



DEFENSE NUCLEAR FACILITIES SAFETY BOARD

COVID-19 Workplace Safety Plan *Health, Safety, and People First*

Revision 4
December 2, 2022

**DNFSB COVID-19 Workplace Safety Plan
Revision 4**

Contents

- I. Overview**
- II. Health and Safety**
- III. Workplace Operations**
- IV. COVID-19 Self-Screening Checklist**
- V. COVID-19 Incident Notification and Cleaning Protocol**
- VI. COVID-19 Incident Report**

DNFSB COVID-19 Workplace Safety Plan

Revision 4

I. Overview

Introduction. The Defense Nuclear Facilities Safety Board (DNFSB or “the Agency”) COVID-19 Workplace Safety Plan (“Plan”) has been developed to protect the DNFSB workforce, contractors, other building occupants, and visitors to the DNFSB and to stop the spread of the coronavirus disease 2019 (COVID-19). The Plan supersedes Revision 3 of the DNFSB Pandemic Response and Recovery Plan, dated April 29th, 2022, and implements the Executive Order (EO) 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing*, issued on January 20, 2021, and Office Management and Budget (OMB) Memorandum 21-15, *COVID-19 Safe Federal Workplace: Agency Model Safety Principles*, issued on January 24, 2021, and updated on September 15, 2022. The Plan consists of safety principles implemented DNFSB-wide at all official worksites around the nation and applies to all on-duty or on-site federal DNFSB employees, on-site federal contractors, and any other person in a DNFSB workplace.

According to EO 13991, the policy of the U.S. Government is “to halt the spread of COVID-19 by relying on the best available data and science-based public health measures,” including taking a science-based and data-driven approach to safety in federal workplaces. The health and safety of the federal workforce is the Administration’s highest priority. DNFSB is committed to protecting individuals in its facilities from the effects of the COVID-19 pandemic, while preserving the Agency’s ability to complete its mission.

The President has established a Safer Federal Workforce Task Force to assist federal agencies with implementing safety plans relative to health, safety, and workplace operations. As necessary, this Plan will be updated as the Safer Federal Workforce Task Force issues new guidance.

Safety Principles. With DNFSB’s goals of responding to and mitigating the impact of COVID-19, workforce safety and health remain our highest priority. DNFSB has adopted the government-wide Safer Workforce Task Force’s model safety principles, which are consistent with current Centers for Disease Control and Prevention (CDC) guidance and incorporated into this plan.

Health and Safety	Workplace Operations
• COVID-19 Community Levels	• Telework and Remote Work
• Vaccination	• Occupancy and Physical Distancing
• Mask Wearing	• Meetings, Events, and Conferences
• Testing	• Environmental Cleaning
• Notifications	• Hygiene and Sanitization
• Travel Protocols	• Ventilation and Air Filtration
• Symptom Monitoring	• Visitors
• Post-Exposure Precautions	• HQ Common Areas
• Isolation and Post-Isolation Precautions	
• Confidentiality and Privacy	

These safety principles are discussed in detail in Section II, *Health and Safety*, and Section III, *Workplace Operations*.

DNFSB Pandemic Response Working Group. The DNFSB Pandemic Response Working Group¹ (Working Group) includes representatives from the following DNFSB administrative units:

¹ OMB Memorandum 21-15 recommends establishing a “COVID-19 Coordination Team;” at DNFSB, this role of the COVID-19 Coordination Team is fulfilled by the Pandemic Response Working Group in coordination with the DNFSB Office Directors.

DNFSB COVID-19 Workplace Safety Plan Revision 4

- a) Division of Operational Services (DOS);
- b) Division of Human Resources (DHR);
- c) Division of Information Technology (DIT);
- d) Office of the Executive Director of Operations (OEDO);
- e) Office of the General Counsel (OGC);
- f) Office of the Technical Director (OTD); and
- g) Others, as directed by the Executive Director of Operations.

The Working Group will monitor DNFSB's compliance with:

- a) implementing safety protocols;
- b) assessing local conditions regarding COVID-19;
- c) responding to and mitigating the impact of COVID-19; and
- d) providing notification protocols.

The Working Group will also work to identify areas of improvement and risk that will need to be addressed and/or funded appropriately. Where appropriate, the Working Group may consult with the General Services Administration (GSA), the Office of Personnel Management (OPM), the Office of Management and Budget (OMB), the Small Agency Council (SAC), and the Facility Security Committee (FSC). The Working Group will routinely communicate and meet with Office Directors to provide status updates or to advise changes.

Field Employees. The Plan's safety principles also apply to DNFSB employees working in field locations, including Resident Inspectors. Given the unique circumstances at each field location, the responsible Office Director will issue supplementary direction as needed.

Training and Communication. DNFSB employees and contractors will be provided training on the Plan, including familiarization with facility access requirements. This will include initial training, with recurring or refresher training provided as necessary.

DNFSB will maintain transparent communication with the workforce and key external stakeholders as it plans and initiates pandemic response measures. DNFSB will continue to use a variety of communication methods to help connect the workforce to information about the safety of the workplace. This Plan will be posted on the DNFSB's public website.

Reporting Unsafe Conditions. Section 5(a)(1) of the Occupational Safety and Health Act requires the DNFSB to provide a place of employment free from recognized hazards that are "causing or are likely to cause death or serious physical harm." Employees may disclose health or safety violations or concerns about workplace safety and health to DNFSB management officials, the Equal Employment Opportunity (EEO) Manager, an EEO counselor, the Occupational Safety and Health Administration (OSHA), or the Office of the Inspector General (OIG) without fear of reprisal. The DNFSB will not retaliate against an employee for raising any workplace and safety concerns.

If an employee believes that he or she has been retaliated against for raising substantial and specific safety or health violations to management, the EEO Manager, an EEO counselor, OSHA, and/or the OIG, he or she may file a complaint with the Office of Special Counsel (OSC). In addition to filing a complaint with OSC, federal employees may also contact OSHA's Office of Federal Agency Programs if they believe that they are being retaliated against for filing with OSHA.

Approval Authority. The Office Directors (i.e., Executive Director of Operations, General Counsel, General Manager, and Technical Director) will be responsible for implementation of the Plan. The Office Directors can jointly approve changes to the Plan based on updated guidance or lessons learned and will inform the Board of any implementation issues and prior to any significant changes. The Board will make

DNFSB COVID-19 Workplace Safety Plan
Revision 4

decisions on any changes to the safety principles strategy. The DNFSB Chair, as advised by Office Directors and the Pandemic Response Working Group, must approve any exemptions to the Plan.

DNFSB COVID-19 Workplace Safety Plan
Revision 4

II. Health and Safety

COVID-19 Community Levels. The CDC has set recommendations related to [COVID-19 Community Levels](#), which measure the impact of COVID-19 illness on health and healthcare systems and inform the appropriate prevention strategies to utilize at a given time. The CDC’s COVID-19 Community Levels will be reviewed on a weekly basis by the Office of the General Manager (OGM) based on the [CDC’s COVID Community Level tracker](#) for the county and major surrounding counties in which the DNFSB workspace is located. Requirements in this plan may be instated or relaxed dependent on local Community Levels as per OMB guidance and as communicated by OGM.

Vaccination^{1,2}. Effective November 22, 2021, Executive Branch federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. For purposes of its safety protocols, DNFSB considers employees, onsite contractor employees, and visitors fully vaccinated for COVID-19 two weeks after they have 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. 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 also be considered fully vaccinated two weeks after they have completed the vaccine series.

Unless an accommodation is granted, employees will be required to provide evidence of their vaccination(s) and a vaccination record form. Employees may request a reasonable accommodation based on disability or religious belief by contacting the Disability Program Manager (dpm@dnfsb.gov). Disability accommodation requests should be submitted in accordance with Directive D-112.1 “Reasonable Accommodation Program” and OP-112.1-1, which can be found on the DNFSB SharePoint site (DNFSB Orbit). Although DNFSB does not have a directive or operating procedure for religious accommodation requests, the agency will follow all applicable legal requirements for processing a request based upon a religious belief.

Individuals who begin employment with DNFSB after November 22, 2021, must be fully vaccinated prior to their start date, except in limited circumstances where an accommodation is legally required. In rare cases where DNFSB has an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the DNFSB Chair may approve delaying the vaccination requirement for up to 60 days past their start date.

Employees 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, DNFSB will initiate an enforcement process to work with employees to encourage their compliance.

¹*Note: To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation. DNFSB will take no action at this time to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. DNFSB will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Any aspects of the COVID-19 Workplace Safety Plan related to the vaccination requirement pursuant to EO 14043 are in effect and will not be implemented or enforced by agencies while the injunction is in place. Vaccination information collection systems and the information collected to date from employees in accordance with*

DNFSB COVID-19 Workplace Safety Plan Revision 4

the Federal Records Act and other records requirements will be preserved as COVID-19 workplace safety protocols may change in the future, or collection of this information from Federal employees may otherwise need to resume.

Federal contractor employees will also be required to be fully vaccinated in accordance with contractual requirements.

²*Note: To ensure compliance with an applicable preliminary nationwide injunction, DNFSB will take no action to implement or enforce Executive Order 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors. For existing contracts or contract-like instruments that contain a clause implementing requirements of E.O. 14042, DNFSB will take no action to enforce the clause implementing requirements of E.O. 14042, absent further written notice from DNFSB.*

Visitors to DNFSB workspaces are not required to be fully vaccinated but are required to comply with requirements detailed in *Visitors*.

Vaccination-Related Leave. DNFSB will authorize employees seeking to be vaccinated to take up to four duty hours to travel to the vaccination site, complete any vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses. Employees taking longer than four hours must 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 are handled the same way as local travel or temporary duty cost reimbursement is handled based on agency policy and the Federal Travel Regulation.

In addition, administrative leave may be granted to receive any non-required dose of FDA-authorized COVID-19 vaccine or to accompany a family member being vaccinated. For this purpose, a “family member” is an individual who meets the definition of that term in Office of Personnel Management (OPM) leave regulations (see 5 CFR 630.201). Federal employees are also eligible for up to 2 business days of administrative leave if they experience an adverse reaction to any COVID-19 vaccination dose that prevents the employee from working. The Division of Human Resources will provide additional information on how to request administrative leave.

Mask Wearing. While indoors and in areas of HIGH COVID-19 Community Levels, except as noted below, DNFSB employees, contractors, and visitors – 2 years of age or older – must wear a high quality [face mask or respirator](#) in DNFSB workplaces, regardless of vaccination status. This includes when Federal employees are interacting with members of the public as part of their official responsibilities.

A “high-quality” mask or respirator includes respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or “procedure” or “surgical”-style masks. When required to be worn, masks and respirators should be well-fitting and worn consistently and correctly (over mouth and nose) and should be worn in any common areas or shared workspaces, but do not need to be worn outdoors.

When required to wear high-quality masks or respirators, an individual’s face mask or respirator can be temporarily removed when the individual is alone in an office with floor-to-ceiling walls and a closed door or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines. Individuals without an office can request temporary private space for eating and drinking from

DNFSB COVID-19 Workplace Safety Plan Revision 4

their supervisor. Also, individuals may be asked to briefly lower their face mask or respirator for identification purposes to comply with safety and security requirements.

In areas of LOW or MEDIUM COVID-19 Community Levels, the agency will not require face masks be worn in agency-controlled spaces. When not required, employees will be allowed to continue to wear masks if they chose to do so, and employees will generally be expected to respect the wishes of others to mask when working in the same physical vicinity.

Masks for Building Occupants. To the extent funds are available, DNFSB will provide a face mask/covering to federal employees, on-site contractors, and visitors who need a mask upon entering DNFSB workplaces. DNFSB may bar entry to people who are not wearing a suitable mask (and, if applicable, do not have an approved accommodation).

Adaptations and Alternatives. As noted above, DNFSB recognizes that wearing a mask may not be possible in every situation or for some people. Wearing masks may be difficult for some people with sensory, cognitive, or behavioral issues. If an employee or contractor is unable to wear a face mask/covering properly or cannot tolerate a mask/covering because of a documented medical condition or religious belief, the individual should submit a request for information regarding the reasonable accommodation process. Employees should send requests to DHR at dpm@dnfsb.gov. Contractors should send requests to their Contracting Officer and/or Contracting Officer Representative.

Testing. DNFSB will provide diagnostic [testing](#) from a testing facility or a local healthcare institution for employees who develop symptoms or have a known or suspected exposure to COVID-19 in the workplace. DNFSB will provide diagnostic testing within three to five days after exposure to ensure the accuracy of test results. When determining when an employee is allowed to return to the workplace, the employee has the option of diagnostic testing or using the time-based criteria for post-exposure precautions per CDC guidance.

When sought in connection with the performance of official duties as described above, testing will not be at the expense of the employee; DNFSB will reimburse or cover the cost of testing and associated expenses. Whenever possible, such testing will be performed during duty hours.

Notifications. A DNFSB federal employee who has been in the workplace in the prior two weeks shall immediately report any suspected or confirmed contraction of SARS-CoV-2 or any suspected or confirmed case of COVID-19 to the COVID-19 notification email address at COVID-19Notifications@dnfsb.gov. If an employee reports their COVID-19 case to a supervisor, the supervisor will ensure DHR is notified within two hours. The Division of Human Resources will maintain a COVID-19 Incident Report for DNFSB, and it will be considered highly sensitive in nature.

DHR will contact an employee who has contracted COVID-19 or is suspected of having COVID-19 to obtain detailed information about his or her work contacts and locations he or she has been within DNFSB workplaces 48 hours before the onset of symptoms (or, if asymptomatic, 48 hours before the positive test result) through the date of contact. DHR will immediately make notifications to all employees who have been potentially exposed but will not reveal the identity of the employee who tested positive for COVID-19. DHR will immediately notify the Facility Maintenance Manager of any DNFSB work locations that may require environmental cleaning based on information provided by the notifying employee.

DHR will 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 an employee contracts COVID from the workplace, DHR will record the positive case in its OSHA illness and injury log when regulatory recording criteria are met.

DNFSB COVID-19 Workplace Safety Plan Revision 4

DNFSB-contracted administrative and IT staff will adhere to the COVID-19 reporting protocol as defined by their respective employers. The contractor will inform the DNFSB Contracting Officer and/or Contracting Officer Representative (COR) if their employee was inside DNFSB workspaces up to seven days before the employee's COVID-19 detection or suspected contraction as defined in the above paragraph. If the employee was in a DNFSB workspace up to seven days prior to detection, the DNFSB Contracting Officer will inform the COR, Security Office, and Facilities Manager; the DNFSB COR and/or Program Manager will notify DHR. The Contracting Officer will ensure contractors continue to meet contract performance requirements.

Travel Protocols. Employees are not subject to government-wide travel restrictions and should follow standard agency policies and procedures regarding official travel, except as described below. DNFSB staff seeking travel to a Department of Energy (DOE) site or sites should consult with the respective cognizant engineer prior to travel, as individual DOE sites may have additional access restrictions.

DNFSB advises travelers:

- The CDC recommends that individuals make sure they are up to date with COVID-19 vaccines before travel;
- Consider being tested for current infection with a viral test as close as possible to the time of departure (no more than 3 days) before travel;
- Adhere strictly to the CDC guidance for [domestic](#) and [international](#) travel before, during, and after official travel;
- Check their destination's COVID-19 Community Level before traveling, and to wear a high-quality mask while on-duty and around others indoors at their destination, if the COVID-19 Community Level in the county where their destination is located is HIGH;
- Understand and follow all travel restrictions put in place by state, local, tribal, and territorial governments; and
- Prepare to be flexible during travel, as restrictions, policies, and circumstances may change during travel.

Travel for Individuals with Known Exposure. For asymptomatic individuals who have had a known exposure to someone with COVID-19 within the past 10 days, DNFSB may approve official travel, consistent with the agency's travel policy. If the individual remains without [COVID-19 symptoms](#) before traveling, they will be instructed to:

- Wear a high-quality mask or respirator (such as N95) the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the 10 full days after their last known exposure;
- Not travel on public transportation such as airplanes, buses, and trains if they will not be able to wear a high-quality mask or respirator (such as N95) when around others indoors for the full duration of their travel within the 10 full days after their last known exposure; 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 (ideally, on or after day 6). Note that this testing may need to occur while the individual is traveling, and that the individual does not need to wait for the results of this post-exposure diagnostic test to undertake official travel, including return travel.

If the individual develops COVID-19 symptoms or tests positive for COVID-19 after official travel has been approved, the individual may not undertake further official travel, including under that previously approved travel authorization, and to instead follow agency protocols consistent with the instructions on travel for individuals with COVID-19 symptoms (see next section).

DNFSB COVID-19 Workplace Safety Plan Revision 4

Travel for Individuals with COVID-19 Symptoms or a Positive COVID-19 Test. Pursuant to E.O. 13991 and consistent with CDC guidance, DNFSB will not approve official travel for individuals who have COVID-19 symptoms and are waiting for an initial diagnostic viral test result, or for individuals who have tested positive for COVID-19 for at least 5 full days after their first day or symptoms, or after the date of their initial positive diagnostic viral test for asymptomatic individuals.

If an individual who tested positive for COVID-19 has returned to working onsite at a DNFSB workplace or interacting with members of the public as part of their official responsibilities (once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving), then DNFSB may approve official travel for the individual; the individual will be instructed to:

- Wear a high-quality mask or respirator (such as N95) the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the 10 full days after their last known exposure;
- Not travel on public transportation such as airplanes, buses, and trains if they will not be able to wear a high-quality mask or respirator (such as N95) when around others indoors for the full duration of their travel within the 10 full days after their last known exposure; and
- Follow other aspects of post-isolation protocols.

If after official travel has been approved, the individual's COVID-19 symptoms recur or worsen, then pursuant to E.O. 13991 and consistent with CDC guidance on [isolation](#), the individual may not undertake further official travel, including under any previously approved travel authorization, and to again 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.

Symptom Monitoring. If DNFSB employees, contractors, building occupants, or visitors are not feeling well, they must not enter DNFSB workspaces. Employees are required to do a self-certification check in accordance with Section IV, *COVID-19 Self-Screening Checklist*, each day before they enter a DNFSB workplace or prior to interacting with members of the public. Notices to this effect will be posted outside all building entrances.

Individuals not meeting the self-screening criteria will not be permitted to enter the facility. Contractor employees will report back to their employer who will coordinate with the appropriate Contracting Officer Representative or Contracting Officer.

Any employees working at a DNFSB workplace who develop any [symptoms consistent with COVID-19](#) during the workday must immediately leave the workplace, isolate, and notify their supervisor. Alternatively, if a supervisor observes an employee with COVID-19-like symptoms at work, the supervisor has a responsibility to ensure the safety of the workforce and should ask the employee to immediately wear a high-quality mask or respirator (such as N95) and promptly leave the workplace. Employees should review the [symptom list on the CDC website](#).

If an employee is unable to enter the facility or to telework, a supervisor should advise the employee of leave options, such as: requesting sick leave or annual leave. If an employee has no leave available, supervisors are authorized to approve requests for advance leave or leave without pay in certain circumstances. If an employee chooses not to voluntarily take leave or telework, a supervisor can direct the employee's use of leave in certain situations. Before directing the use of leave, supervisors should consult with DHR and OGC because enforced leave is an adverse action that imposes procedural requirements (i.e., advance notice, an opportunity to reply, the right to representation, and an agency decision).

DNFSB COVID-19 Workplace Safety Plan Revision 4

Post-Exposure Precautions. If an asymptomatic individual has a [known exposure to someone with COVID-19](#), the CDC no longer recommends quarantining at home, and so DNFSB will not be prevented from entering DNFSB workplaces or interacting with members of the public due to quarantine protocols.

In accordance with CDC's [Understanding Exposure Risks](#), employees should be considered "exposed" if their contact meets two or more of the following high-risk factors:

- The duration of exposure was long (i.e., 15 minutes or more cumulatively over a 24-hour period).
- The infected person was coughing, singing, shouting, or breathing heavily at the time.
- The infected person had [COVID-19 symptoms](#) at the time.
- Neither you nor the infected person were wearing a high-quality mask or respirator.
- The contact was in a poorly ventilated indoor area (i.e., without air recirculation or filtration).
- The infected person was very close or touching.

Individuals who have been exposed to someone with COVID-19, regardless of their vaccination status, are instructed to:

- Wear a high-quality [mask or respirator](#) (such as N95) while indoors at a DNFSB workplace or interacting indoors with members of the public in person as part of their official responsibilities as soon as possible after notification of exposure and continue to do so for 10 full days from the date they were last known to have been exposed;
- Take [extra precautions](#), such as avoiding crowding and physically distancing from others, when they know they are around people [more likely to get very sick from COVID-19](#) while onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities, for 10 full days from the date they were last known to have been exposed; and
- Watch for [COVID-19 symptoms](#) for 10 full days from the date they were last known to have been exposed.

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.

As part of agency testing protocols, employees and contractor employees who are known to have been exposed to COVID-19 and are onsite at a DNFSB workplace or interacting with members of the public in person as part of their official responsibilities are required to be tested for current infection with a viral test at least 5 full days after their last known exposure (ideally, on or after day 6). The test can be both self-administered and self-read by the employee if the employee certifies as to when they took the test and that they received a negative result. If the individual tests negative, the individual must continue to follow the precautions above for 10 full days from the date they were known to have been exposed. If they test positive, or if they at any time develop COVID-19 symptoms, they must follow agency protocols on isolation.

If an individual known to be exposed to COVID-19 is not working onsite at a DNFSB workplace or interacting with members of the public in person as part of their official responsibilities within 10 days of the known exposure, then they are not required to be tested.

If the individual that has been known to be 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 get tested after a known exposure. If the individual that had been known to be exposed to COVID-19 had tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using a viral antigen test. (See also: CDC guidance on specific testing recommendations for those that have had COVID-19 within the past 90 days.)

DNFSB COVID-19 Workplace Safety Plan Revision 4

Isolation and Post-Isolation Precautions. Any individual with probable or confirmed COVID-19, regardless of their vaccination status, must not enter a DNFSB workplace or interact with members of the public in person as part of their official responsibilities, consistent with CDC guidance on [isolation](#), and monitor their symptoms. This includes people who have an initial positive diagnostic viral test for COVID-19, regardless of whether they have symptoms, and people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.

Individuals who tested positive for COVID-19 and never developed symptoms are allowed to return to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities after 5 full days following their positive COVID-19 test (day 0 being the day the individual was tested).

Individuals who tested positive for COVID-19 and had symptoms are allowed to return to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities after 5 full days from the onset of symptoms (day 0 being the day of symptom onset), once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. Note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

If an individual had moderate illness (if they experienced shortness of breath or had difficulty breathing) or severe illness (they were hospitalized) due to COVID-19, or they have a weakened immune system, then the individual should delay returning to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities for a full 10 days. If an individual had severe illness or has a weakened immune system, they should consult their healthcare provider before ending isolation. If an individual is unsure if their symptoms are moderate or severe or if they have a weakened immune system, the individual is advised to talk to a healthcare provider for further guidance.

A negative test is not required to determine when, after having tested positive for COVID-19 and isolated, an individual can return to working onsite at an agency workplace or interacting with members of the public as part of their official duties.

Once an individual has returned to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities after having tested positive for COVID-19 and isolated consistent with CDC guidance on isolation, then the individual must continue to take precautions consistent with CDC guidance for at least 10 full 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 or respirator (such as an N95) when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others, and avoiding being around people who they know are at high risk for severe disease from COVID-19.

As it relates to mask-wearing after returning from isolation, individuals can opt to take two viral antigen tests authorized by the FDA to detect current COVID-19 infection, starting on day 6. With two sequential negative tests 48 hours apart, the individual may remove their mask sooner than day 10. If either of their antigen test results are positive, the individual should continue taking antigen tests at least 48 hours apart until they have two sequential negative results. This may mean that the individual would continue wearing a mask and testing beyond day 10.

If at any point their COVID-19 symptoms recur or worsen, the individual must again not enter a DNFSB facility or interact with members of the public as part of their official responsibilities, restarting isolation protocols at day 0.

DNFSB COVID-19 Workplace Safety Plan Revision 4

Confidentiality and Privacy. All information collected from DNFSB employees, contractors, and visitors to DNFSB workspaces in connection with the implementation of this Plan, including but not limited to names and contact information, attestation forms, vaccination records, COVID-19 screening information, test results, any information obtained as a result of testing and symptom monitoring, and any other personal and/or medical information, will be treated confidentially and in accordance with applicable law and government-wide policy. Within DNFSB, this information will be accessible by and disclosed to only those who have a need to know the information in order to carry out the requirements of this Plan; in many cases, this includes the supervisory level. In addition, this information will be disclosed outside of DNFSB, for example, to other federal agencies and local public health officials, only as permitted by applicable law and policy and only to those individuals and entities with a need to know in order to protect health and safety.

Contact the DNFSB Division of Human Resources with any questions regarding documentation, including how to address any information collected.

DNFSB COVID-19 Workplace Safety Plan

Revision 4

III. Workplace Operations

Telework and Remote Work. DNFSB will utilize telework, flexible work schedules, and remote work consistent with the safety principles outlined in this plan and in accordance with approved agency directives and notices. In periods of widespread community transmission, federal employees may be encouraged to maximize the approved uses of telework, flexible work schedules, and remote work so as to limit their physical presence at the office/worksites. Approved use of leave or telework will not result in discrimination or disparate treatment in terms of ratings, work assignments, or other conditions of employment.

Occupancy and Physical Distancing. When COVID-19 Community Levels are MEDIUM or HIGH, DNFSB will post signage encouraging individuals, regardless of vaccination status, to consider avoiding crowding and physically distancing themselves from others in indoor common areas, meeting rooms, and high-risk settings in Federal facilities. Occupancy limitations may also be established in selected high-risk settings within DNFSB workplaces, such as where ventilation is challenging to improve or where crowding cannot be avoided.

DNFSB employees working in field locations will coordinate their on-site presence with the Department of Energy or other external organizations as appropriate to ensure compliance with any local occupancy limits when such limits are in place.

Meetings, Events, and Conferences. For agency-hosted meetings, events, and conferences, there are no Government-wide restrictions. Approval from the DNFSB Chair for such activities is not required, regardless of the expected number of in-person participants or local COVID-19 Community Levels. However, all in-person attendees at any meeting, conferences, or events hosted by DNFSB must comply with relevant COVID-19 safety protocols, including as it relates to mask-wearing when COVID-19 Community Levels are HIGH.

Environmental Cleaning. If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the space will be cleaned and disinfected. If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the building, neither deep cleaning nor disinfection is needed. DNFSB's Division of Operational Services will determine the appropriate scope of any workplace closures needed—in some cases, it may be an individual office or part of a floor, in other cases, it may be an entire floor.

Hygiene and Sanitization. DNFSB will ensure EPA-approved cleaning and disinfecting products are available. Hand sanitizer stations are also available in the elevator lobbies of DNFSB headquarters. Personnel will be encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently and to clean their workstations after use. DNFSB will continue to refresh and distribute hygiene etiquette signage throughout its facilities to encourage employees to use healthy hygiene practices, such as covering coughs and sneezes, washing hands correctly, and keeping hands clean, to help stop the spread of COVID-19.

Ventilation and Air Filtration. The heating, ventilation, and air conditioning (HVAC) at DNFSB headquarters has been designed to bring adequate fresh air throughout the building based on occupancy level, simultaneously displacing existing air, while reducing recirculation. This system eliminates the need to have windows. Due to COVID-19, property management has increased the number of air exchanges above the minimum required by OSHA. At headquarters, building air filtration is primarily done through Minimum Efficiency Reporting Value (MERV) 13 filters. This system will be supplemented by portable air purifiers with high-efficiency particulate air (HEPA) filters.

Visitors. Visitors must adhere to the screening signage posted visibly at all entrances of DNFSB workspaces (when in place), which direct visitors to conduct self-assessments by responding to questions

DNFSB COVID-19 Workplace Safety Plan Revision 4

and assess whether to enter the space based on those questions and outlines next steps they should take if they answer “yes” to any of the questions.

Visitor requests must be submitted to Receptionist@dnfsb.gov and Security@dnfsb.gov 24 hours in advance of any visit. Visit request must include the following information:

- Visitor(s) name (Last, First MI)
- Visitor(s) Company/Agency/Affiliation
- Visitor(s) email address
- Date and time of visit
- Duration of visit
- Any requests for accommodation
- Name (Last, First MI) and phone number of the sponsor/escort

The receptionist and/or security will respond with an informational email with COVID-19 self-certification guidance requiring a self-certification response by email. The DNFSB receptionist and/or security will only approve the visit following a negative COVID-19 self-screening certification.

Visit requests for the Department of Energy’s Office of the Departmental Representative should be processed through the Office of the Technical Director. Visit requests for Nuclear Regulatory Commission (NRC) employees should be processed through DNFSB’s Office of the Inspector General (OIG) Liaison within the Office of the Executive Director of Operations.

HQ Common Areas. At DNFSB headquarters, COVID-19 protocols or requirements for common areas outside of DNFSB control (e.g., elevators, lobbies) will be determined by the Facility Security Committee and communicated to the staff by the Division of Operational Services when appropriate.

DNFSB has the responsibility to inform the building Facility Security Committee and GSA of a confirmed or suspected case of COVID-19 if the individual had been in the building up to three days prior. DNFSB will provide the date and time of the incident and areas accessed. This notification will be confidential and not include personally identifiable information.

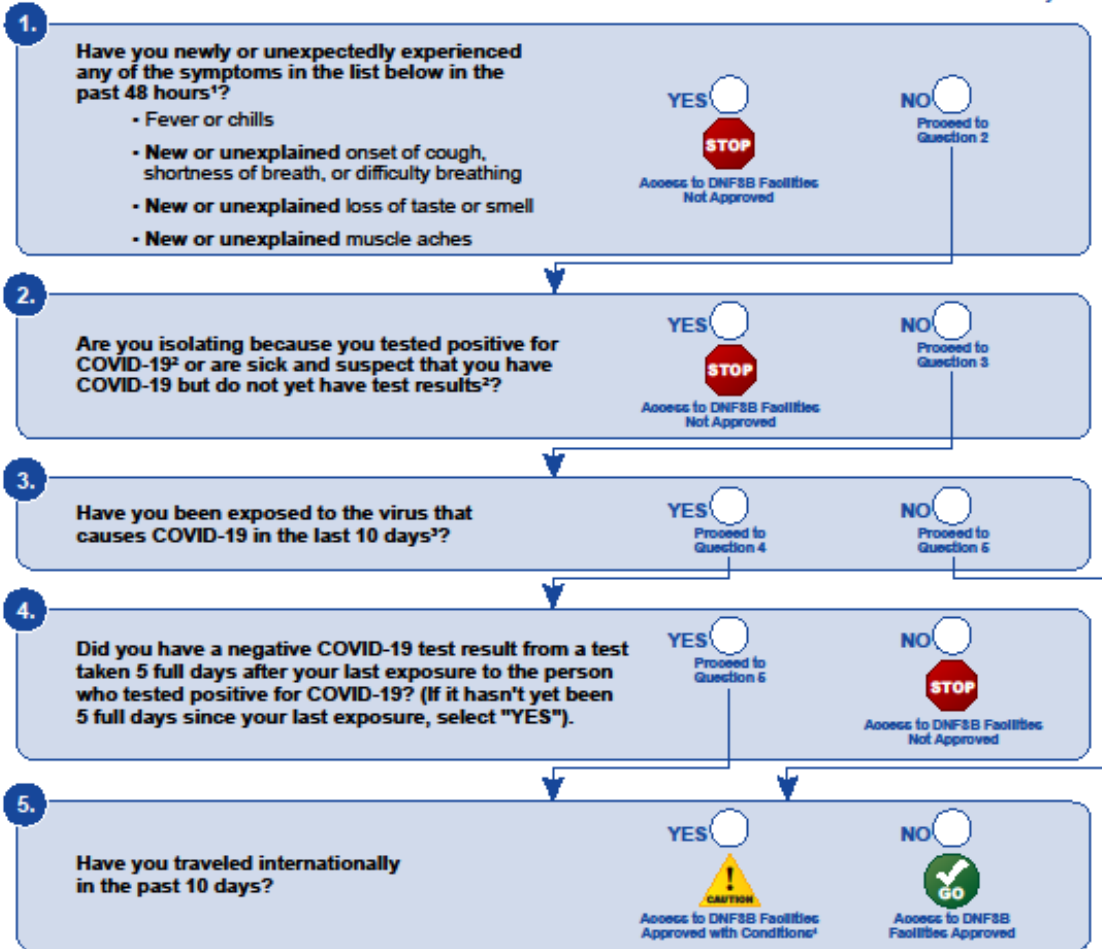
**DNFSB COVID-19 Workplace Safety Plan
Revision 4**

IV. COVID-19 Self-Screening Checklist

DNFSB FACILITIES COVID-19 SCREENING

PLEASE READ EACH QUESTION CAREFULLY

Today's Date



¹This symptom list was developed using a scientific approach by CDC scientists who reviewed the literature and studies to determine which symptoms are most predictive of COVID-19. If you have newly or unexpectedly had any of these symptoms in the last 48 hours, DO NOT physically return to the workplace until symptoms have been improving for more than 48 hours.

²Regardless of vaccination status, you should isolate (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>) from others when you have COVID-19. You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>) results.

³If you were exposed to the virus that causes COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>) or have been told by a healthcare provider or public health authority that you were exposed, get tested at least 5 full days after your last exposure.

⁴Conditional Access:

- Get tested 3-5 days after travel
- If you develop symptoms, immediately leave the workplace and consult with your healthcare provider

DNFSB COVID-19 Workplace Safety Plan Revision 4

V. COVID-19 Incident Notification and Cleaning Protocol

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

Overview:

- The supervisor reports the incident to the Division of Human Resources.
- DHR ensures the COVID-19 Incident Report is completed and notifies the following key personnel:
 - Executive Director of Operations
 - General Manager
 - Facility Maintenance Manager
- The Facility Maintenance Manager notifies GSA and appropriate property management staff who oversee custodial staff of the area(s) that need to be deep cleaned and sanitized.
 - In accordance with CDC and GSA guidelines, enhanced cleaning in an office space is required when it has been 24 hours or less since a person who is sick or diagnosed with COVID-19 has been in the building.
- Once cleaning is completed, property management and/or custodial staff notifies the Facility Maintenance Manager that cleaning has been completed.
- The Facility Maintenance Manager notifies DHR, the General Manager, and the Executive Director of Operations that cleaning has been completed.

Notification Protocol:

- Immediately upon receipt or completion of a COVID-19 Incident Report, DHR notifies exposed employees as immediately as possible, if exposed employees are reported by the notifying individual.
- DHR advises isolation, telework, or weather and safety leave, as applicable.
- A blanket notification is provided work-site wide when an individual with a presumptive or confirmed case of COVID-19 is known to have been inside a DNFSB workplace while infectious.
 - For symptomatic cases, the infectious period is considered to begin 2 days prior to the onset of symptoms.
 - For asymptomatic cases without a known exposure in the past five days, the infectious period is considered to begin 2 days prior to the time of the positive test result.

Cleaning Protocol:

- DHR and the Facility Maintenance Manager ascertains all location(s) the suspected or confirmed employee(s) visited.
- The Facility Maintenance Manager notifies GSA and appropriate property management staff who oversee the custodial staff of the areas(s) that needs to be deep cleaned and sanitized immediately.
- Once cleaning is completed, property management and/or custodial staff notifies the Facility Maintenance Manager that cleaning has been completed.
- The Facility Maintenance Manager notifies DHR, the General Manager, and the Executive Director of Operations that cleaning has been completed.

**DNFSB COVID-19 Workplace Safety Plan
Revision 4**

VI. Coronavirus Disease 2019 (COVID-19) Incident Report

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

Please answer the questions below and return the completed document to the Division of Human Resources at COVID-19Notifications@DNFSB.GOV. **Do not provide the names or any other identifying information about the individuals involved on this form.**

1. Please describe the incident.

2. Does this incident involve an employee or contractor?

Employee Contractor Other: _____

3. Does this incident involve a confirmed case (tested positive) or a suspected case?

Confirmed Suspected

Please describe the nature of involvement (e.g., employee has tested positive, employee has had direct contact with confirmed case, employee is symptomatic and suspects he/she may have COVID-19). If test information is not available at the time of this report, please contact DHR when it becomes available to update this incident report.

4. Is the individual symptomatic or asymptomatic?

Symptomatic Asymptomatic

If symptomatic, when did the individual first experience symptoms?

**DNFSB COVID-19 Workplace Safety Plan
Revision 4**

5. Did the individual come into a DNFSB worksite within two (2) days prior to becoming symptomatic or after becoming symptomatic?

OR

Did the individual come into a DNFSB worksite within two (2) days prior to receiving a positive test result or after receiving a positive test result?

Yes

No

If so, please describe dates and building locations (floors, room numbers, work or public areas).

6. Did the employee potentially expose other employees or contractors when last in the DNFSB worksite? Individuals are considered exposed if the contacts met two or more of the following criteria:

- The duration of exposure was long (i.e., 15 minutes or more cumulatively over a 24-hour period).
- The infected person was coughing, singing, shouting, or breathing heavily at the time.
- The infected person had COVID-19 symptoms at the time.
- Neither you nor the infected person were wearing a high-quality mask or respirator.
- The contact was in a poorly ventilated indoor area (i.e., without air recirculation or filtration).
- The infected person was very close or touching.

7. Is there any other information that you think might be important?

All information about the individuals involved in this incident must be treated confidentially and in accordance with applicable law and policy. Within DNFSB, you must only provide access to or disclose information to DNFSB personnel who have a need to know the information in order to respond to the referenced Incident Report. Do not discuss this Incident Report or any information gathered in response to it with anyone who does not have a need to know. Do not disclose information about this Incident Report to anyone outside of DNFSB without authorization.