U.S. Department of Transportation

COVID-19 Workplace Safety Plan

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1 Purpose

This document provides updated implementation guidance for the Department of Transportation’s (DOT) 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 DOT guidance. This document adheres to and follows guidance from:

- Executive Order (EO) 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees,
- EO 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors,
- EO 13991 on Protecting the Federal Workforce and Requiring Mask-Wearing,
- OMB Memorandum M-21-25 on Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment
- Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles (September 13, 2021); and
- Includes the latest guidance from U.S. Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

2 Background


3 COVID-19 Coordination Team

The DOT COVID-19 Coordination Team is responsible for:

- Conducting assessments to establish, implement, and monitor compliance with: (a) safety protocols for vaccinations, physical distancing, testing and masking, and other
appropriate COVID-19 mitigation strategies; and (b) determinations of on-site and telework/remote working.

- Meeting monthly to review compliance with DOT COVID-19 workplace safety plans and protocols, consider potential revisions to those plans and protocols, and consider any other operational needs.
- Reviewing draft COVID-19 workplace vaccination protocols, testing protocols, supply distribution, safety plans, and other guidance for DOT, making any necessary changes, and submitting plans to the Safer Federal Workforce Task Force for review and comment.
- Where appropriate, consulting with public health experts from CDC, the General Services Administration (GSA), OPM, and OMB. For privately-owned and federally-leased space, the team will coordinate with GSA and building security and safety committees.
- Coordinate with DOT’s Chief Acquisition Officer and Senior Procurement Executive regarding safety protocols for Federal contractors and contractor employees.
- Meeting with the Operating Administrations (OAs) to ensure that consistent guidelines are implemented across the Department.

DOT’s COVID-19 Coordination Team consists of:

- Operating Administration: The Associate Administrator for Administration in each Operating Administration
- Human Resources: Director, Departmental Office of Human Resource Management (DOHRM)
- Occupational Safety and Health Officer: Office of Facilities
- Executive leadership: Chief of Staff; Deputy Chief of Staff; Deputy Assistant Secretary for Budget and Programs; Assistant Secretary for Administration and Deputy Chief Acquisition Officer; Deputy Assistant Secretary for Administration; and Special Assistant, Office of Administration
- Office of the General Counsel: Acting General Counsel; Deputy General Counsel

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 this guidance to employees (i.e., vaccination requirements, 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 or reentry plans to the Office of the Assistant Secretary for Administration for clearance.
e. Continue to report all COVID-19 positive cases within its workforce to the Office of the Assistant Secretary for Administration. If the employee or contractor was on site, report building location, floor, and date to initiate cleaning and contact tracing.
f. Ensure acquisition workforce complies with and communicates all Federal and Departmental COVID-19 acquisition regulations, policies and procedures for Federal contractors as appropriate.

4 Vaccination

This section addresses the requirements of EO 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees and EO 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors.

Pursuant to the August 17, 2022 Initial Implementation guidance from the Safer Federal Workforce Task Force (SFWTF), DOT is pausing requiring or requesting employees and potential employees to provide information about their COVID-19 vaccination status. As of August 22, 2022, all efforts to collect vaccine information from employees are no longer in effect.

4.1 Guidance for Employees

Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)) through the Vaccination Documentation application on Microsoft Teams. Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above. Employees must certify under penalty of perjury that the documentation they are submitting is true and correct.

Employees are encouraged to review the CDC Guidance on Vaccines and the Safer Federal Workplace FAQs for Vaccinations, which provides detailed information on key topics including:

- Discussion of the vaccination requirement for Federal employees, including timelines for current employees and new hires.
- Vaccination documentation and information, including questions about privacy and access to that information.
- Limited circumstances for exceptions to the vaccination requirement, including the right to request a reasonable accommodation.

If employees have any questions surrounding this vaccine requirement, they may reach out to DOTVaccinationDocumentation@dot.gov.
4.2 Time and Attendance for Employees

To promote the continued safety of the DOT workforce, leave-eligible employees are granted up to four (4) hours of administrative leave to receive any authorized COVID-19 vaccine dose, including boosters. 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 the vaccine or additional dose(s), granting duty time is not allowable.

Employees will receive paid time off to address any adverse effects as a result of the vaccine. OAs may grant up to two (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 two (2) workdays for reactions associated with a single dose).

Employees will also receive paid time off to accompany a family member being vaccinated. OAs may grant leave-eligible employees up to four (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.

4.3 Collection of Employee Vaccination Documentation

The collection and use of this information is subject to the OPM/GOVT-10 Employee Medical File system of records notice (SORN) and OPM regulations (5 C.F.R. part 293, subpart E). Under those rules, DOT will have written instructions for its EMF system with appropriate safeguards. Employees will be provided with a Privacy Act statement at the point of collection of this information. Employee vaccination documentation will not be maintained in the Official Personnel Folder. DOT will maintain the IT security and privacy needs of employees, while also providing the relevant information to those who need to know in order to implement the safety protocols.

The Privacy Act permits disclosure within DOT to employees “who have a need for the record in the performance of their duties.” 5 U.S.C. 552a(b)(1). DOT is only disseminating information to the appropriate agency officials who have a need to know to verify the documentation. For example, your vaccination documentation will be reviewed by an HR specialist to determine that the required documentation has been submitted. Your supervisor will be informed that you have provided proof of vaccination, but your supervisor will not have access to your documentation. DOT will comply with the requirements of the Privacy Act at all times.

4.4 Guidance for Staying Up to Date on Vaccination

According to the current CDC guidance, fully vaccinated means a person has received all recommended doses in their primary series of COVID-19 vaccine. Up-to-date means a person has received all recommended doses in their primary series COVID-19 vaccine and booster doses when eligible. The following chart lays out the CDC’s current guidance for the COVID-19 vaccines authorized or approved for use in the United States to prevent COVID-19.
### Vaccine

#### Primary Series
- **Pfizer-BioNTech**
  - 2 doses
  - Given 3–8 weeks apart
- **Moderna**
  - 2 doses
  - Given 4–8 weeks apart
- **Johnson & Johnson’s Janssen**
  - 1 dose
- **Novavax**
  - 2 doses
  - Given 3–8 weeks apart

#### Fully-Vaccinated
- 2 weeks after final dose in primary series

#### Booster Dose (Up-to-Date)
- Everyone ages 18+ years should get a booster dose of either Pfizer-BioNTech or Moderna at least 5 months after the last dose in their primary series.
- Everyone ages 18+ years should get a booster dose of either Pfizer-BioNTech or Moderna at least 5 months after the last dose in their primary series.
- Everyone ages 18+ years should get a booster dose of either Pfizer-BioNTech or Moderna at least 2 months after the first dose of a J&J/Janssen COVID-19 vaccine. You may get J&J/Janssen in some situations.
- Novavax is not authorized for use as a booster dose at this time.

### 4.5 Guidance for Contractors

See Section 9.

### 4.6 Guidance for Visitors to Federal Facilities

Pursuant to the August 17, 2022, SFWTF Initial Implementation guidance, DOT is pausing requiring or requesting visitors to DOT facilities to provide information about their COVID-19 vaccination status. As of August 22, 2022, efforts to collect vaccine information from visitors accessing DOT facilities are no longer in effect. This section will be updated in future versions of this Plan.

### 5 Levels of Community Transmission

DOT and its Operating Administrations (OAs) will reference the CDC COVID-19 Community Levels data to determine the level of community transmission. Each OA will assess transmission rates in the counties where their respective DOT facilities are located at least weekly to determine proper mask-wearing and testing requirements.
DOT OAs will use discretion in determining the counties relevant to the determination of the level of community transmission related to each DOT facility. For example, an OA may consider the county in which an DOT facility is located, the transmission levels of surrounding counties from which employees or visitors travel to the facility, and transmission levels in counties through which employees based at a given facility regularly travel over the course of their work in the field and between various work sites.

Where a locality imposes more protective pandemic-related safety requirements, those requirements will be followed by DOT employees and onsite contractor employees in DOT buildings, in DOT-controlled indoor worksites, and on DOT lands within that locality.

6  Return to DOT Facilities, Telework, and Remote Work

Effective March 28, 2022, DOT lifted its maximum telework posture and began its future of work phasing. DOT employees currently on maximum telework have begun their new work schedules in accordance with guidance from their Operating Administration and their supervisor.

6.1  Telework

For any employee who teleworked during the pandemic, their position will be eligible for telework going forward. Across DOT, any telework-eligible employee will have the ability to telework at least four days per pay period, if they choose and as operational functions permit. Operating Administrations and OST offices will set the maximum number of days that their respective employees can telework per week, with a maximum of eight days per pay period and as operational functions permit. Your OA/OST office will communicate its policy with you, and your supervisor will discuss individual work schedules, telework options, and expectations going forward with you.

6.2  Remote Work

Determinations on whether a position is appropriate as a remote position will be made at the Operating Administration or OST office level. Each decision will be based on the requirements of the position and the mission of the organization. Positions eligible for remote work will generally include work activities that are portable, not dependent on the employee being at the traditional worksite on a regular basis, and that have clear performance standards and results. Positions not eligible for remote work are those requiring in-person contact with customers or the public, having operational demands and performance requiring in-person presence, and/or requiring access to classified information. Each OA will update their remote work policies to comply with the Department’s remote work guidance.
7 Mask Wearing and Testing Requirements

Mask-wearing requirements for DOT personnel, contractors, and visitors are dependent on the COVID-19 Community Level of the county in which the worksite is located. Masks are not required in facilities located in counties with LOW or MEDIUM Community Levels.

When required, masks must be worn consistently in all common areas and 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 throughout DOT-operated facilities to enforce the mask requirement at building entrances, and in other high traffic areas. 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.

7.1 Requirements for Federal Employees

Consistent with this plan, CDC recommendations, and Safer Federal Workforce Task Force guidance for exposure and isolation, any DOT employee with symptoms, a positive test, or exposure to someone with COVID-19 shall wear a mask for the required period of time. The following protocols are also in place, based on the CDC Community Level of the county of the facility.

<table>
<thead>
<tr>
<th>Community Level</th>
<th>Mask wearing</th>
<th>Screening Testing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Optional, not required</td>
<td>Not utilized</td>
</tr>
<tr>
<td>Medium</td>
<td>Optional, not required</td>
<td>Not utilized</td>
</tr>
<tr>
<td>High</td>
<td>Masks required</td>
<td>Not utilized</td>
</tr>
</tbody>
</table>

Accommodations may be made for individuals unable to wear a mask, upon providing required documentation in accordance with existing Equal Opportunity Employment Commission (EEOC) guidance and/or the DOT Reasonable Accommodation Order.

An employee may choose to wear a mask regardless of the level of transmission, particularly if they or someone in their household is immunocompromised or at increased risk for severe disease, or if someone in their household is unvaccinated.
7.2 Requirements for Contractors and Visitors

Consistent with this plan, CDC recommendations, and Safer Federal Workforce Task Force guidance for exposure and isolation, any contractor or visitor with symptoms, a positive test, or exposure to someone with COVID-19 shall wear a high-quality mask for the required period of time. The following protocols are also in place, based on the CDC Community Level of the county of the facility.

<table>
<thead>
<tr>
<th>Community Level</th>
<th>Mask wearing</th>
<th>Vaccination Attestation and Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Optional, not required</td>
<td>Not required</td>
</tr>
<tr>
<td>Medium</td>
<td>Optional, not required</td>
<td>Not required</td>
</tr>
<tr>
<td>High</td>
<td>Masks required</td>
<td>Not required</td>
</tr>
</tbody>
</table>

7.3 Mask Wearing in Certain Government-Operated Vehicles and Conveyances

Pursuant to EO 13991 and consistent with CDC guidance for the indoor transportation corridor and public transportation conveyances, DOT requires that individuals wear high-quality masks when in Government-operated aircraft, boats and other maritime transportation conveyances, and buses with multiple occupants. In these conveyances, occupants can remove their masks for safety reasons or for brief periods of time while eating, drinking, or taking medication. Mask wearing is not required for outdoor areas of conveyances, if any. Mask wearing in these Government-operated conveyances is not required if there is a single occupant or if the occupants are all co-habitants. In Government-operated vans, cars, trucks, and other motor pool passenger vehicles, DOT recommends that individuals wear high-quality masks when there are multiple occupants.

7.4 General Guidance on Masks

Masking is a critical public health tool, and it is important to remember that any mask is better than no mask. Wearing a high-quality mask along with vaccination, self-testing, and physical distancing, helps protect you and others by reducing the chance of spreading COVID-19. All masks must fit properly, worn snugly around the nose and chin with no large gaps around the sides of the face. Non-protective masks, masks with ventilation valves, novelty masks, or face shields are not permitted. CDC guidance on masks recommends the following types of masks, and has a helpful tool to find free N95 Respirators:

- N95 respirators or KN95 masks
- Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)
- Other masks, preferably with nose wires
  - Masks made with breathable fabric (such as cotton) and nose wires
  - Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)
8 Testing

Each Operating Administration will develop a diagnostic testing program for employees that are exposed while at the worksite.

8.1 Recordkeeping Requirements if an Employee Tests Positive for COVID-19 Infection

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). DOT follows state and county reporting requirements and complies with state and county contact tracing efforts.

DOT will ensure that COVID-19 test result complies with all applicable laws and in accordance with DOT’s records management policies. Privacy and IT security will be maintained at all times to protect test results. DOT’s Chief Information Officer, Senior Privacy Officer, and Office of General Counsel have been consulted to determine appropriate information management protocols.

8.2 Visitors Providing Proof of Negative COVID-19 test

Pursuant to the August 17, 2022, SFWTF Initial Implementation guidance, DOT is pausing requiring or requesting visitors to provide information about their COVID-19 vaccination status or submit a negative COVID test. As of August 22, 2022, efforts to collect vaccine information from visitors are no longer in effect.

9 Contractor Guidance

In implementing Executive Order 14042, the Department will comply with all relevant court orders, including following relevant OMB and Safer Federal Workforce Task Force guidance. OMB has issued guidance on implementing requirements of Executive Order 14042 while ensuring compliance with applicable court orders and injunctions, including those that are preliminary and may be supplemented, modified, or vacated, depending on the course of ongoing litigation. For existing contracts or contract-like instruments (hereinafter “contracts”) that contain a clause implementing requirements of Executive Order 14042, the Government will take no action to enforce the clause implementing requirements of Executive Order 14042, absent further written notice from the agency, where the place of performance identified in the
contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, the Government will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area.

10 Known Exposure

Personnel who have had a close contact with someone who has COVID-19 should follow CDC and local guidance for known exposure.

Pursuant to the August 17, 2022 SFWTF Initial Implementation guidance, as of August 22, 2022 DOT no longer requires that individuals who are not up to date with COVID-19 vaccines and who have been exposed to someone with COVID-19 not enter Federal facilities or do not interact with members of the public in person as part of their official responsibilities for at least 5 full days. Rather they should follow CDC guidelines on post-exposure precautions. As of August 22, 2022 all employees—regardless of vaccination status—should follow the CDC guidelines for post-exposure. There will no longer be a period of quarantine.
11 Isolation

Pursuant to the August 17, 2022 Initial Implementation guidance from the Safer Federal Workforce Task Force (SFWTF), as of August 22, 2022 DOT no longer require that individuals who are not up to date with COVID-19 vaccines and who have been exposed to someone with COVID-19 do not enter Federal facilities or do not interact with members of the public in person as part of their official responsibilities for at least 5 full days. Rather, DOT instructs all individuals exposed to someone with COVID-19 to follow the post-exposure protocols described below. All individuals who are known to have been exposed to someone with COVID-19, regardless of their vaccination status are instructed to:

1. Immediately wear a high-quality mask or respirator (such as an N95) while working indoors at a DOT 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 exposed;
2. Take extra precautions, such as avoiding crowding and physically distancing from others, when they know they are around people who are more likely to get very sick from COVID-19 while working onsite at a DOT 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 exposed; and
3. Watch for COVID-19 symptoms for 10 full days from the date they were last exposed.

Any individual with a suspected or confirmed COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with local laws and regulations.

11.1 When to Isolate

Regardless of vaccination status, you should isolate 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 results.

- If your results are negative, you can end your isolation.
- If your results are positive, follow the full isolation recommendations below.

When an employee has COVID-19, isolation is counted in days, as follows:

<table>
<thead>
<tr>
<th>If they had no symptoms</th>
<th>If they had symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 0 is the day the employee was tested</td>
<td>Day 0 of isolation is the day of symptom</td>
</tr>
<tr>
<td>(not the day they received their positive</td>
<td>onset, regardless of when the employee</td>
</tr>
<tr>
<td>test result)</td>
<td>tested positive</td>
</tr>
<tr>
<td>Day 1 is the first full day following the day</td>
<td>Day 1 is the first full day after the day</td>
</tr>
<tr>
<td>the employee was tested</td>
<td>the employee’s symptoms started</td>
</tr>
</tbody>
</table>
If the employee develops symptoms within 10 days of when first tested, the clock restarts at day 0 on the day of symptom onset.

11.2 Isolation Procedures

If an employee tests positive for COVID-19, they should stay home for at least 5 days and isolate from others, since they are likely most infectious during these first 5 days.

- Wear a high-quality mask if you must be around others at home and in public.
- Do not go places where you are unable to wear a mask.
- Do not travel.
- Stay home and separate from others as much as possible.
- Use a separate bathroom, if possible.
- Take steps to improve ventilation at home, if possible.
- Don’t share personal household items, like cups, towels, and utensils.
- Monitor your symptoms. If you have an emergency warning sign (like trouble breathing), seek emergency medical care immediately.
- Learn more about what to do if you have COVID-19.

11.3 Ending Isolation

An employee may end isolation based on how serious their COVID-19 symptoms were.

<table>
<thead>
<tr>
<th>If they had no symptoms</th>
<th>If they had symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee may end isolation after day 5.</td>
<td>The employee may end isolation after day 5 if:</td>
</tr>
<tr>
<td></td>
<td>- They are fever-free for 24 hours (without the use of fever-reducing medication)</td>
</tr>
<tr>
<td></td>
<td>- Their symptoms are improving</td>
</tr>
<tr>
<td></td>
<td>If an individual still has fever or their other symptoms have not improved, continue to isolate until they improve.</td>
</tr>
<tr>
<td></td>
<td>If the individual had moderate illness (i.e., experienced shortness of breath or had difficulty breathing), or severe illness (i.e., were hospitalized) due to COVID-19, or has a weakened immune system, they need to isolate through day 10.</td>
</tr>
<tr>
<td></td>
<td>If the individual had severe illness or has a weakened immune system, they should consult</td>
</tr>
</tbody>
</table>
their doctor before ending isolation. Ending isolation without a viral test may not be an option for you.
If an individual is unsure if their symptoms are moderate or severe or if they have a weakened immune system, they should talk to a healthcare provider for further guidance.

12 Contact Tracing

Pursuant to the August 17, 2022, initial Implementation guidance from the Safer Federal Workforce Task Force (SFWTF), DOT if the close contact is not “up to date” on their vaccines they no longer need to quarantine. Rather they should follow CDC guidelines on post-exposure precautions. As of August 22, 2022, all employees – regardless of vaccination status – should follow the CDC guidelines for post exposure. There will no longer be a period of quarantine. This section will be revised the next time in the future when DOT does a revision to this Plan.

12.1 Contact Tracing Procedures

**STEP 1: Employee Notifies Supervisor and Stays/Goes Home**

Employees should notify their supervisor if they develop COVID-19 symptoms or are diagnosed with COVID-19. If an employee is in workplace, make sure they put on a high-quality a mask and leave the workplace immediately.

**STEP 2: Space Cleaning and Disinfection**

If an employee has been in the office within 48 hours of when they experience symptoms or test positive, the supervisor should contact their facilities office for cleaning of any space that has been exposed to COVID-19.

**STEP 3: Employee & Supervisor Complete Close Contact Questionnaire for Contact Tracing**

If an employee is diagnosed with COVID-19 and has been in the office within 48 hours prior to developing symptoms or receiving a positive viral test, the supervisor should work with the employee to complete the Close Contact Questionnaire. Once complete, the supervisor should submit the questionnaire to their OA specified email box.
STEP 4: Close Contacts Notified and Given Instructions

Based on the submitted questionnaire, any potential close contacts will be notified immediately and provided instructions and guidance regarding quarantining, summarized below.

Information that can be disclosed to potential close contacts includes the time and location of the close contact. The names of the infected employee will not be shared in broad communications about workplace exposures.

If additional employees that are close or non-close contacts experience symptoms or test positive for COVID-19 (regardless of whether they are in the office) the process described above starting with Step 1 is repeated for those employees.

13 Travel

Pursuant to OMB Memorandum M-21-15, Federal employees should adhere strictly to CDC guidance for domestic and international travel before, during, and after travel, regardless of whether the travel is personal or for official business.

13.1 All Employee, Regardless of Vaccination Status

There are no Government-wide limits on official travel for Federal employees, regardless of their vaccination status. Employees should follow DOT’s travel policy. However, pursuant to EO 13991 and consistent with CDC guidance, DOT and supervisors must not approve official travel (i.e., travel conducted under an official travel authorization) for individuals who have COVID-19 for 10 full days after their first day of symptoms or after the date of a positive viral test for asymptomatic individuals.

13.2 Considerations Related to Official Travel

In approving official travel for employees, DOT will:

1. Inform those employees that CDC recommends that individuals make sure they are up to date with COVID-19 vaccines before travel;
2. Recommend that those employees consider being tested for current infection with a viral test as close to the time of departure as possible (no more than 3 days) before travel;
3. Instruct those employees to adhere strictly to CDC guidance for domestic and international travel before, during, and after official travel; and
4. Instruct those employees to check their destination’s COVID-19 situation before traveling, including given that State, Tribal, local, and territorial governments may have travel restrictions in place.
13.3 International Travel Requirements, Including Testing and Testing Costs

Effective June 12, 2022, the CDC rescinded the requirement that airline or other aircraft passengers arriving into the United States from any foreign country present a negative SARS-CoV-2 viral test result within one day before the flight to the United States departs or show documentation of recovery from COVID-19 within the previous 90 days.

13.4 Quarantine Following Official International Travel for Employees who are not up to date with COVID-19 Vaccines

If an employee who is not up to date with COVID-19 vaccines travels internationally to the United States during their official travel, then DOT will require that the employee follows agency quarantine protocols and not enter a DOT facility or interact with members of the public in person as part of their official responsibilities for at least five (5) full days after their travel. To be consistent with Task Force guidance, DOT will ask employees if they are up to date with COVID-19 vaccines when approving official international travel, for the purposes of implementing such agency quarantine protocols.

13.5 Close Contacts, Exposure, and Isolation During Official Travel

The Safer Federal Workforce FAQs for Travel provide additional information on protocols for close contacts and recommendations for exposure and isolation that occur during official travel (i.e., travel that occurs under an official travel authorization) and local travel on official business.

14 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 daily. The sponsor for a visitor should provide the visitor with the symptom monitoring checklist, and visitors should 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.

15 Employee Leave

15.1 Leave Related to Isolation

If an employee is isolating because they have COVID-19 symptoms and are waiting for a test result, or because they have probable or confirmed COVID-19 and is unable to or does not feel well enough to telework, then the employee may request sick leave, use accrued annual leave or other forms of earned paid time off (e.g., compensatory time off or credit hours), access a voluntary leave bank, or use unpaid leave in this situation, as appropriate. Weather and safety leave would be unavailable, but to mitigate close contacts in the workplace, DOT may on a
limited basis offer up to 3 days of administrative leave to employees who have COVID-19 symptoms and are isolating while actively seeking to be tested. (See OPM CPM 2020-02, February 7, 2020.)

16 Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, will be treated confidentially in accordance with applicable laws on confidentiality and privacy, and will be accessible only by those with a need to know. DOT consulted with our Senior Agency Official for Privacy on matters related to the handling of personally identifiable information.

17 Occupancy

There are no longer any occupancy limitations established for DOT-occupied facilities.

18 Meetings, Events and Conferences

Pursuant to the August 17, 2022, SFWTF Initial Implementation guidance, DOT is no longer requiring attendees to in-person meetings, events or conference to provide information about their COVID-19 vaccination status. As of August 22, 2022, efforts to collect vaccine information or a negative COVID-19 test from in-person attendees are not in effect.

DOT is also revising its meeting and conference protocols and will update this section in future editions of this plan. Until such time, OAs may consult OST-M for further guidance.

19 Facility 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 Headquarters concourse areas

- Lower-traffic high-touch public spaces: increased frequency (Monday, Wednesday, and Friday) vs. monthly cleaning
  - Stairwell handrails and doorknobs
  - Secure areas
Facility Response Plan for Symptomatic or Confirmed Exposure

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 each building’s HVAC systems and 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 COVID positive or symptomatic 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.

20.1 Cleaning Guidelines

- Office of Facilities will isolate the space by closing doors to private offices, impacted bathrooms and pantries, and relocating people from cubicles or benching areas within 6 feet of the COVID positive or symptomatic individual’s workspace.
- GSA contract cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID positive or symptomatic person, 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.
- The agency ensures enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:
  - If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
  - If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. Agency may choose to also disinfect depending on certain conditions or everyday practices required by its facility.
  - If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

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

DOT will continue to emphasize personal hygiene and 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 employees stay home if they feel 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 units with sanitizer solution (with at least 60% ethyl alcohol solution) are available throughout the DOT headquarters building.

22 Ventilation and Air Filtration

Additional modifications may be considered in accordance with CDC guidance, including as employee 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 that meets the standards established by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) with a Minimum Efficiency Reporting Value (MERV) of MERV 13 or higher.

23 Collective Bargaining Agreements with DOT Workforce

Communication and collaboration with DOT’s many labor unions is important. OA Labor Relations (LR) Officers should maintain strong lines of communication, reach out to their respective unions to share the recent safety guidance/direction, 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 collective bargaining agreements (CBAs). CBAs that establish safety standards higher than the minimum outlined in the OMB COVID-19 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 EO 13991 and when appropriate.
24 Exceptions

**EO 13991** directs DOT to, as appropriate and consistent with applicable law, require compliance with CDC guidance with respect to wearing masks, maintaining physical distance, and other public health measures by: on-duty or onsite Federal employees; onsite Federal contractors; and all persons in Federal buildings or on Federal lands. Executive Order 13991 also provides that heads of agencies may make categorical or case-by-case exceptions to the extent that doing so is necessary or required by law, and consistent with applicable law. Consistent with EO 13991, if DOT has implementation challenges or operational circumstances that may require other or additional prevention measures, DOT will consult the Safer Federal Workforce Task Force regarding exceptions.

In addition, to be consistent with Safer Federal Workforce Task Force guidance, where a locality has imposed additional pandemic-related requirements more protective than those set forth in Safer Federal Workforce Task Force guidance, DOT will follow those additional local requirements in Federal buildings, in Federally controlled worksites, on Government-operated transportation conveyances, and on Federal land in that locality. For example, if a locality has imposed mask-wearing requirements for indoor facilities, DOT will apply those requirements in Federal facilities, even if not otherwise required under agency mask-wearing protocols.
Appendix A: Signage and Other Displays at DOT Headquarters

Note: Similar equipment and signage may be found at other DOT-occupied facilities.

Wall mounted hand sanitizer stations in all elevator lobbies above the ground floor

Freestanding sanitizer stations in the shuttle elevators and ground floor elevator lobbies

Typical TV display at ground floor elevator entrances

Building notice signs at elevator lobbies on all floors

Sign in restroom and pantry sinks on all floors
Lobby signage
Appendix B: Additional Resources

The following provides additional resources are available to Operating Administrations and DOT employees, contractors, and contractor employees to inform their return to normal operations:

<table>
<thead>
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<th>Category</th>
<th>Resource</th>
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<td>Telework</td>
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