



FMCS

FEDERAL MEDIATION &
CONCILIATION SERVICE

COVID-19 Workplace Safety Framework

As of: January 21, 2021

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Purpose

The health and safety of the FMCS workforce and the public we service is the agency's paramount priority. The Federal Government and the FMCS are committed to addressing essential work requirements consistent with best public health practices.

As set forth in the January 20, 2021, Executive Order 13991 “Protecting the Federal Workforce and Requiring Mask-Wearing,” the policy of the Administration is “to halt the spread of coronavirus disease 2019 (COVID-19) by relying on the best available data and science-based public health measures”. This Framework has been developed in accordance with the Office of Management and Budget (OMB) memorandum M-21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles, issued January 24, 2021; M-21-25, Integrating Planning for a Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment, issued June 10, 2021; Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles, issued July 29, 2021; updated U.S. Centers for Disease Control and Prevention (CDC) guidance; Occupational Safety and Health Administration (OSHA) guidelines; and other Federal guidance.

This Framework outlines the requirements to protect the health and safety of the FMCS workforce from COVID-19, which ensures the effective accomplishment of the FMCS mission. The Framework is a living document that will be updated as needed to account for changing COVID-19 conditions and CDC guidelines.

Scope and Applicability

This Framework replaces the FMCS COVID-19 Workplace Safety Plan, revised in September 2021, and provides overall FMCS requirements and guidance. The safety principles in this Framework document apply to Federal employees, contractors, and any others entering or working at FMCS leased facilities. The principles presented here establish a minimum level for workplace safety and are aligned to current CDC guidance and established public health best practices. Based on evolving research and understanding of COVID-19, the principles and guidance in this reentry plan may be reassessed and changed if necessary to ensure the agency is continuing to place the health and safety of the workforce as the top priority.

COVID-19 Coordination Team

In December 2020, the Director of FMCS established the FMCS COVID-19 Coordination team consisting of:

Mr. Gregory Goldstein, Acting Director, Chief Operating Officer, ggoldstein@fmcs.gov

Mr. Javier Ramirez, Executive Manager, jramirez@fmcs.gov (replacement of Gary Hattal)

Ms. Angie Titcombe, Human Resources Director, atitcombe@fmcs.gov

Ms. Sarah Cudahy, General Counsel, scudahy@fmcs.gov

Ms. Cynthia Washington, Procurement and Operations Director, cwashington@fmcs.gov

Ms. Natalie Samuels, Benefits Officer, nsmauels@fmcs.gov

Ms. Beth Schindler, Regional Director, bschindler@fmcs.gov
Ms. Carolyn Brommer, Regional Director, cbrommer@fmcs.gov

FMCS's COVID-19 Coordination Team is responsible for establishing, implementing, and monitoring compliance with the health and safety requirements specified in this Framework. The team meets regularly to review this Framework and to consider potential revisions and updates based on emerging guidance and any other operational needs.

Principles

- **The health and safety of FMCS Federal and contractor employees are of paramount importance and guide all actions for employees at FMCS facilities.**
- The Framework aligns with OMB's and the Safer Federal Workforce Task Force's model safety principles and will be revised as necessary to account for any superseding or additional guidance.
- CDC-recommended and optional practices, including enhanced entrance screening, social distancing, and workplace protocols will be used, as practical and appropriate, to lower risk.
- Where a locality has imposed additional pandemic-related requirements more stringent than those set forth in this framework, FMCS employees will adhere to not only these internal standards, but any other additional standards in place at FMCS leased facilities.
- Plans and protocols will consider contingencies to prepare for potential new developments.
- The Agency will use CDC guidelines to reassess and inform decisions as conditions warrant.

Operating Status

FMCS will continue to utilize all available options and resources to protect the health and welfare of staff and all those we serve. FMCS began a phased re-entry process in October 2021 and **will move to phase 2 on January 31, 2022**. At no time shall a supervisor approve any activities which are in violation of the requirements set forth by the Safer Federal Workforce ([Safer Federal Workforce](#)) and internal procedures.

Phase 1: October 1, 2021, to January 30, 2022

- Maximum telework / remote work will remain in place for eligible employees.
- Employees entering FMCS space must complete screening information and follow all CDC and OMB guidelines.
- FMCS will allow contractors/visitors into FMCS leased spaces on an as-needed basis. All CDC and OMB guidelines must be followed.

- FMCS will allow stakeholders/customers into FMCS leased spaces for high-priority services only with agency head approval. All CDC and OMB guidelines must be followed.
- Employee preferences for flexible work arrangements have been received and are in the process of being finalized and processed. HQ personnel who requested remote work statuses were processed effective October 11, 2021. Field Operations and DAI are currently in the process of completing required paperwork with an intended processing effective date in January 30, 2022, for those requesting voluntary remote work status.
- Supervisors may approve travel on a case by case basis for fieldwork performed by mediators on cases which are not appropriate for virtual services and are likely to have a significant impact. Only Mediators who volunteer to travel may do so and must follow all CDC and OMB guidelines.
- FMCS's Vaccination Program has been implemented. All FMCS employees have provided proof under perjury of law of being fully vaccinated or have an approved accommodation. Employees with accommodations will be required to follow all CDC, OMB, and agency guidelines.

Phase 2: January 31, 2022 to February 28, 2022

- Employees on a telework agreement may work in FMCS leased spaces no more than 1x a week.
- Depending on employee preferences supervisors will ensure to stagger work schedules and workspaces.
- Supervisors are authorized to approve travel supporting FMCS mission requirements. Supervisors will ensure adherence to all travel requirements listed in the Safer Federal Workforce ([Safer Federal Workforce](#)) and agency policies.

Specific Field Operations/Division of Agency Initiatives Guidance during Phase 2:

- In January 2022, the field will be issued Memorandum—FY 2022 Guidance on In-Person and Virtual Service Delivery, which details what services will default to virtual during this phase.
- Category 1: Virtual by Default
 - Grievance Mediation;
 - Reimbursable or other work delivered pursuant to an IAA;
 - Outreach, with the exception of in-person meetings approved by a supervisor. The importance of in-person outreach meetings may vary depending on the relative tenure of the mediator with the Agency, as well as the size of the event.
- Category 2: Virtual Encouraged
 - Relationship Development & Training
 - Collective Bargaining Mediations (CBM) in which a mediator is active, but in which there is not an ongoing or significant risk of work stoppage, or a work stoppage is not an option;
 - CBMs in which a mediator is active, but which do not involve critical infrastructure or national-scale negotiations;

- CBMs in which a mediator is inactive or not yet actively mediating with the parties, including outreach calls/meetings;
- National, international, or special projects such as regulatory negotiations, international trainings, FMCS Institute courses, and other services.
- Category 3: In-Person as Necessary (when parties are in person)
 - CBMs with an ongoing, or significant risk of, work stoppage;
 - CBMs involving critical infrastructure, national negotiations, or other factors of note;
 - Other work, which, in consultation with the appropriate supervisor, is determined to qualify for high priority in-person service delivery.

Phase 3: Complete re-entry: March 2022

- FMCS will assess the impact of COVID-19 and will continue to follow all guidance and safety protocols. Safeguards may be increased or decreased depending on the COVID-19 case rates at that time.

FMCS has updated its proposed entry plan to ensure compliance with Administration and CDC guidelines. It is the goal of FMCS leadership to work with our workforce, including our union colleagues, to fulfill their expectations while remaining compliant with all guidelines and mission requirements.

Levels of Community Transmission

In applying COVID-19 workplace safety protocols connected to levels of community transmission in a given area, FMCS locations must reference the [CDC COVID Data Tracker](#). Locations should determine the counties relevant to the determination of the level of community transmission in a given area for a FMCS office (e.g., consider the county in which a FMCS site is located, the transmission levels of surrounding local counties from which FMCS employees and visitors travel to the site, and transmission levels in counties through which FMCS employees regularly travel over the course of their work in the field and between various work sites).

FMCS locations should assess transmission rates in each area at least weekly to determine proper mask wearing requirements. FMCS employees are expected to adhere to local mask wearing requirements. When the level of transmission related to a FMCS site increases from “low” or “moderate” to “substantial” or “high,” FMCS locations will implement additional protective safety protocols consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force as soon as operationally feasible. However, when the level of transmission related to a FMCS location is reduced from “high” or “substantial” to “moderate” or “low,” the level of transmission must remain at that lower level for at least two consecutive weeks before the FMCS location implements the protocols recommended by CDC guidelines and guidance from the Safer Federal Workforce Task Force for areas of “moderate” or “low” transmission. When the level of transmission related to a service or facility location increases from low or moderate to substantial or high, FMCS will implement additional protective safety protocols consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force. FMCS will not wait for a multi-day or multi-week trend to be established.

FMCS service locations or facilities will adhere to local requirements when a locality imposes more protective pandemic-related safety requirements, these requirements are followed by agency

employees and onsite contractor employees, in agency buildings, in agency-controlled indoor worksites, and when providing services within that locality.

Travel

FMCS will adhere to CDC guidance concerning [domestic](#) and [international](#) travel before, during, and after travel, regardless of whether the travel is personal or for official business. Employees who are fully vaccinated are authorized to travel. For the limited number of employees who are not fully vaccinated if requiring travel or other in-person support they will follow HR provided guidelines within their approved accommodation. Supervisors will ensure compliance to reasonable accommodations requirements. Travel approvals will not be granted for trips where the agency determines that the travel cannot occur consistent with CDC, OMB, and agency guidelines.

FMCS employees who are fully vaccinated 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 their 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 conveyance (open-air ferry).

FMCS employees who are fully vaccinated 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](#), are [required](#) to have a negative SARS-CoV-2 viral test result no more than three 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.

FMCS employees are subject to Government-wide and agency restrictions on official travel.

Vaccinations

Vaccines are now widely accessible throughout the United States. All FMCS Federal employees were mandated to be fully vaccinated by November 22, 2021, other than in limited circumstances where the law requires an exemption. FMCS employees who are not fully vaccinated must comply with all required OMB and agency requirements, including but not limited to masking, physical distancing, and travel, unless not required due to a legal exemption.

Employees who are eligible for a COVID-19 booster shot are authorized up to 4 hours of administrative leave time to receive a COVID-19 vaccine booster shot. The administrative leave will cover the time it takes to travel to the vaccination site, receive the vaccination dose, and return to work. Because there is currently no requirement for Federal employees to receive a vaccine booster shot or additional dose, granting duty time is not allowable in these instances. If an employee needs to spend less time getting the vaccine booster shot or additional dose, only the needed amount of administrative leave should be granted. Employees should obtain advance approval from their supervisor before using administrative leave for purposes of obtaining a COVID-19 vaccine booster shot or additional dose. Employees may not

be credited with administrative leave or overtime work for time spent getting a booster vaccine shot or additional dose outside their tour of duty.

In the case of booster shots, this policy may be applied retroactively to the time when authorized booster shots became available (no earlier than September 22, 2021, when the Food and Drug Administration (FDA) amended the emergency use authorization for the Pfizer-BioNTech COVID-19 vaccine to allow for the use of a single booster dose). In the case of additional doses, this policy may be applied retroactively to the time when authorized additional doses became available (i.e., no earlier than August 12, 2021, when the FDA amended the emergency use authorization for the Pfizer-BioNTech and Moderna COVID-19 vaccines to allow for the use of an additional dose in certain immunocompromised individuals).

In general, people are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

FMCS employees who don’t meet these requirements are NOT fully vaccinated. Employees are recommended to continue taking all [precautions](#) until fully vaccinated.

If an employee has a condition or are taking medications that weaken their immune system, they may not be fully protected even if they are fully vaccinated and have received an additional dose. These employees should continue to take all precautions recommended for unvaccinated people until advised otherwise by their healthcare provider. Additional information concerning vaccine requirements are found at FMCS Directive 1106 at: [DIRECTIVE 1106 COVID-19 VACCINATION PROGRAM](#).

Isolation and Quarantine

Isolation

Isolation is used to separate people infected with COVID-19 from those who are not infected. CDC’s updated guidance for those who test positive for COVID-19 is as follows:

If You Test Positive for COVID-19 (Isolate)	
Everyone, regardless of vaccination status.	<ul style="list-style-type: none">• Stay home for 5 days.• If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.• Continue to wear a mask around others for 5 additional days. <p><i>If you have a fever, continue to stay home until your fever resolves.</i></p>

Quarantine

Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19. CDC’s updated guidance for those who are exposed to someone with COVID-19 is as follows:

If You Were Exposed to Someone with COVID-19 (Quarantine)	
<p>If you: Have been boosted OR Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months</p>	<ul style="list-style-type: none"> • Wear a mask around others for 10 days. • Test on day 5, if possible. <p><i>If you develop symptoms, get a test and stay home.</i></p>
<p>If you: Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR Completed the primary series of J&J over 2 months ago and are not boosted OR Are unvaccinated</p>	<ul style="list-style-type: none"> • Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. • If you can’t quarantine, you must wear a mask for 10 days. • Test on day 5 if possible. <p><i>If you develop symptoms, get a test and stay home.</i></p>

Please note that there has been no change to the Task Force’s [guidance on mask-wearing](#), which provides that in areas of high or substantial transmission, fully vaccinated people need to wear a mask in public indoor settings, except for limited exceptions discussed in the [model safety principles](#) issued by the Task Force on September 13, 2021.

Understanding Whether Employees Have Been Boosted

As noted above, safety protocols related to quarantine are contingent on whether individuals have been boosted, however at this time the definition of fully vaccinated has not changed and FMCS employees are not required to receive an additional dose of a FDA approved COVID-19 vaccination.

Face Masks

Using the CDC COVID-19 Data Tracker referenced above, in areas of “substantial” or “high” transmission, all fully vaccinated Federal workers, on-site contractors, and visitors will be required to wear a face mask indoors regardless of vaccination status until the CDC otherwise removes the requirement. To ensure compliance, signage will be posted throughout all FMCS locations, especially entrances, to remind individuals of the requirement.

When individuals (employees, contractors, and visitors) wear [masks](#) they should be worn consistently and correctly in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms), [cover the nose and mouth](#), and otherwise be in accordance with

current CDC guidance. The CDC [recommends](#) the following: 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. FMCS does not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks. Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

When an individual is required to wear a face mask, masks must be worn in any common areas or shared workspaces (e.g., open floorplan office space, cubicle embankments, hallways, garages, conference rooms, or other workspaces) even when physically distant. Masks must also be worn outdoors in crowded settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated. Until further guidance is issued from the CDC, face masks must be worn in all in-person meetings and mediations, including inside government-owned vehicles.

Exceptions to wearing a mask, regardless of vaccination status, may include:

- 1) Mask removal when alone in an office with floor-to-ceiling walls with the door closed.
- 2) Mask removal when the sole occupant is in a government-owned vehicle.
- 3) Intermittent removal when eating/drinking -- masks may be removed for a limited time if one is at least six feet from any other individual.
- 4) Individuals who have a medical or religious reason why they cannot wear masks. Exemptions to the face mask policy will be considered in accordance with existing Equal Employment Opportunity Commission (EEOC) guidance.

Federal employees will be required to go through the Agency's Reasonable Accommodation process in order to seek an exemption. The COO or Regional Director(s) will approve exemptions for visitors. For the contractor workforce, approval will be provided consistent with the terms and conditions of the contract.

Individuals who are not fully vaccinated are required to wear masks at all FMCS locations, regardless of local conditions, and physically distance from others.

COVID-19 Screening and Testing Program

FMCS locations will ensure all FMCS employees and on-site contractors complete a screening form ([COVID19 Screening Form](#)) before entry and they will retain a copy while in these locations.

FMCS employees who are visiting other agency facilities are considered a visitor and must complete the certification of vaccination form before granted entry into other governmental facilities ([Certification of Vaccination \(saferfederalworkforce.gov\)](#)) and they will retain a copy while in these locations.

Employees and on-site contractors who are not fully vaccinated must show proof of a negative COVID-19 test result within the past 3 days before entering an FMCS leased facility. FMCS employee(s) should keep the form with them during their time onsite at any Federal facility.

FMCS employees who are exposed to COVID-19 in the workplace will receive diagnostic testing at no cost to the individual employee. FMCS employees who require testing will be reimbursed through the travel claims process.

Under OSHA's recordkeeping requirements, if an employee tests positive for SARS-CoV-2 infection, the case must be recorded on the OSHA Illness and Injury Log if each of the following conditions are met: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by 29 CFR 1904.5); and (3) the case involves one or more relevant recording criteria (set forth in 29 CFR 1904.7) (e.g., medical treatment beyond first aid, days away from work). FMCS will follow state and county reporting requirements and comply with state and county contact tracing efforts.

For questions about reimbursement for the COVID-19 test, or any other questions please contact the Chief Operating Officer.

Contact Tracing

The FMCS COVID-19 Coordination Team collaborates with local health departments to help identify, track, and manage contacts of COVID-19 cases. The team ensures that FMCS makes authorized disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, onsite contractor employees, and the general public, in accordance with respective local public health mandates.

If COVID-19 cases occur at FMCS locations the COVID-19 Coordination Team will determine- in consultation with local public health officials the appropriate next steps. After a known case or suspected case of COVID-19 the Coordination Team will coordinate with facilities to ensure safety protocols are implemented and met.

FMCS will be transparent in communicating related information to the workforce, as relevant and appropriate. Disclosures by FMCS regarding COVID-19 cases are consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Meetings, Events, and Conferences

Any FMCS meeting, event, and of conference with more than 50 attendees in which the agency hosts require agency-head approval in consultation with the COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by FMCS, regardless of event size, are asked to provide screening and vaccination status information. FMCS will ensure compliance with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.

In-person attendees must follow the same safety protocols as visitors. Those attendees at FMCS hosted meetings, events, and conferences (regardless of event size) who are not [fully vaccinated](#) or who decline to provide their vaccination information 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 requirements for visitors in the Face Masks

and Physical Distancing section within this document. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

FMCS employees, onsite contractors, and visitors with [symptoms consistent with COVID-19](#) should not enter any FMCS location.

FMCS employees, onsite contractors, and visitors will isolate and leave the workplace if symptoms develop during the workday. Any individual, regardless of vaccination status, who develops [any symptoms consistent with COVID-19](#) during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace.

FMCS supervisors should contact the Human Resources Office for questions on reporting who must stay out or leave the workplace during the workplace during the workday due to COVID-19 symptoms.

Confidentiality and Privacy

FMCS will adhere to all confidentiality and privacy requirements. The point of contact is either Mr. Greg Goldstein or Ms. Anna Davis for all questions relating to FMCS treatment of personal medical information in the context of COVID-19 safety protocols.

Occupancy at FMCS Locations

Supervisors will ensure compliance of all COVID-19 requirements at their respective locations. This compliance includes ensuring appropriate social distancing, based on local conditions, ensuring all is being done to achieve a safe environment. Supervisors are authorized to limit occupancy at their respective locations to ensure compliance to all FMCS COVID-19 safety protocols.

Facility Cleaning and Reporting of Suspected or Confirmed COVID-19 Exposures

All FMCS locations are leased by the GSA. The [GSA](#) has updated lease language for all new leases commencing October 2021 to incorporate daily cleaning requirements in accordance with the most recent recommended CDC guidelines. This new janitorial language includes the addition of text to address cleaning for high-touch surfaces in common and high traffic areas. Cleaning in accordance with these adjusted specifications is in keeping with CDC direction and remains effective at destroying all virus variants on surfaces, without the use of disinfectants.

Upon the suspected or confirmed individual within a FMCS facility, FMCS will immediately notify all staff, on-site contract employees and the GSA Facility Manager/LAM. FMCS will also notify the Designated Official (“DO”) and the Facility Security Committee (“FSC”) for the facility. Furthermore, the building occupants must notify their visitors that, if they exhibit COVID-19 symptoms within 14 days of the visit, the visitor must notify FMCS.

Once notified of an COVID-19 incident, GSA will notify the lessor and provide the date and time of the incident and areas accessed. The GSA Facility Manager/LAM will coordinate with the lessor vacating individuals from potentially affected areas including the impacted individual's immediate workspace, and to restrict access to those areas to the extent the areas can be restricted without compromising the means of egress in the event of an emergency to protect other building occupants, and to ensure complete cleaning and disinfection of all affected portions of the space.

- If 72 hours or less have passed since the person who is sick or diagnosed with COVID-19 has been in the space, it is cleaned and disinfected.
- Disinfection is performed, as required, using product(s) on the Environmental Protection Agency's (EPA) N-List or equivalent.
- If more than 72 hours 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.

GSA requires notifications to POCs for building occupants, contractors, DO and FSC, must be as soon as possible, but not later than 24 hours after the incident was first reported to GSA. When an occupant agency notifies GSA of an COVID-19 incident, they must not send any PII, such as the affected individual's name, symptoms, COVID-19 status, or any other data that is likely to identify a particular person. GSA must establish if the lessor has a pandemic plan in place that follows CDC guidelines and matches the GSA scope of work. If so, GSA must confirm that the cleaning for the immediate workspace of by the individual with the confirmed or suspected case of COVID-19 will be done under General Clause #12, Maintenance of the Property, Right to Inspect. GSA must also confirm whether or not the cleaning will be provided free of charge to the federal government. If not, GSA will negotiate with the lessor to perform the cleaning according to the following directions.

- For confirmed or suspected coronavirus cases, GSA will fund and provide for detailed cleaning and disinfection of the impacted individual's immediate workspace according to CDC guidance, which may exceed GSA's National Custodial Specification or as otherwise described in the lease agreement.
- On a reimbursable basis, GSA will also provide for the cleaning and disinfecting of those portion(s) of the facility not accessed by the infected individual(s) according to the recommended CDC guidance.

Hygiene

FMCS will provide hand sanitizer stations throughout FMCS locations.

Leave

FMCS allows for the following leave:

Leave for vaccination side effects. FMCS grants up to 2 workdays of administrative leave if an employee has an adverse reaction to any COVID-19 vaccination dose that prevents the employee from working (i.e., no more than 2 workdays for reactions associated with a single dose). If an employee requests more than 2 workdays to recover, the FMCS may make a determination to grant emergency paid leave under the American Rescue Plan Act—if available—or the employee may take other appropriate leave (e.g., sick leave) to cover any additional absence.

Leave to accompany a family member being vaccinated. FMCS grants leave-eligible employees up to 4 hours of administrative leave per dose to accompany a family member (as defined in OPM's leave regulations, see 5 CFR 630.201) who is receiving any COVID-19 vaccination dose.

- eligible employees up to four hours of administrative leave per dose—for example, up to a total of twelve hours of leave for a family member receiving three doses—for each family member the employee accompanies.
- If an employee needs to spend less time accompanying a family member who is receiving the COVID-19 vaccine, FMCS will grant only the needed amount of administrative leave.
- Employees should obtain advance approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes.
- Employees are not credited with administrative leave or overtime work for time spent outside their tour of duty helping a family member get vaccinated.

This policy applies to covered vaccinations received after July 29, 2021.

Leave related to quarantine. FMCS understands that official or personal travel may result in a mandatory quarantine before they are allowed to return to the workplace. If quarantine is required because of official travel or workplace exposure, FMCS will provide weather and safety leave, or other administrative leave. If quarantine is required because of personal travel, and the employee is otherwise expected to be present onsite, the employee may take personal leave while quarantining. If an employee refuses to quarantine or refuses to take personal leave while under mandatory quarantine after personal travel, FMCS may bar the employee from the workplace for the safety of others.

Leave related to isolation due to SARS-CoV-2 infection. 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. (See OPM CPM 2020-02, February 7, 2020)

Supervisors are encouraged to discuss all leave matters with the Human Resources office.