

Federal Maritime Commission COVID-19 Workplace Safety Plan



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Background

The Federal Maritime Commission (FMC or Commission) is committed to the safety of its employees and visitors to its facilities and strives to balance its operational needs with the safety, well-being, and workplace needs of staff during the COVID-19 pandemic. The U.S. Centers for Disease Control and Prevention (CDC) has updated its COVID-19 guidance on COVID-19 risk, prevention steps, post-exposure precautions, and what actions to take when individuals are sick or test positive for the COVID-19 virus.

Purpose

This COVID-19 Workplace Safety Plan (Plan) outlines the FMC's COVID-19 safety measures to prioritize health and safety during operations at FMC Headquarters (HQ) in Washington, D.C., and regions throughout the country. This document follows the [President's Executive Order \(EO\) on Protecting the Federal Workforce and Requiring Mask-Wearing](#) 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 the CDC and the [Safer Federal Workforce Task Force](#). This Plan also incorporates the U.S. 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 and precautions that can be taken at Commission facilities to promote employee safety. 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

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.

Employee Responsibilities

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

Employees will:

- TAKE STEPS TO PROTECT THEMSELVES AND OTHERS: CDC guidance provides actions to help protect you, your household, and community from severe illness from COVID-19.
 - Stay up to date with COVID-19 vaccines.
 - Improve ventilation.

- Get tested for COVID-19, if needed.
- Follow recommendations for what to do if you have been exposed.
- Stay home if you have suspected or confirmed COVID-19.
- Avoid contact with people who have suspected or confirmed COVID-19.
- CONTINUE TO PRACTICE GOOD HYGIENE:
 - Wear a high-quality 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.
 - Get tested for COVID-19.
 - Contact and follow the advice of your medical provider.

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.
- 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 the 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 (OGC), Management Services (OMS), Human Resources (OHR), and Information Technology (OIT); 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 as necessary 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 work schedules flexibilities, as necessary.
- 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

Community Rating System

The FMC uses the CDC COVID-19 community rating system to inform the need for prevention or stepped-up health and safety protocols. Community data is updated by the CDC on Thursday evening to inform health and safety protocols for the coming week.

Agency Facility Guidance:

Federal agency protocols based on COVID-19 Community Levels	
When the COVID-19 Community Level is LOW in the county where a Federal facility is located	<ul style="list-style-type: none"> • Mask-Wearing: To be consistent with Task Force guidance, in most settings, agencies would need to communicate, such as through signage, that mask-wearing is optional, and should not otherwise require individuals to wear a mask, regardless of vaccination status, except where required by Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements. • Maintaining Distance from Others and Avoiding Crowding: Agencies do not need to post signage about individuals considering avoiding crowding and physical distancing.
When the COVID-19 Community Level is MEDIUM in the county where a Federal facility is located	<ul style="list-style-type: none"> • Mask-Wearing: To be consistent with Task Force guidance, in most settings, agencies would need to communicate, such as through signage, that mask-wearing is optional, and should not otherwise require individuals to wear a mask, regardless of vaccination status, except where required by Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements. • Maintaining Distance from Others and Avoiding Crowding: To be consistent with Task Force guidance, agencies would need to post signage encouraging individuals, regardless of vaccination status, to consider avoiding crowding and physically distancing themselves from others in indoor common areas, and meeting rooms in Federal facilities, and in high-risk settings in Federal facilities.
When the COVID-19 Community Level is HIGH in the county where a Federal facility is located	<ul style="list-style-type: none"> • Mask-Wearing: Pursuant to EO 13991 and consistent with CDC and Task Force guidance, agencies must require all individuals to wear high-quality masks or respirators (such as N95s) in that Federal facility, regardless of vaccination status. • Maintaining Distance from Others and Avoiding Crowding: To be consistent with Task Force guidance, agencies would need to post signage encouraging individuals, regardless of vaccination status, to consider avoiding crowding and physically distancing themselves from others in indoor common areas, and meeting rooms in Federal facilities, and in high-risk settings in Federal facilities.

Face Masks

- When required by health and safety protocols, a high-quality face mask should be worn in accordance with CDC guidance.
- A “high-quality” mask is a disposable “procedure” or “surgical” mask, a well-fitting KN95, or a NIOSH-approved respirator (such as an N95 respirator) — not a cloth mask.
- A cloth mask may be worn when masking is not compulsory.
- Employees may choose to wear a mask regardless of the COVID-19 Community Level.
- Masks should be well-fitting and worn consistently and correctly (over mouth and nose).
- Masks should be worn in any common areas or shared workspace, including an open floorplan office space, cubicle embankments, and conference rooms.
- Employees do not need to wear a mask when outdoors.
- When the COVID-19 Community Level is HIGH in Washington, D.C., or in regional official duty locations, or in the location of official travel, all individuals are required to wear high-quality masks or respirators in federal facilities, regardless of vaccination status.
- When COVID-19 Community Levels are HIGH, physical signs will be posted to provide notice of the requirement for all individuals to wear high-quality masks or respirators indoors.
- Employees who have been exposed to someone with COVID-19, should wear a high-quality mask for 10 days and monitor for symptoms.
- After employees have ended their isolation due to COVID-19 related symptoms or a positive test, they should continue to wear their mask through day 10; however, if they receive two sequential negative antigen tests 48 hours apart, they may remove their masks sooner.
 - If the employee’s antigen test results are positive, they may still be infectious. The employee should continue to wear a mask and wait at least 48 hours before taking another test. Continue taking antigen tests at least 48 hours apart until you have two sequential negative results. This may mean that employees need to continue wearing a mask and testing beyond day 10.
- 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 U.S. Equal Opportunity Employment Commission (EEOC) guidance.

- Employees are required to wear a well-fitting mask when in Government-operated aircraft, boats and other maritime transportation conveyances, and buses with multiple occupants. In Government-operated vans, cars, trucks, and other motor pool passenger vehicles, it is expected that employees wear a well-fitting mask when there are multiple occupants.

Testing Program

- To be consistent with the Safer Federal Workforce Task Force guidance, the FMC will not implement a COVID-19 screening test program.
- Test results previously provided to the FMC will be handled in compliance with regulations implementing the HIPAA, as amended. Test results will continue to be stored in accordance with OPM/GOVT-10 for employee medical files (EMF), 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. This is due to the COVID-19 workplace safety and may change in the future or collection of this information from federal employees may otherwise need to resume.
 - 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 C.F.R. 1904.5); and (3) the case involves one or more relevant recording criteria (set forth in 29 C.F.R. 1904.7) (e.g., medical treatment beyond first aid, days away from work).
- Employees 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.
- Employees should consider COVID-19 testing with a viral test, antigen or NAATs/PRC, prior to or following official business travel.
- 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 been exposed to a person with COVID-19 outside of work, they should follow CDC guidelines for testing and post-exposure protocol.

Contact Tracing

- The FMC will collaborate with and support contact 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

- If FMC employees, on-site contractors, or visitors have symptoms consistent with COVID-19, they should not enter the workplace.
- If an individual suspects that they have COVID-19 but does not yet have test results, they should not enter the workplace and should get tested if they have not already done so.
- When arriving at the building facility, employees should take note of and comply with building entrance screening notices and protocols.
- All employees, contractors, and visitors are required to complete symptom screening before entering the workplace. Employees are required to complete a symptom screening prior to interacting with members of the public in person as part of their official responsibilities. Symptom screening can be self-conducted and does not need to be verified by agency personnel.
- Any individual who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask, notify their supervisor, and leave the workplace as soon as practical.

Isolation

- Regardless of vaccination status, 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. This includes employees who have an initial positive diagnostic viral test for COVID-19, regardless of whether or not they have symptoms.

- If you test positive for COVID-19, stay home for at least 5 days, and isolate from others in your home.
 - If you had no symptoms, you may end isolation after day 5.
 - If you had symptoms, you may end isolation after day 5 if you are fever free for 24 hours without the use of fever-reducing medication and your symptoms are improving. If you still have a fever or your other symptoms have not improved, continue to isolate until they improve.
 - Regardless of when you end your isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
- If an employee had moderate illness (if they experienced shortness of breath or had difficulty breathing) or severe illness (they were hospitalized), or they have a weakened immune system, FMC would need to advise the employee to delay returning to the worksite or interacting with members of the public in person as part of their official responsibilities for a full 10 days.
 - If an employee had severe illness or a weakened immune system, they should consult their healthcare provider before ending isolation.
 - If an employee is unsure if their symptoms are moderate or severe or if they have a weakened immune system, the FMC advises the individual to talk to a healthcare provider for further guidance.
 - Employees must continue to take precautions for at least 10 days after their first day of symptoms or after the date of a positive viral test for asymptomatic individuals, including wearing a high-quality mask when around others, avoid eating and drinking around others, avoid areas where you would need to be unmasked (dining facility, gym), and avoid being around people who they know are at high risk for severe disease from COVID-19.
 - If at any point their COVID-19 symptoms recur or worsen, employees are instructed to again not enter the worksite or interact with members of the public, restarting at day 0.

Post Exposure Precautions

- If an asymptomatic employee, visitor, or contractor has a [known exposure to someone with COVID-19](#), the CDC does not recommend quarantining at home. With the exception of the isolation protocols, federal agencies must not prevent employees, visitors, or contractors from entering federal facilities or interacting with members of the public as part of their official responsibilities due to quarantine protocols.

- Individuals who have a known exposure to someone with COVID-19, regardless of vaccination status, are instructed to:
 - Wear a high-quality mask or respirator while working indoors for 10 full days from the date of exposure;
 - Take extra precautions, such as avoiding crowds and physical distancing; and
 - Watch for COVID-19 symptoms for 10 full days from the date of exposure.
- For purposes of calculating the 10 full days, day 0 is the day of their last known exposure to someone with COVID-19, and day 1 is the first full day after their last known exposure.
- The FMC must require that employees who are known to have been exposed to COVID-19 and are working onsite or interacting with members of the public as part of their official responsibilities, be tested for current infection with a viral test at least 5 full days after their last known exposure.
 - The test can be both self-administered and self-read by the employee, if the FMC has the employee certify as to when they took the test and that they received a negative test;
 - If the individual tests negative, the FMC must instruct the individual to continue to follow precautions for 10 full days from the date they were last known to have been exposed. If the employee tests positive or if they at any time develop COVID-19 symptoms after their known exposure to someone with COVID-19, they must follow protocols on isolation;
 - If the employee is not working onsite at the workplace or interacting with members of the public in person as part of their official responsibilities within 10 days of the known exposure, then the FMC should not require them to be tested; and
 - If the employee that has been exposed to COVID-19 had tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, then they do not need to be tested after a known exposure.

Vaccinations

- The FMC does not require or request employees and potential employees to provide information about their COVID-19 vaccination status.
- FMC employees receiving the vaccine should do so using administrative leave and not use duty time. Employees may take up to 4 hours of administrative leave for each dose if needed. Employees needing longer than 4 hours of administrative leave will be asked to document the reasons for the additional time (e.g., they may need to travel a long distance to receive the vaccine).

- For post-vaccination recovery, the FMC will grant up to 2 workdays of administrative leave if an employee has an adverse reaction to a COVID-19 vaccination dose that prevents them from working. If an employee requests more than 2 workdays to recover, they may take sick leave or other appropriate leave.
- The FMC will grant up to 4 hours of administrative leave to employees who accompany any family member who is receiving a dose of the COVID-19 vaccination.
- Visitors
 - The FMC does not ask visitors to provide information about their COVID-19 vaccination status.
 - The FMC no longer requires that visitors be able to provide proof of a negative COVID-19 test when in federal facilities, or at an agency hosted meeting, event, or conference.
- Only OHR will have access to employee vaccination records, if previously collected, 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](#).
- 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.

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 required for records management. 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, as necessary.

- OHR is the POC for all questions relating to personal medical data.

Workplace Operations

Telework

- The FMC will continue to utilize telework flexibilities to support employees.

Leave

- If an employee is isolating because they have COVID-19 symptoms and are waiting for a test result or because they have probable or confirmed COVID-19 and are unable to or do not feel well enough to telework, then the employee may request sick leave, use accrued annual leave or other forms of earned paid time off, access a voluntary leave bank, or use unpaid leave. Weather and safety leave would be unavailable.
- Current CDC guidance does not recommend quarantine based on COVID-19 exposure or following travel, so granting weather and safety leave for purposes of quarantine is no longer necessary and appropriate. Weather and safety leave should not be used when an employee has suspected or confirmed COVID-19.

Travel

- There are currently no Government-wide limits on official travel, regardless of vaccination status.
- When approving official travel for employees, the FMC will:
 - Inform employees that the CDC recommends that individuals are up to date with COVID-19 vaccines before travel;
 - Recommend that employees consider being tested with a viral test before travel;
 - Instruct employees to adhere strictly to CDC guidance for domestic and international travel before, during, and after official travel;
 - Instruct employees to check their destination's COVID-19 Community Level before travel and to wear a high-quality mask while on duty if the Community Level is HIGH;
 - Instruct employees to make sure they understand and to follow all travel restrictions in place by State, Tribal, local, and territorial governments; and
 - Advise employees to prepare to be flexible during their travel, as restrictions and policies may change during travel.
- Official travel is not limited and/or restricted to employees who have had a known exposure to someone with COVID-19. If employees remain without COVID-19 symptoms before traveling, employees are instructed to:

- Wear a high-quality mask or respirator the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the 10 days after their last known exposure;
- Not travel on public transportation if they will not be able to wear a high-quality mask or respirator; and
- Follow other aspects of post-exposure protocols, including the requirement for individuals with a known exposure to be tested for COVID-19 after 5 full days following their last known exposure.
- The FMC will not approve official travel for individuals who have COVID-19 symptoms and are waiting for an initial diagnostic test or who have tested positive for COVID-19 for at least 5 full days after their first symptoms, or at least 5 days after the date of the initial positive diagnostic viral test for asymptomatic individuals.
- If an employee has probable or confirmed COVID-19 while on official travel, the FMC must instruct the individual to follow isolation protocols and not undertake further travel, including return travel or previously approved travel authorization, for at least 5 full days after their first day of symptoms or at least 5 days after the date of a positive viral test for asymptomatic individuals. The FMC will cover all costs associated with travel and lodging expenses, as well as the cost for any diagnostic testing. The FMC may approve further travel, including return travel, after 5 full days and once the individual is fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. The employee is instructed to:
 - Wear a high-quality mask or respirator the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the period that they are otherwise required to wear a high-quality mask or respirator after ending isolation;
 - Not travel on public transportation if they will not be able to wear a high-quality mask or respirator; and
 - Follow other aspects of post-isolation protocols.
- If at any point prior to their return travel their COVID-19 symptoms recur or worsen, the FMC must not approve the return travel and instruct the employee to not enter a federal facility or interact with members of the public as part of their official responsibilities, restarting at day 0 of isolation protocols.

Meeting and Events

- For FMC-hosted meetings, events, and conferences, there are no Government-wide restrictions and agencies do not need to seek approval of agency heads, regardless of the expected number of in-person participants or local COVID-19 Community Levels.
- All in-person attendees at any meetings, events, or conferences hosted by the FMC must

comply with relevant COVID-19 safety protocols, including mask-wearing when COVID-19 Community Levels are HIGH.

Physical Distancing

- The FMC has not established facility-level occupancy limits solely for the purpose of facilitating physical distancing as a COVID-19 prevention action.
- When COVID-19 Community Levels are MEDIUM or HIGH, the FMC will consider establishing occupancy limits for indoor common areas and meeting rooms in federal facilities, and in high-risk settings within federal facilities, where necessary, including where ventilation and air filtration is challenging to improve, despite agency efforts to the maximum extent feasible, or when crowding cannot otherwise be avoided.

Environmental Cleaning

- Cleaning will be scheduled more frequently for all high traffic common 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 disinfectants will be made available for FMC staff to wipe down shared tools and equipment, their workstations, 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 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 more than 3 days have passed since the person who was sick or diagnosed with COVID-19 has been in the office space, no additional cleaning is needed.
- 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.

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

- Any visitor must follow the same mask-wearing, social distancing, and hygiene practices as FMC employees. The visitor's POC at the FMC must notify the visitor of applicable requirements (mask-wearing, physical distancing, etc.) and ensure compliance.

- The FMC will pause asking visitors to provide information about their COVID-19 vaccination status, regardless of COVID-19 Community Levels.

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

- When required by health and safety protocols, signs will be posted around the FMC reminding employees of requirements such as mask-wearing and physical distancing.
- When the COVID-19 Community Levels are MEDIUM or HIGH, signs will be posted encouraging employees, regardless of vaccination status, to consider avoiding crowding and physically distancing themselves from others in common areas, and meeting rooms in federal facilities, and in high-risk settings in federal facilities. When COVID-19 Community Levels are LOW, signs do not need to be posted about avoiding crowding and physical distancing.
- Announcements related to COVID-19 operations, including the operating status of agency facilities, may be posted on the FMC's public website when warranted, 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, Commission 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 and will, in conjunction

with the Chief of Staff, continue contact with OMB.

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/>.

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 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.