

## U.S. Department of Transportation COVID-19 Workplace Safety Plan

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### *Purpose*

The purpose of this document is to provide implementation guidance for the Department's COVID-19 Workplace Safety Plan. This implementation guidance applies DOT-wide and puts the health and safety of all Federal employees, on-site contractors, visitors, and their families at the center. This plan is built upon taking a safe, cautious, iterative, data-driven approach; and replaces previously published guidance. This document follows the [President's Executive Order \(EO\) on Protecting the Federal Workforce and Requiring Mask-Wearing](#) and the Office of Management and Budget [Memorandum 21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#); adheres to the [National Strategy for the COVID-19 Response and Pandemic Preparedness](#); and includes the [latest guidance](#) from U.S. Centers for Disease Control and Prevention (CDC). This guidance also incorporates Occupational Safety and Health Administration's (OSHA) guidance on preparing workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf>.

## ***Background***

The Department of Transportation shifted to maximum telework on March 16, 2020, in response to the COVID-19 pandemic. On April 20, 2020, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) directed Federal organizations to draft plans to return to normal operations, and to submit weekly telework and facilities reports by geographic locations. In May 2020, DOT published Framework for DOT's Return to Normal Operations. On January 24, 2021, OMB issued updated guidance, [Memorandum 21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#), to ensure a safer federal workforce. Pursuant to this guidance, DOT amends previously published guidance and implements the following DOT COVID-19 Workplace Safety Plan and Implementation Guidance.

## ***DOT's Response to the COVID-19 Pandemic***

In response to the unprecedented COVID-19 pandemic, DOT remains committed to a posture ensuring maximum reliance on teleworking for the health and welfare of employees and on-site contractors, consistent with the fulfillment of our critical safety mission. By enhancing network capacity and relying on the ability of the DOT workforce to collaborate effectively on a virtual basis, the Department will continue to fulfill its responsibilities to oversee the safe and efficient operation of our Nation's transportation systems during this crisis.

On January 21, 2021, Departmental leadership informed all DOT employees and contractors that mask usage would be mandatory in all DOT locations across the country. On January 25, 2021, Departmental leadership informed telework-eligible employees to resume maximum telework stature to ensure that employees remain safe. The health and well-being of employees is a top concern of Departmental leadership and the following guidelines should be followed to ensure continued well-being.

DOT will take the following actions:

- a. Immediately require appropriate and consistent use of masks and physical distancing consistent with current CDC guidance in all Federal buildings.
- b. Review the safety principles included in OMB Memorandum 21-15 and adapt as necessary to meet the needs of the DOT workforce.
- c. Retain the Office of the Assistant Secretary for Administration (OST-M) as the lead for COVID-19 coordination regarding all federal employees, on-site contractors, visitors, and individuals interacting with the Federal workforce at DOT.
- d. Formally establish a DOT COVID-19 Coordination Team consisting of:
  - Operating Administration: The Associate Administrator for Administration in each Operating Administration.
  - Human Resources: Lisa Williams, Director, Departmental Office of Human Resource Management (DOHRM)
  - Occupational safety and health: Thomas Black, Office of Facilities
  - Executive leadership: Laura Schiller, Chief of Staff; Sophie Shulman and Danielle Hirshberg, Deputy Chiefs of Staff; Lana Hurdle, Deputy Assistant Secretary for Budget and Programs; Phil McNamara; Assistant Secretary for

Administration; Keith Washington, Deputy Assistant Secretary for Administration; Syreta Brooks, Special Assistant

- Office of the General Counsel: John Putnam, Acting General Counsel; Judy Kaleta, Deputy General Counsel

This team will conduct monthly assessments to establish, implement, and monitor compliance with safety protocols for physical space and masking, and make determinations of on-site and telework/remote working. Where appropriate, the team will consult with the General Services Administration (GSA), OPM and OMB for privately owned and federally leased space and on building security and safety committees.

- e. Continue to update this plan/implementation guidance as more information is available from the Safer Federal Workforce Task Force and other Federal partners.

DOT Operating Administrations will:

- a. Ensure the alignment of their workplace safety plans to this plan/implementation guidance.
- b. Send confirmation to the Office of the Assistant Secretary for Administration that they have communicated their guidance to employees (i.e. mandating masks and maximum telework) within one week of plan approval.
- c. Support the formulation of the DOT COVID-19 Coordination Team.
- d. Send any updates to their Operating Administration workplace safety plans to the Office of the Assistant Secretary for Administration for clearance.
- e. Continue to report all COVID-19 positive cases within workforce to the Office of the Assistant Secretary for Administration. If employee or contractor was on-site, report building location, the floor and date to initiate cleaning and contract tracing.

### ***COVID-19 Coordination Team***

DOT has established a COVID-19 Coordination Team with responsibility for:

- Conducting assessments 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.
- Meeting monthly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols, and any other operational needs.
- Reviewing draft COVID-19 workplace testing protocols, supply distribution, safety plans and more for the agency, making any necessary changes, and submitting plans to the Safer Federal Workforce Task Force for review and comment.
- Developing a staffing plan within two weeks after plan approval, that outlines which employees will work on-site full-time, on-site occasionally, or fully remote.
- Where appropriate, consulting with a public health expert (Scott Brueck from the Centers for Disease Control and Prevention), the General Services Administration (GSA), the Office of Personnel Management (OPM), and OMB. For privately owned and Federally

leased space, the team will coordinate with GSA and building security and safety committees.

- Meeting with the Operating Administrations (OA) to ensure that consistent guidelines are implemented across the department.

### Communication

Within one week after the approval of DOT's Safer Workplace Plan, the COVID-19 Coordination Team will convene meetings with modal administrators to ensure understanding of the Executive Order and ensure that communication of the plan is conducted throughout each Operating Administration. In consultation with the OAs, the Team will develop and implement a compliance report for OAs to submit any mask mandate compliance issues at field locations. As part of DOT's COVID-19 Workplace Safety Plan, DOT's COVID-19 Coordination Team will validate that the operating administrations have the resources available to provide masks to employees, both in headquarters and the field, that do not have one. Any procurement or funding issues with mask supplies will be coordinated with OST-Budget.

### Addressing Non-Compliance with Mask Mandate

Within 30 days after the approval of DOT's Safer Workplace Plan, the COVID-19 Coordination Team will begin to examine any reports of non-compliance with the mask mandate monthly. Modes will designate a reporting official that will oversee compliance for the mask mandate and will be responsible for submitting reporting. The Office of the Assistant Secretary for Administration will be the designated official for addressing compliance issues.

### Exceptions to the Occupancy Requirements

As addressed later in the plan, during periods of high community prevalence or transmission, DOT facilities will operate at no more than 25% normal capacity. Within two weeks after the approval of DOT's plan, the COVID-19 Coordination Team will develop an exception policy that will be communicated with the Operating Administrations. For locations that need exceptions granted to continue to perform mission-critical duties, such as air traffic control towers and border inspection locations, the head of the Operating Administration will submit a waiver request that will be reviewed by DOT's COVID-19 Coordination Team. The waiver will be approved by the Secretary or designee. Upon clearance, the waiver request will be submitted to the Safer Federal Workforce Task Force for review and approval.

Approved exceptions to the occupancy requirement will be posted on DOT's website and a notice posted at the facility.

### Guidelines for All Employees in the Workforce

- KNOW IMPORTANT TERMINOLOGY
  - CDC guidelines provide procedures for "isolation" and "quarantine." These two terms are not interchangeable.

- Isolation are the procedures to be followed if you are sick with or have tested positive for COVID-19, even if you are asymptomatic.
  - Do not return to the office for at least 10 days since symptoms first appeared or from the day you received positive test results **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).
- Quarantine are the procedures to be followed if you have been exposed to someone who has COVID-19 or COVID-like symptoms or someone who has tested positive, even if they are asymptomatic.
  - Stay home for 14 days after your last contact with a person who has demonstrated symptoms of COVID-19 or has tested positive for COVID-19.
  - Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
  - If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
- “Infectious period” is the time that an individual has the COVID-19 virus and can infect others. The typical time period is 2-3 days prior to showing symptoms and can last as long as 7-10 days once an individual shows symptoms. Accordingly, an individual can be infectious for up to 14 days.
- CONTINUE TO PRACTICE GOOD HYGIENE
  - Wear a mask properly.
  - Wash your hands with soap and water for 20 seconds or use hand sanitizer that contains at least 60% alcohol if soap and water are not available, especially after touching frequently used items or surfaces.
  - Avoid touching your face.
  - Sneeze or cough into a tissue, or the inside of your elbow.
  - Disinfect frequently used items and surfaces as much as possible.
- IF FEELING SICK, STAY HOME
  - Do not go to work. Notify your supervisor.
  - Contact and follow the advice of your medical provider.
- SELF-MONITOR FOR SYMPTOMS OF COVID-19
  - As we progress with the national health crisis, the symptoms continue to be updated. Make sure you are regularly checking for the most current list of symptoms and take the symptom self-checker at:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### ***Telework and Remote Work***

Until further notice, Departmental employees currently on maximum telework will remain on maximum telework. At this time, there is no expectation that employees will be directed to report to the physical worksite with the exception of emergency and mission essential operational employees. Employees currently working remotely on a frequent or regular basis will be given advance notice and guidance before being directed to return to the physical workplace.

Every effort will be made to maximize the use of remote work during widespread community transmission. Unless it is physically impossible or poses a threat to critical national security interests, generally speaking, occupancy in DOT workplaces should be no more than 25% of normal capacity during periods of significant or high community transmission, as discussed further in the occupancy section below. (See section on Occupancy for exceptions to this policy.) Levels of community transmission can be established by consulting [CDC's COVID Data Tracker County View](#).

DOT Operating Administration leadership will evaluate activities, on an on-going basis, that may require on-site work and consult with their HR Director and Labor and Employee Relations (LER) team to confirm on-site work is required. Employees currently working remotely on a frequent or regular basis (e.g., if on an expanded remote work schedule, such as “maximum telework”) will be given advance notice and guidance before returning to the physical workplace. In the near term, managers should coordinate with their HR Office and Labor and Employee Relations team to determine what constitutes adequate advance notice.

### ***Offsite Mission Critical Positions***

In addition, there are certain mission critical occupations that do not report onsite to a DOT facility but work remotely and report to external job sites such as investigators, inspectors, and construction project managers.

For example, the Federal Railroad Administration and the Pipeline and Hazardous Materials Safety Administration have railroad inspectors and pipeline investigators and inspectors that complete their work offsite and report to an external site as needed.

In addition, the Federal Highway Administration, Federal Lands Highway Program (FLHP) has employees in construction related positions in the FLHP that perform project oversight and construction related activities on highways, bridges and other infrastructures on project sites located in Federally-owned properties throughout the country. These positions require the employees to work at the project site.

These inspectors, investigators, construction project managers, and other applicable positions that do not report to a DOT facility will wear masks and follow proper social distancing protocols.

## ***Face Masks***

DOT employees and on-site contractors must [wear a mask](#) that [covers the nose and mouth](#), and is used in accordance with any current CDC and OSHA guidance.

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. DOT does not allow novelty/non-protective masks, masks with ventilation valves, or face shields as a substitute for masks. Accommodations will be made for individuals unable to wear a mask with required documentation, in accordance with existing Equal Opportunity Employment Commission (EEOC) guidance.

Appropriate masks must be worn consistently and in any common areas or shared workspaces (including open floorplan office space, cubicle embankments and conference rooms). Masks should also be worn in outdoor shared spaces when physical distancing cannot be maintained. Exceptions may be made consistent with CDC guidelines, for example when an 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.

Signage is posted to enforce the mask requirement at the entrances, elevator banks, restrooms, and in other high traffic areas throughout DOT operated facilities. DOT leadership, modal leadership, and security personnel will enforce compliance with the mask mandate. In addition, individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

At DOT and FAA headquarters, masks will be available to those that do not have one. Regional offices should procure masks to make available to those that do not have one.

## ***Testing***

DOT will comply with any federal workforce testing protocols developed by the Safer Federal Workforce Task Force.

## ***Contact Tracing***

Within two weeks after the approval of DOT's Safer Workplace Plan, DOT will develop contact tracing protocols, in coordination with a public health expert, for DOT employees, managers, and supervisors. The contact tracing protocol will provide a communication plan for employees to report close contacts after exposure to or testing positive with COVID-19.

DOT's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases. The Office of the Assistant Secretary for Administration will coordinate with facilities

staff to implement infection control and workplace safety efforts once informed of a case of COVID-19 (either due to specific symptoms or positive test).

The Office of the Assistant Secretary for Administration has the responsibility to make disclosures to local public health officials as required or necessary to provide for the public health and safety of Federal employees and contractors, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of the COVID-19 Coordination Team (or a field office/agency component designee) to determine—in consultation with local public health officials—appropriate next steps.

DOT will be transparent in communicating related information to the workforce, as relevant and appropriate, consistent with local and Federal privacy and confidentiality regulations and laws. In accordance with CDC guidance, if an individual who tests positive for COVID-19 onsite at a DOT facility within seven days of the positive test, employees who may have been in [close contact](#) with the individual must be notified of possible exposure. The individual who tests positive must not be identified. If the individual has not been onsite within seven days, no notification is made.

### ***Travel***

For official travel, all business-related travel will require the approval of the senior career official for OST personnel or the modal Administrator or his or her designee for modal personnel. Given currently high levels of transmission in the United States, official domestic travel will be limited to only mission critical trips. International travel should also be avoided if at all possible, unless it is mission critical.

Regardless of whether you are traveling for personal or official purposes, you should strictly adhere to CDC guidelines. Below is a summary of the CDC guidelines for before, during and after travel:

- Any travel should be avoided if at all possible. If any travel (personal or official) is necessary, it is important for you to follow the guidelines to keep yourself, your colleagues, friends and family as safe as possible.
- Don't travel if [you are sick](#) or [if you have been around someone with COVID-19 or symptoms of COVID-19 in the past 14 days](#). Don't travel with someone who is sick.

### **Before You Travel**

- Is COVID-19 spreading at your destination? The more cases at your destination, the more likely you are to get infected during travel and spread the virus to others when you return.
- [Check Each State's Cases in the Last 7 Days](#).
- Do you live with someone who might be [at increased risk for severe illness from COVID-19](#)? If you get infected while traveling, you can spread the virus to loved ones when you return, even if you don't have symptoms.

- Does your destination have requirements or restrictions for travelers? Some state, local, and territorial governments have requirements, such as requiring people to wear face coverings and requiring those who recently traveled to stay home for up to 14 days. Check [state, territorial, tribal](#) and local public health websites for information before you travel. If you are traveling internationally, check the destination's Office of Foreign Affairs or Ministry of Health or the US Department of State, Bureau of Consular Affairs, Country Information for details about entry requirements and restrictions for arriving travelers, such as mandatory testing or [quarantine](#).

### **During Your Trip**

- Wear a face covering to keep your nose and mouth covered.
- Avoid close contact by [staying at least 6 feet apart](#) (about 2 arms' length) from anyone who is not from your household.
- [Wash your hands](#) often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

### **After You Travel**

You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can still spread the virus to others. You and your travel companions (including [children](#)) may pose a risk to your family, friends, and community after your travel.

You should be aware that you may be required to stay at home for a period of time after official or personal travel. If you're returning from personal travel, you may need to request leave if you are expected to be present onsite.

### **Get Tested and Stay Home After Travel**

- [Get tested](#) with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
- Returning travelers should NOT travel again during their quarantine period.

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

## ***Symptom Monitoring***

If DOT employees, on-site contractors, or visitors are not feeling well, they should not enter any DOT operated facility. DOT employees and contractors working on site are asked to complete a symptom check questionnaire upon entry to the workplace on a daily basis. Visitors will also be asked to complete symptom screening before entering a DOT facility.

Any individual who develops [any symptoms consistent with COVID-19](#) during the workday must immediately isolate, notify their supervisor, and promptly leave the workplace. DOT has processes in place to provide advice and support to supervisors on any related reporting or HR requirements.

## ***Quarantine and Isolation***

Any individual with a suspected or confirmed COVID-19 will be advised to isolate, [pursuant to CDC guidelines](#), and in compliance with local laws/regulations. Personnel who have had a [close contact](#) with someone who has COVID-19 should follow [CDC and local guidance for quarantine](#).

### **Employee Returns to Work After a Confirmed, Suspected, or Presumed Case of COVID-19**

Accumulating evidence supports ending isolation and precautions for persons with COVID-19 using a symptom-based strategy. Specifically, researchers have reported that people with mild to moderate COVID-19 remain infectious no longer than 10 days after their symptoms began, and those with more severe illness or those who are severely immunocompromised remain infectious no longer than 20 days after their symptoms began. Therefore, CDC has updated the recommendations for discontinuing home isolation as follows:

*Employees with [mild to moderate](#) illness who are not severely immunocompromised:*

- At least 10 days have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved

*Patients with [severe to critical illness](#) or who are severely immunocompromised:*

- At least 10 days and up to 20 days have passed *since symptoms first appeared* **and**
- At least 24 hours have passed *since last fever* without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved
- Consider consultation with infection control experts

**Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

### ***Confidentiality***

All medical information collected from personnel, including test results and any other information obtained as a result of testing and symptom monitoring, will be treated confidentially in accordance with applicable law, and accessible only by those with a need to know in order to protect the health and safety of personnel.

### ***Occupancy***

Except for a few Operating Administration-specific situations, DOT operates at no more than 25% of normal occupancy standards during periods of high community prevalence or transmission. Exceptions to this policy must be cleared by the Secretary or designee as advised by the DOT COVID-19 Coordination Team and in consultation with the Safer Federal Workforce Task Force.

Individuals reporting onsite must maintain social distancing protocols, properly wear masks that cover their nose and mouth, and will not exceed the 25% maximum capacity. Where the 25% capacity is exceeded to maintain mission critical operations, supervisors should ensure that social distancing protocols are in place and that employees are stationed more than six feet apart, supervisors should ensure that social distancing protocols are in place and that employees are stationed more than six feet apart.

### ***Physical Distancing***

Employees and visitors should adhere to all social distancing signage posted throughout DOT facilities. To the extent practicable, individuals will be asked to maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces. No more than two individuals should occupy an elevator car at one time. Distance and testing are not substitutes for wearing masks. Individuals should maintain distance AND properly wear masks. One-way walkways, reconfiguration of workspaces or office assignments, and other mitigation strategies will be implemented to minimize interactions.

### **Workspaces at DOT**

- Employees at the physical worksite should not be working in adjacent cubicles.
  - Supervisors should consider employees' worksite locations when developing cohorts or groups to bring back to the office.
- Hoteling or office space sharing is prohibited.

### Meeting Rules

- In-person meetings allowed ONLY when the room/office allows for social distancing of six feet between participants.
  - In-person meetings will be limited and those employees in the workplace should make maximum use of conference calls and video conferences in lieu of in-person meetings.

### Access to Common Areas

- Common areas, such as cafeterias, pantries and open seating areas, where personnel are likely to congregate and interact will be closed. Employees will be able to use refrigerators and microwaves in pantry areas, but may not use seating areas to eat or congregate.
  - Commonly used items such as the microwave and refrigerator handles will be cleaned daily.
  - Employees will wear face coverings in all common areas (parking lots, sidewalks, hallways, restrooms, dining, and facility entranceways) as well as work areas where 6-feet of social distance cannot be maintained.

### ***Environmental Cleaning***

Enhanced cleaning protocols are in place in high touch areas. There are many high touch areas throughout DOT that will receive enhanced cleaning, such as:

- Public high-traffic spaces - increased frequency (morning, afternoon, and evening) vs. daily cleaning
  - Lobby Turnstiles
  - Lobby desks, chairs, door handles
  - Elevator controls in each car and in the elevator lobbies
  - Restrooms
  - Handrails leading to the Concourse areas
- Lower-traffic high-touch public spaces - increased frequency (Monday, Wednesday, and Friday) vs. monthly cleaning
  - Stairwell handrails and doorknobs
  - Secure areas

### ***Response Plan for Symptomatic or Confirmed Exposure***

The DOT will clean and disinfect after persons who are diagnosed with, or are symptomatic of COVID -19, have been in a DOT facility. DOT's response plan is based on the [CDC](#) guidance and enhanced to deal with the HVAC systems and building layout. OAs with Regional Offices should coordinate with their building points of contacts or lessor to clarify what processes they will or already have in place.

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

#### Cleaning Guidelines:

- Office of Facilities will isolate the space by closing doors to private offices, impacted bathrooms and pantries, and relocating people from cubes or benching areas within 6 feet of the ill individual's workspace.
- Cleaning of the affected areas will normally begin after 7:00 p.m. when the majority of DOT personnel have exited the building.
- GSA contract cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces including counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards and tablets.
- If surfaces appear dirty, they will also be cleaned using a detergent or soap and water prior to disinfection. Disinfection cleaning will utilize products from the [EPA List of Cleaning Chemicals Effective Against Coronavirus](#).
- Cleaning staff will wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. The gloves and gowns will be compatible with the disinfectant products being used and disposed of upon cleaning completion.
- After cleaning and disinfecting of the exposed areas is complete, the air handler will be flushed with the maximum amount of outside air.

Note: In accordance with a CDC prevention recommendation, the entire headquarters building is being flushed with the maximum amount of outside air every day at 5:00 a.m.

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*

DOT will continue to emphasize basic infection prevention measures, including:

- Frequent and thorough hand washing with soap and water (for more than 20 seconds), or hand sanitizers that contain 60% alcohol if soap and water are unavailable.
- Having ill employees stay home if they are sick.
- Practicing good etiquette when sneezing and coughing, to minimize spread of virus containing droplets.

DOT headquarters and field locations will ensure hand sanitizer stations are available at entrances and throughout workspaces. For example, touchless Hand Sanitizer Stands and Wall Mounted Units with sanitizer solution, with at least 60% ethyl alcohol solution, are available throughout the DOT headquarters building.

There are 44 Touchless Hand Sanitizer Stands and Wall Mount Units with sanitizer solution at the following locations within the DOT Headquarters in Washington, DC:

- East building, floors 2 – 8: 14 wall mounted units
- West building, floors 2 – 9: 16 wall mounted units
- Garage/concourse and ground level areas: 14 units

Examples of signage and hand sanitizer displays can be found in the Signage and Displays section.

### ***Ventilation and Air Filtration***

Additional modifications may be considered in accordance with CDC guidance, including as density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor ventilation, improve filtration, and reduce or eliminate recirculation.

The CDC COVID-19 Employer Information for Office Buildings calls for office buildings to have ventilation system filtration of (MERV 13 or 14). <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html><https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

### ***Visitors***

Visitors to DOT will properly wear face masks while onsite. Employees that invite visitors to the building should remind their guests that face masks are required to be worn always while on federal property.

Security Officers will instruct all individuals entering a DOT facility to review the posted signage regarding entry. Security Officers will enforce the posted building restrictions against potential visitors who identify to the Officer that they do not meet the building admittance criteria

The number of visitors to DOT workplaces will be minimized, and efforts will be made to conduct visits virtually where possible. Visitor protocol measures will be communicated to all Operating Administrations. All visitors will be screened and asked to complete a symptom questionnaire before entering the workplace.

### ***Staggered Work Times and Cohort-Based Scheduling***

Personnel reporting onsite will utilize staggered work times to reduce density, minimize traffic volume in elevators, and avoid crowds during commuting. DOHRM will work with OPM to understand the pay and leave implications surrounding staggered work schedules and other flexibilities and issue guidance. Guidance will be provided to managers and supervisors to assist in work schedules.

### ***Elevators***

Individuals must wear masks in elevators and in elevator lobbies. The use of stairs by those who are physically able is strongly encouraged. Signage with the occupancy limit is posted in each elevator car and in elevator lobbies, as well as floor markers showing proper socially distanced standing placement within the car.

### ***Shared Spaces***

Many shared spaces within the DOT Headquarters, including the cafeteria and fitness center, are closed due to COVID-19. Shared tools and equipment must be disinfected by users anytime the equipment is used by or transferred to a new person, and disinfectant wipes will be provided by the agency. This includes phones, computers and other communication devices, kitchen implements, and other office equipment. Refrigerators, water coolers, and coffee brewers with disposable cups (or a personal re-usable cup/container) and single serve condiments and creamers may be used with proper hand hygiene. Visual markers and signage is posted to ensure physical distancing within common spaces, and furniture that will inhibit physical distancing has been removed. Signage outlining the number of people who can use common spaces is prominently displayed and will be adhered to at all times.

### ***Collective Bargaining Agreements with DOT Workforce***

Communication and collaboration with DOT's many unions is important. OA Labor Relations (LR) Officers should reach out to their respective unions and share the recent safety guidance/direction., open the lines of communication, advise that new safety plans or procedures are forthcoming and to emphasize that the safety of DOT employees is the absolute priority. OAs may have or create collective bargaining obligations in instances where safety directives differ from, or affect the conditions of employment outlined in their CBAs. CBAs where safety standards are higher than the minimum outlined in the OMB guidance or this safety plan should still be maintained. OAs should coordinate any such communications with their respective labor relations office and counsel office to address compliance questions including agency requirements pursuant to collective bargaining agreements and employee requirements regarding safety directives. OAs should strive for proactive and iterative engagement with unions on draft policies and on policy implementation, per the EO and when appropriate.

**APPENDIX A:  
SIGNAGE AND OTHER DISPLAYS**



Wall Mounted Hand Sanitizer Stations in all elevator lobbies above the ground floor



Freestanding Stations in the Shuttle Elevators and Ground Floor Elevator lobbies



TV display on Ground Floor Elevator entrances



Building notice signs at elevator lobbies on all floors




Sign at all elevator lobbies on all floors



Sign in restroom and pantry sinks on all floors



Elevator signage

 U.S. Department of Transportation  
Office of the Secretary

You are not permitted to enter this Department of Transportation facility if any of the following criteria apply to you.

- Are you experiencing any symptoms of COVID-19?  
The symptoms are: cough, feeling feverish, difficulty breathing, or any combination.
- Within the last 14 days, have you been in close physical contact (meaning within six feet or closer) with a person you know to have an active case of laboratory-confirmed COVID-19?
- In the last 14 days, have you received instructions from a public health authority to self-observe, self-isolate or self-quarantine?

If you are a DOT employee or a DOT on-site contractor and any of these criteria apply to you, please contact your immediate supervisor.

Lobby signage

**APPENDIX B:  
ADDITIONAL RESOURCES**

The following provides additional resources for Divisions to inform their return to normal operations:

Cleaning	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a> and <a href="https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes">https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes</a>
Common Areas and Services	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html</a>
Communications	<a href="https://www.cdc.gov/workplacehealthpromotion/planning/communications.html">https://www.cdc.gov/workplacehealthpromotion/planning/communications.html</a>
Face Masks	<a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html</a>
Guidance for Businesses and Employers	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html">https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html</a>
Social Distancing	<a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a>
Telework	<a href="https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/">https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/</a>
Travel	<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html</a>