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# **COVID-19 Workplace Safety Plan**

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***Federal Communications Commission***

***November 30, 2021***

## **Purpose**

This plan updates and memorializes the FCC's framework for safe workplace operations as the Nation continues to respond to the COVID-19 pandemic. Throughout the pandemic, the FCC's priority has always been the health and safety of its staff (employees and contractors) while continuing to move forward strategic initiatives and sustain operations. On January 20, 2021, the White House issued an Executive Order entitled "Protecting the Federal Workforce and Requiring Mask-Wearing" (EO 13991) and on January 24, 2021, and June 10, 2021, the Office of Management and Budget issued Memorandums 21-15 and 21-25, respectively, providing further guidance to agencies on the Executive Order and model safety principles for agencies to follow as they build tailored COVID-19 workplace safety plans. On September 9, 2021 the White House issued an Executive Order entitled "Requiring Coronavirus Disease 2019 Vaccination for Federal Employees" (EO 14043). On the same day the White House also issued an Executive Order entitled "[Ensuring Adequate COVID Safety Protocols for Federal Contractors](#)" (EO 14042).

The Safer Federal Workforce Task Force was also established through EO 13991 to oversee the development and implementation of and provide guidance on agency COVID-19 workplace safety plans across the Federal Government. The Safer Federal Workforce Task Force issued updated Agency Model Safety Principles on July 29, 2021 and September 13, 2021. This FCC Workplace Safety Plan is intended to be fully compliant with Executive Orders 13991, 14042 and 14043 as well as Memorandums 21-15 and 21-25, and guidance from the Safer Federal Workforce Task Force, and will be updated periodically to reflect any additional federal government guidance directed to federal agencies. Notably, EO 13991 and implementing guidance require that agencies shall take immediate action, as appropriate and consistent with law, to require compliance with the latest Centers for Disease Control and Prevention (CDC) guidance with respect to public health measures related to COVID-19. Accordingly, as the CDC updates its guidance throughout the COVID-19 pandemic, the FCC will take required conforming action, including updating its Workplace Safety Plan as necessary and consistent with guidance from the Safer Federal Workforce Task Force.

## **COVID-19 Coordination Team**

As COVID-19 began to emerge as a possible pandemic-causing disease, the FCC assembled a management team to lead planning and response efforts to COVID-19. The team meets regularly and is led by the Managing Director and is comprised of staff from the Office of General Counsel, Human Resources, and Administrative Operations (which encompasses occupational health and safety), as well as the Chief Information Officer and the Continuity Coordinator. The Managing Director coordinates recommended actions and decisions with the Office of the Chairwoman through the FCC's Chief of Staff. This team will also serve as the COVID-19 Coordination Team each agency is to establish pursuant to OMB Memorandum 21-15, which is responsible for conducting assessments in order to establish, implement and monitor compliance with (a) safety protocols for physical space and masking, and (b) determinations of on-site and telework/remote working, as well as consider potential revision to agency COVID-19 workplace safety plans and protocols and any other operational needs. Consistent with guidance from OMB and the Safer Federal Workforce Task Force, the FCC will also coordinate, as appropriate, with GSA and building security and safety committees regarding the FCC's Federally leased space, as well as a public health expert designated by the Safer Federal Workforce Task Force. The COVID-19 Coordination Team also engages with the Senior Procurement Executive about safety protocols for onsite contractor employees. Any FCC staff who observes a violation of the policies and practices set forth herein should promptly report it to MaryKay Mitchell at [MaryKay.Mitchell@FCC.gov](mailto:MaryKay.Mitchell@FCC.gov).

## **Communication**

FCC staff will continue to regularly receive communications on the COVID-19 pandemic and its effect on FCC operations. Communications will be made primarily using the FCC email system and may include messages from the FCC Chairwoman, the FCC Chief of Staff, Human Resources, or other senior agency executives. Some information may also be communicated to staff using the FCC Emergency Notification System when necessary. In addition, the agency has established a COVID-19 information page with pertinent updates about the pandemic and useful information for staff on the FCC Employee Portal.

## **Health and Safety**

### *Vaccination*

[According to the CDC](#), COVID-19 vaccines are safe and effective at preventing COVID-19 disease, especially severe illness, hospitalization, and death, and also reduce the risk of people spreading the virus that causes COVID-19. Accordingly, to ensure the safety of the Federal workforce, Executive Order 14043 requires Federal employees to be fully vaccinated, except in limited circumstances where an employee is entitled to a reasonable accommodation. The deadline for FCC employees to be fully vaccinated is November 22, 2021. "Fully vaccinated" means an individual has received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization, and at least 14 days have passed since the individual's final dose of COVID-19 vaccine. Clinical trial participants from a U.S. site who are documented to have received the full series of an "active" (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board), can be considered fully vaccinated 2 weeks after they have completed the vaccine series.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any required COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a required vaccination. Only the actual time needed to obtain a vaccine may be duty time, which typically will be four hours or less per dose. If additional time is needed, the employee will provide supporting documentation to the FCC upon request. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply, including that overtime must be officially ordered or approved in advance. Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency are handled the same way as local travel or temporary duty cost reimbursement is handled based on FCC policy and the Federal Travel Regulations.

When employees are receiving additional doses of a COVID-19 vaccine beyond that required (e.g. boosters), they may receive administrative leave for the actual time needed to obtain the dose(s). The FCC also provides administrative leave to employees to accompany family members requiring assistance to receive a COVID-19 vaccine. In addition, employees are authorized to use up to 2 workdays of administrative leave if the employee has an adverse reaction to a COVID-19 vaccination dose that renders them incapacitated from performing their duties.

To ensure compliance with EO 14043, the FCC will collect information necessary to verify that an employee is vaccinated in its employee vaccination portal. This includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation, as set forth below. When providing this information, employees must certify under penalty of perjury that the information they are submitting is true and correct. Documentary proof of vaccination must be provided, even if an employee has previously attested to their vaccination status. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or 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. A recent antibody test cannot be used to prove vaccination status.

An employee may seek an exception or extension to the requirement to be fully vaccinated by November 22, 2021, because of a disability or because of a sincerely held religious belief, practice, or observance. Employees may also seek an extension of the vaccination deadline based upon other documented medical considerations. To request an exception or extension, employees must contact the Office of Workplace Diversity and follow the FCC's reasonable accommodations process, which will require providing information needed to determine if the individual is legally entitled to an accommodation. Determining whether an exception is legally required will include consideration of factors such as the basis for the claim; the nature of the employee's job responsibilities; and the reasonably foreseeable effects on the agency's operations, including protecting other agency employees and the public from COVID-19. Because such assessments will be fact- and context-dependent, the agency will consult its Office of General Counsel with questions related to assessing and implementing any such requested accommodations. If an employee's request for accommodation is denied, the agency will require that employee to receive their first (or, if a one-dose series, only) dose within two weeks of the final determination to deny the accommodation. If receiving a two-dose series, the employee must receive the second dose within 6 weeks of receiving the first dose. If the employee received a first dose of a two-dose series prior to seeking an accommodation, agencies should require that the employee receive their second dose within two weeks of the final determination to deny the accommodation or within a week of the earliest day by which they can receive their second dose, whichever is later. Generally, agency employees who are approved for accommodation would need to follow applicable masking, physical distancing, and testing protocols for individuals who are not fully vaccinated, as well as applicable travel guidance.

Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal. Consistent with the Administration's policy, the agency will initiate an enforcement process to work with employees to encourage their compliance.

New hires to the FCC who start their FCC employment after November 22, 2021 must be fully vaccinated prior to their start date, except in limited circumstances where an accommodation is legally required. If the FCC has an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the Chairwoman may delay the vaccination requirement—in the case of such limited delays, the FCC will require new hires to be fully vaccinated within 60 days of their start date and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Because different safety protocols apply for individuals who are fully vaccinated and those who are not fully vaccinated, the FCC will ask about the vaccination status of contractors and visitors, unless the visitor is a member of the public entering an FCC facility to obtain a public service or benefit. Onsite contractors and applicable visitors must attest to the truthfulness of the vaccination response they provide. Onsite contractors will have the opportunity to provide updated responses, as necessary. If an onsite contractor or visitor chooses not to provide a response, they will be treated as not fully vaccinated for purposes of COVID-19 safety protocols. In requesting vaccination information, the FCC will comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test taken within the previous 3 days prior to entry to an FCC facility, as well as follow all applicable safety protocols for unvaccinated individuals while in an FCC facility.

Visitors to FCC facilities who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test taken within the previous 3 days prior to entry to an FCC facility, as well as follow all applicable safety protocols for unvaccinated individuals while in an FCC facility. These requirements related to the provision of information about vaccination and provision of proof of a negative COVID test do not apply to members of the public entering an FCC facility 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.

In requesting vaccination information from employees, contractors, visitors, or others as necessary and consistent with guidance from the Safer Federal Workforce Task Force, the FCC will comply with applicable Federal laws, including requirements under the Privacy Act, Rehabilitation Act of 1973, Paperwork Reduction Act, and any applicable collective bargaining obligations. A Privacy Act statement will be provided at the point of collection of this information. Vaccination information will not be maintained in an employee's Official Personnel Folder. In addition, the FCC will take steps to promote privacy and IT security, while also providing the relevant information to those who need to know in order to implement the safety protocols. With respect to vaccination information, the Agency Records Officer, Chief Information Officer, and the Senior Agency Official for Privacy are consulted to determine the best means to maintain information to meet the agency's needs. The FCC only disseminates vaccination information to the appropriate agency officials who have a need to know to ensure effective implementation of the safety protocols, which, in many cases, may include the supervisor level.

### *Levels of Community Transmission*

To the extent this Workforce Safety Plan or governmentwide guidance requires determining levels of community transmission in a given area, the FCC will reference the [CDC COVID-19 Data Tracker County View](#). The FCC will consider the county of an FCC facility, as well as all contiguous counties, to be the relevant area to determine the level of community transmission for a specific FCC facility.

The FCC assesses transmission rates in a given area at least weekly to determine proper mask-wearing requirements. When the level of transmission related to a given agency facility increases from low or moderate to substantial or high, the FCC will promptly put in place more protective safety protocols consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force as soon as operationally feasible. When the level of transmission related to a given agency facility is reduced from high or substantial to moderate or low, the level of transmission must remain that that lower level for at least two consecutive weeks before the FCC utilizes those protocols recommended for areas of moderate or low transmission by CDC guidelines and guidance from the Safer Federal Workforce Task Force.

Where a locality imposes more protective pandemic-related safety requirements, those requirements are followed by FCC employees and on-site contractors and in FCC buildings and agency-controlled indoor worksites,

### *Telework and Remote Work*

The FCC will utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and the FCC's plans for reentry and post-reentry. Consistent with OMB Memorandum M-21-25, the FCC will provide ample notice and guidance to employees currently working remotely on a frequent or regular basis because of the pandemic before returning them to the physical workplace.

### *Face Masks and Physical Distancing*

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status, in which case they are treated as not fully vaccinated.

**Individuals who are not fully vaccinated or treated as not fully vaccinated – including employees, onsite contractors, and those visitors who are required to provide vaccination status – must maintain distance and properly wear a mask at all times inside an FCC facility, regardless of community transmission level.** To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least 6 feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

**In areas of high or substantial transmission, fully vaccinated people must wear a mask inside FCC facilities.** In areas of low or moderate transmission, fully vaccinated people generally do not need to wear a face mask or physically distance inside FCC facilities, except where required by Federal, State,

local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance or this Workforce Safety Plan precludes an individual from wearing a mask, if the individual so chooses.

To the extent FCC staff perform their duties outside an FCC facility, they must adhere to applicable CDC masking guidance, including guidance related to mask wearing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools.

Where face masks are required, the face mask must be in accordance with any current CDC and OSHA guidance, both of which may change from time to time. CDC recommends the following: non-medical disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e. fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Novelty/non-protective masks, masks with ventilation valves, and face shields as a substitute for masks are NOT permitted.

At the beginning of the pandemic, the FCC purchased triple-ply cloth face coverings for all staff. FCC staff may use one of those face coverings or may use their own compliant face covering (the same they might use when out in public). A person should handle a face mask only by the ear loops or ties and should wash their hands or use hand sanitizer before putting on a face covering, as well as after removing. Cloth face coverings should be laundered regularly to keep them clean. The washed face covering should be completely dry before using.

Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements. Provided social distance in accordance with CDC guidelines is maintained, individuals wearing a face mask may also briefly lower it while actively eating or drinking. Employees who are unable to wear a face mask due to physical or medical conditions or religious practices, should contact the FCC Office of Workplace Diversity to discuss alternate accommodations. Similarly, alternate arrangements may be made for persons communicating with the hearing impaired when the mouth needs to be visible.

As appropriate, the FCC will communicate information to staff and the public, as well as post signage, about applicable safety protocols in FCC facilities.

### *Testing*

The FCC will not regularly test employees and contractors who are fully vaccinated.

At present, contractors who (1) work onsite (2) are not yet subject to the vaccination requirement; and (3) are not fully vaccinated, are required to show proof of a negative COVID-19 test prior to entering an FCC facility.

FCC employees and contractors subject to the vaccination requirement, but who not fully vaccinated (e.g. because they have received a legally required exception) may be subject to testing requirements. Such testing requirements may include being enrolled in a COVID-19 routine testing program, requiring twice-weekly testing and reporting the results to the FCC; or requiring submitting proof of a negative COVID-19 test within the past three days in order to access an FCC facility. Similarly, if required by guidance from the Safer Federal Workforce Task Force, the FCC may require testing of FCC employees or contractors before and/or after official FCC travel. Where testing is required, individuals will be provided information about the

type(s) of acceptable test(s); possible testing locations; reimbursement/agency payment options; and procedures for reporting test results.

Where the FCC requires an employee to submit to testing, either as part of a routine testing program or one-time basis, the FCC will ensure that testing can be provided at a convenient place and time and at no cost to the employee.

If an employee or contractor develops signs and symptoms of COVID-19 while at an FCC facility or within 14 days of accessing an FCC facility, the FCC may refer the individual for diagnostic testing with concurrence of the individual's health care provider, where necessary. The FCC may also refer for diagnostic testing staff who had close contact (within 6 feet for a combined total of 15 minutes or more during a 24-hour period) with persons with COVID-19 at work. Where the FCC refers an employee for diagnostic testing, with the concurrence of the individual's health care provider, as necessary, the FCC will ensure that testing should be provided at a convenient place and time and at no cost to the employee. Most individuals who are fully vaccinated are not required to quarantine if they are exposed, provided they show no symptoms; however, they should get tested 5-7 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is.

Apart from any FCC testing requirements, staff are also encouraged to follow CDC guidance and get tested if they have symptoms of COVID-19; there is a risk that they have been exposed to COVID-19 (e.g. have had close contact with someone with confirmed COVID-19; have taken part in activities that put them at a higher risk for COVID-19 because they cannot socially distance as needed); or have been asked or referred to get testing by their healthcare provider, local, or state health department. As a reminder, staff who have been or are scheduled to be on-site at an FCC facility should contact their supervisor, OMD, or their COR (for contractors) for guidance if they believe they may have been exposed to COVID-19 within the time frame designated by the CDC (currently, 14 days with possibility of reduced quarantine periods of 7 or 10 days).

### *Contact Tracing*

If a supervisor or COR receives notification from FCC staff that he or she has been in an FCC facility within the past 14 days and has become symptomatic, has been diagnosed with, or has been exposed to COVID-19, the supervisor or COR will immediately notify the Managing Director. Pursuant to CDC guidance, a person with COVID-19 is considered infectious starting 2 days before they develop symptoms, or 2 days before the date of their positive test if they do not have symptoms. The FCC's COVID-19 Coordination Team will conduct a contact evaluation to determine:

- Areas within the facility where the individual may have been
- Other FCC staff or visitors who may have had contact with the individual or been in similar areas within the facility

FCC staff or visitors who are determined to be at risk of COVID-19 from possible contact within the FCC facility will be notified to the extent possible and will quarantine away from the FCC facility for a quarantine period consistent with CDC guidance. The COVID-19 Coordination Team will also ensure that appropriate infection controls, cleaning and disinfection, and/or other workplace safety efforts are conducted once informed of a case of COVID-19 within an FCC facility, and will communicate related information to staff, as relevant and appropriate, consistent with local and Federal privacy and confidentiality regulations and laws.

The Office of Managing Director shall have the responsibility to fulfill OSH recordkeeping requirements related to positive COVID-19 tests of employees and 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. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of the COVID-19 Coordination Team to determine—in consultation with local public health officials—appropriate next steps. The FCC will be transparent in communicating related information to the workforce, as relevant and appropriate, and disclosures must be consistent with Federal, State, and local privacy and confidentiality laws.

### *Travel*

FCC staff should adhere strictly to [CDC guidelines](#) before, during, and after travel, regardless of whether the travel is personal or for official business. All travelers, including FCC employees who are fully vaccinated should continue to take health and safety precautions, which may include the following precautions: carefully assessing travel risk prior to travel, wearing a mask, maintaining physical distance from non-household members, maintaining good hand hygiene by regularly washing hands with soap and water, or using alcohol-based hand sanitizer if soap and water are not available, and getting tested and staying home after higher-risk travel before returning to the workplace. The CDC has extensive guidelines for both domestic and international travel, and federal workers should consult these resources carefully before deciding to travel. Official travel during the pandemic should also follow applicable guidance from OMB and GSA.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel. Official travel will be requested and approved pursuant to the FCC's normal travel operations and any additional instructions/approvals required pursuant to the FCC's current operating status. Fully vaccinated employees do not need to get tested before or after domestic travel or self-quarantine after domestic travel, unless required by their destination. However, vaccinated individuals should self-monitor for symptoms, wear a mask over nose and mouth on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States, and while indoors in U.S. transportation hubs such as airports and stations, and take other precautions during travel. Travelers are not required to wear a mask in outdoor areas of a conveyance (e.g. open-air ferry or top deck of a bus).

Fully vaccinated FCC employees do not need to get tested before leaving the United States (unless required by their destination) or self-quarantine after arriving back in the United States. However, all air passengers coming to the United States from abroad, including Federal employees who are fully vaccinated, are required to have a negative SARS-CoV-2 viral test no more than 3 days before the flight to the United States departs or must show documentation of recovery from COVID-19 within the previous 90 days before they board a flight to the United States. Fully vaccinated travelers should also get tested with a viral test 3-5 days after travel, self-monitor for COVID-19 symptoms, if symptoms develop isolate and get tested, and follow all recommendations or requirements of their U.S. destination after travel.

For Federal employees who are not fully vaccinated, official domestic travel will be limited to only necessary mission-critical trips unless contrary to a reasonable accommodation to which an employee is legally entitled. International travel should also be avoided, if at all possible, unless it is mission critical (e.g. high-level international negotiations that cannot occur remotely).

FCC staff should be aware that they may be required to stay at home for a period of time after official or personal travel (typically allowing the employee to request personal leave when it results from personal travel, if an employee is otherwise expected to be present onsite) before they are allowed to return to the

workplace, as well as following any testing guidance. Before traveling, FCC staff should check [saferfederalworkforce.gov](https://www.saferfederalworkforce.gov) and [cdc.gov](https://www.cdc.gov) for additional guidance and advice.

To the greatest extent practicable, official domestic travel should be limited to only mission critical trips, regardless of the vaccination status of employees, in the event of high or substantial levels of community transmission. International travel should also be avoided if at all possible, unless it is mission critical (e.g., high-level international negotiations that cannot occur remotely). Approval of official travel for FCC employees will be made on a case-by-case basis by Bureau/Office leadership, in conjunction with the Office of the Chairwoman and COVID-19 Coordination Team as necessary, including consideration of the purpose of the travel, its mission-criticality and/or time-sensitivity, alternatives to official travel, and potential risks and mitigation efforts to the health and safety of agency employees.

### *Meetings, Events, and Conferences*

Any in-person meeting, conference, or event, hosted by the FCC that will be attended by more than 50 participants – regardless of whether participants include members of the public—must be approved by the Chairwoman, in consultation with the COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by the FCC, regardless of size, must be asked to provide information about vaccination status. In requesting this information, the FCC will comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the *Face Masks and Physical Distancing* section above. In-person attendees who do not provide proof of a negative COVID-19 test will be denied entry. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

### *Symptom Monitoring*

If FCC employees, on-site contractors, or visitors are not feeling well, they should not enter an FCC facility, even where they have prior approval to do so (if required).

Prior to coming to an FCC facility, all FCC staff members will be asked to perform a COVID-19 symptom screening based on [CDC guidance](#). During this self-screening, staff will be expected to take their own temperature before reporting to work and check for other COVID-19 symptoms.

FCC staff who have any of these symptoms must not to come to an FCC facility:

- Fever (100.4 F or higher)
- Feeling feverish (chills, sweating)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain or body ache
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Similar symptoms from ongoing health issues that are not related to COVID-19 should not be included as part of staff screening. FCC staff who have symptoms of COVID-19 will notify their supervisor or COR (for

contractors) immediately and determine if they are able to telework or need to take leave.

FCC staff must continue to self-monitor for symptoms while on-site. Anyone who begins to experience a fever or other symptoms while on-site must immediately isolate, wear a mask (if not already doing so and one is available), notify their supervisor or COR (for contractors) and promptly leave the FCC facility.

**FCC staff who believe that they have COVID-19 symptoms should contact their health provider immediately for medical advice or testing.**

*Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19*

Any individual with suspected or confirmed COVID-19 will be advised to isolate, pursuant to [CDC guidelines](#), and in compliance with State, local, and Tribal laws/regulations. FCC staff who are not fully vaccinated and who have had close contact in the past 7 days with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for [quarantine](#).

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 test result is negative. If their test result is positive, they should isolate for 10 days and in accordance with CDC guidelines.

Any FCC staff members, regardless of vaccination status, who have accessed an FCC facility within 14 days and become symptomatic, are diagnosed with, or are exposed to COVID-19, will notify their supervisor or COR immediately, who will then notify the Managing Director.

No person (staff or visitor) who has been diagnosed with COVID-19 will be allowed to enter an FCC facility until they meet the associated [CDC isolation guidance](#). As of this date, such persons who have had COVID-19 symptoms or confirmed cases of COVID-19 can return after:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Other symptoms of COVID-19 are improving (\*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

Consistent with [CDC quarantine guidance](#), FCC staff who have been in close contact with someone who has COVID-19, excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated, will be prohibited from coming to an FCC facility for 14 days after their last contact with a person who has COVID-19. The 14-day quarantine period may be reduced if consistent with applicable CDC and local guidance. For quarantine purposes, a close contact encompasses:

- Being within 6 feet of someone how has COVID-19 for a cumulative total of 15 minutes or more within a 24-hour period;
- Providing care at home to someone who is sick with COVID-19;
- Having direct physical contact with a person who has COVID-19 (e.g. hugged or kissed them);
- Sharing eating or drinking utensils with someone who has COVID-19; or

- Having a person with COVID-19 sneeze, cough, or otherwise get respiratory droplets on you.

FCC staff who would otherwise be required to work from an FCC facility should notify their supervisor or COR (for contractors) of a need to isolate or quarantine to determine if they are able to telework or need to take leave.

If an employee is subject to isolation due to being infected with COVID-19 and is unable to telework, the employee may request sick leave, as weather and safety leave would be unavailable. Employees may also request accrued annual leave and other forms of paid or unpaid leave in this situation as appropriate.

If, due to official travel or workplace COVID-19 exposure, an employee is required to quarantine before returning to the workplace, the employee may be authorized to telework. If the employee is unable to telework, weather and safety leave or other administrative leave may be provided. If quarantine is required because of personal travel and the employee is otherwise expected to be present onsite, the employee may take personal leave.

Supervisors of employees required to stay out of the workplace or leave the workplace during the workday due to COVID-19 symptoms, exposure, or travel, may contact Human Resources for advice and support on related reporting or human resources requirements.

### *Confidentiality and Privacy*

All medical information collected from individuals, 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 laws and policies on confidentiality and privacy, and will be accessible only by those with a need to know. All questions relating to personal medical data related to COVID-19 should be referred to the Managing Director or the Senior Agency Official for Privacy.

### **Workplace Operations**

#### *Occupancy*

If necessary, the FCC may establish occupancy limits for specific workplaces as a means of facilitating physical distancing.

During mandatory telework, access to FCC facilities will be tightly controlled, including requiring prior approval by the applicable B/O Chief and Managing Director (or their designees), to minimize the risk of COVID-19 to FCC staff and ensure compliance with any occupancy limits or other safety protocols. During mandatory telework, unless access to an FCC facility is approved, remaining staff are required to telework or be in a leave status.

Even where access to an FCC facility is not restricted, the FCC may require staff to provide notification of access in order to assist with contact tracing, if necessary, and/or any other safety protocols.

#### *Environmental Cleaning*

Cleanliness of FCC facilities will be maintained throughout the COVID-19 pandemic. For GSA-leased spaces, including field offices, OMD will also work with GSA and Building Management to ensure proper cleanliness is maintained in FCC spaces, including regular cleaning of common use, high-touch, and high-

density spaces such as lobbies, restrooms, elevators, and stairwells. Office space that is in regular use will be cleaned regularly in accordance with [CDC guidelines](#). Where necessary, EPA-approved disinfectants will be made available for individuals to wipe down their workstation and related personal property, generally in the form of disinfecting wipes.

In the event of a suspected or confirmed case of COVID-19 in the workplace, the FCC will ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which currently provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. The FCC may choose to also disinfect depending on certain conditions or everyday practices required by the FCC facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, the FCC will try to wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures—in some cases, it may be a suite or offices or part of a floor, in other cases, it may include an entire building.

### *Hygiene*

While in FCC facilities, staff are encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently. Hand sanitizer stations are available at facility entrances and throughout workspaces and contain FDA-approved hand sanitizer with at least 60% ethanol and manufactured in accordance with the requirements of the FDA. Ingredients should be listed on a "Drug Facts" label, and the FCC will ensure that available hand sanitizer is not on the FDA's [do not use](#) list. Hand soap, water, and paper towels are also readily available within each facility, such as in pantries and restrooms.

### *Ventilation and Air Filtration*

The FCC will work with GSA and Building Management for FCC facilities in GSA-leased properties to consider modifications to ventilation systems in accordance with CDC [guidance](#), as well as to optimize indoor ventilation to the maximum extent feasible, such as increasing the proportion of outdoor ventilation, improving filtration, and/or reducing or eliminating recirculation. Deployment of portable high-efficiency particulate air (HEPA) cleaners may be considered for higher-risk spaces (e.g. health clinics). The FCC will undertake the same considerations for FCC-owned facilities.

### *Visitors*

Except for emergency or exceptional circumstances (e.g. emergency facility repairs; classified briefings), no visitors will be allowed access to FCC facilities during any period of mandatory telework. The Managing Director will manage the approval of access to FCC facilities to ensure access is granted consistent with the FCC's Workplace Safety Plan and that all visitors authorized to access a facility are aware of applicable protection protocols. In addition, the approval process allows the FCC to help ensure adequate cleaning of occupied spaces and safe social distancing can be achieved.

Before being allowed to enter an FCC facility, visitors will be required to confirm, at a minimum, that they have no COVID-19 symptoms and passed the FCC Health Self-Screening checklist. To the extent a visitor is not entering an FCC facility to obtain a public service or benefit, the visitor will also have to attest to their vaccination status, and may be required to provide proof of a negative COVID-19 test result and follow additional safety protocols. Visitor escorts are responsible for ensuring that the visitor follows applicable masking, physical distancing, and other safety guidelines (e.g. based on vaccination status and/or level of community transmission).

### *Elevators*

The FCC will work with GSA and Building Management for FCC facilities in GSA-leased properties to comply with any elevator occupancy limits in accordance with guidance from the Safer Federal Workforce Task Force. The use of stairs by those who are physically able is strongly encouraged. Posted signage explains current procedures.

### *Shared Spaces*

The majority of FCC staff utilize sole-occupancy workspaces with dedicated equipment. Accordingly, limited shared spaces and equipment, as well as use of telework and remote work, face mask and physical distancing requirements for applicable staff, and other safety measures within this Safety Plan, should largely mitigate the risk that COVID-19 will be contracted through contaminated surfaces, particularly from personal property and/or in personal workspaces. The FCC has also provided styluses to staff for use on high-touch surfaces. Hand sanitizer and/or soap and water are also readily available in common spaces, such as pantries. To the extent equipment must be shared or transferred between users without sufficient time for potential virus to naturally die, or in other appropriate circumstances, the FCC may provide appropriate disinfecting supplies for the equipment.