it may include an entire building.

Hygiene

- OMS will install hand sanitizer stations at facility entrances and high traffic areas in FMC office facilities, as needed. Disinfectant will be provided to staff for cleaning and sanitizing individual work areas.

- Employees are expected to observe good hygiene practices such as CDC-recommended handwashing techniques.

Ventilation and Air Filtration

- OMS has been in contact with GSA/building management to confirm proper ventilation and air filtration in FMC space. Proper air filtration to the extent feasible is in place in FMC space.

Visitors

- The number of visitors to the FMC will be minimized, and efforts should be made to conduct visits virtually where possible unless further guidance is given.
- Any visitor must follow the same screening, mask-wearing, social distancing, and hygiene practices as FMC employees, with the exception of information collection mentioned earlier for vaccination status and/or COVID-19 testing. The visitor's POC at the FMC must notify the visitor of applicable requirements (mask-wearing, physical distancing, etc.) and ensure compliance.
- Masks will be available by the OMS mailboxes if needed for visitors.

Transitioned Return

- The FMC will utilize a phased approach for the return to the workplace. During the transition phase all employees are expected to report to the office on days identified by office managers to try out their work schedule and commute.
- Employees in the office (prior to full repopulation) are advised that individuals normally involved with assisting in a building evacuation (e.g., floor wardens, stair wardens, etc.) may not yet have returned to the office. Staff are expected to evacuate when advised by alarms, management or building security.

Elevators

- Individuals must wear masks in elevators and in elevator lobbies in accordance with CDC guidance. The use of stairs by those who are physically able is strongly encouraged, particularly between the FMC floors.
- Employees will follow building guidance and signage when using the elevator and use social distancing by spreading out in the elevator or waiting for the next elevator when possible.

Shared Spaces

- Shared tools and equipment must be disinfected by users anytime the equipment is used by or transferred to a new person. 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. Disinfectant wipes will be provided by OMS upon request.
- Visual markers may be installed to promote physical distancing within common spaces, and furniture may be removed.

Preventing Discrimination, Harassment, and Retaliation

- Pandemic-related harassment, like all forms of harassment, will not be tolerated at the FMC. Fear of the COVID-19 pandemic should not be misdirected against an employee. It is unlawful to harass or otherwise discriminate or retaliate against coworkers based on race, national origin, color, sex, religion, age (40 or over), disability or genetic information.
- The FMC's Office of Equal Employment Opportunity may be contacted if an employee has a discrimination issue or claim. In addition to reporting claims to EEO, employees are encouraged to report any issues or claims through their management chain so that management may review any allegations of harassment, discrimination or retaliation and take appropriate action.

Communication and Reporting Requirements

- Signs will be posted around the FMC reminding employees of requirements such as screening, mask-wearing, and physical distancing.
- Announcements related to COVID-19 operations, including the operating status of agency facilities, will be posted on the FMC's public website and updated as necessary. Whenever possible and appropriate, the Commission will leverage existing materials and content relating to authoritative information on COVID-19, share status of Federal actions on <https://www.usa.gov/coronavirus>, and provide communications in line with the [National Response Framework](#).
- In addition, FMC bureaus and offices will maintain communication with their respective external organization/stakeholders on operations and status.
- The Managing Director will coordinate with the Chief of Staff to maintain communication with OPM and OMB. The Managing Director will report any decisions made to change the operational status for FMC offices to OMB and OPM as instructed by the FMC's OMB Resource Management Officer (RMO).
- In order to provide this information and follow the latest guidance, the Managing Director will continue to participate in regular OMB meetings (such as the weekly/bi-weekly OMB Small Agency meeting) and will, in conjunction with the Chief of Staff, continue contact with OMB.
- Area Representatives will provide weekly situation reports on their areas.

Employee Support and Training

- Employees may be dealing with a variety of personal issues such as the loss of family members, friends, or co-workers due to or during the COVID-19 pandemic, or mental health issues which could have developed/worsened. The Employee Assistance Program (EAP) is a professional service which can provide problem solving, coaching, information, consultation, and counseling to all employees. The types of services offered are professional counseling, financial or legal services, health and wellness presentations, supervisor and risk management consultation and critical incident response. The EAP can be contacted via the EAP Service Center, 1-800-222-0364 or <http://www.foh4you.com/>.

Lucille Marvin
FMC Managing Director

Appendix A. Response Plan for Confirmed/Symptomatic Exposure

The FMC will clean and disinfect in accordance with CDC Guidelines after persons who are diagnosed with, or are symptomatic of COVID -19, have been in an FMC facility.

The CDC recommends that areas used by the ill persons are immediately closed off. The FMC will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.

Cleaning Guidelines:

- OMS will determine the appropriate scope of workplace closures.
- OMS will advise staff on the areas that are closed due to potential exposure.
- Cleaning of the affected areas will normally begin when the majority of FMC employees have exited the building.
- GSA contract cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces including counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards and tablets.
- After cleaning and disinfecting of the exposed areas is complete, the air handler will be flushed with the maximum amount of outside air.
- If notification of the exposure occurs 3 or more days after the last exposure occurred, OMS will use the latest CDC guidance to determine whether cleaning should be completed.

Airline Checklist: How to Verify Negative Qualifying Test Results or Documentation of Recovery from COVID-19 for CDC's Order

Purpose: To help airlines verify passengers'* COVID-19 status before they board flights to the United States, as required by CDC's [Order](#). See checklist below.

Airlines MUST refuse to board passengers who do not present a negative viral test result for COVID-19 (option A) or documentation of recovery from COVID-19 (option B).

Option A: Passenger Shows a Negative COVID-19 Test Result

Passenger must meet all 5 requirements to verify option A:

1. **TYPE OF TEST: The test must be a viral test.** The following types of [viral COVID-19 tests](#) can be used:

Nucleic acid amplification tests (NAAT)

In addition to NAAT, phrases indicating a NAAT[†] could include, but are not limited to:

- Reverse transcription polymerase chain reaction (RT-PCR)
- Quantitative PCR (qPCR)
- Reverse transcription loop-mediated isothermal amplification (RT-LAMP)
- Transcription-mediated amplification (TMA)
- Molecular test or molecular diagnostic test
- Isothermal amplification
- Droplet Digital PCR or digital droplet PCR (ddPCR)
- Clustered regularly interspaced short palindromic repeats (CRISPR)

Antigen tests

Phrases indicating an antigen test could include, but are not limited to:

- Rapid antigen test
- Viral antigen test
- Also, could be noted as Antigen Chromatographic Digital Immunoassay[‡], Antigen Chemiluminescence Immunoassay[‡], or Antigen Lateral Flow Fluorescence

Note: Antibody or serology tests[‡] are different and NOT allowed.

2. **WHERE TEST WAS RUN: The test must include where the test was performed.**

Include information such as the name and contact information for the laboratory or healthcare personnel who performed the test.

3. **TIMING: The test must show a specimen collection date 3 days or less before flight departure.**

The Order uses a 3-day timeframe instead of 72 hours to provide more flexibility to the traveler.

4. **IDENTIFICATION: The test must include information that identifies the person.**

Must have person's name **and** at least one additional identifier.

- Additional identifiers could include, but are not limited to date of birth, age, and passport number.
- Check that identifiers on the test match those on the passenger's other identifying documents (such as passport or driver's license).

5. **NEGATIVE: The test result must be negative.** Results marked "invalid" are not accepted.

Words or phrases describing a negative test could include, but are not limited to:

- NEGATIVE
- UNDETECTABLE
- SARS-CoV-2 RNA NOT DETECTED
- SARS-CoV-2 ANTIGEN NOT DETECTED
- COVID-19 NOT DETECTED
- NOT REACTIVE



Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases