



# **COVID-19 WORKPLACE**

## **SAFETY PLAN**

**NOVEMBER 2021**

# Contents

INTRODUCTION.....	3
PURPOSE AND SCOPE.....	3
COVID-19 COORDINATION TEAM .....	3
COMMUNICATIONS .....	4
TELEWORK AND WORKPLACE FLEXIBILITIES .....	5
INFORMATION ABOUT VACCINATION .....	5
VACCINATION REQUIREMENT.....	5
COLLECTION OF VACCINATION INFORMATION AND DOCUMENTATION.....	5
ENFORCEMENT OF VACCINATION REQUIREMENT.....	6
LEAVE .....	7
Leave for Vaccination Side Effects .....	7
Leave to Accompany a Family Member Being Vaccinated .....	7
Leave for Receiving Booster Shot or Additional Dose.....	7
LIMITED EXCEPTIONS TO THE VACCINATION REQUIREMENT.....	7
CONTRACTOR EMPLOYEES.....	8
VISITORS.....	8
HEALTH AND SAFETY .....	8
MASKS AND PHYSICAL DISTANCING.....	9
OCCUPANCY .....	10
SYMPTOM MONITORING .....	11
SELF-CERTIFICATION PROCESS TO BE PRESENT IN OFFICE .....	11
ENTRANCE PROTOCOLS .....	12
IN-OFFICE ILLNESS PROTOCOL.....	13
CONFIDENTIALITY .....	13
TRAVEL .....	14
WELLNESS RESOURCES .....	15
WORKPLACE OPERATIONS .....	15
FACILITY WORKPLACE SAFETY GUIDELINES .....	15
OFFICE SUITE SAFETY GUIDELINES.....	16
A.    SUPPLIES/PROTECTIVE EQUIPMENT .....	16
B.    CLEANING AND DISINFECTING POLICY.....	16

## INTRODUCTION

The January 20, 2021, the Executive Order 13991 on [Protecting the Federal Workforce and Requiring Mask-Wearing](#) and the [National Strategy for the COVID-19 Response and Pandemic Preparedness](#) established that:

*“It is the policy of the Administration to halt the spread of coronavirus disease 2019 (COVID-19) by relying on the best available data and science-based public health measures. Such measures include wearing masks when around others, physical distancing, and other related precautions recommended by the Centers for Disease Control and Prevention (CDC). Put simply, masks and other public health measures reduce the spread of the disease, particularly when communities make widespread use of such measures, and thus save lives.”*

On January 24, 2021, the Office of Management and Budget (OMB) issued guidance, [M-21-15 COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#), to assist federal agencies in developing tailored COVID-19 workplace safety plans. The federal government is committed to addressing essential work requirements consistent with best public health practices.

## PURPOSE AND SCOPE

The U.S. Office of Government Ethics (OGE) places the health and safety of its employees<sup>1</sup> at the very forefront while navigating the challenges presented by the COVID-19 pandemic. OGE is committed to protecting the health and safety of its workforce using data and science-based approaches that are appropriate to the risks each person faces in their job.

OGE recognizes that COVID-19 is a highly contagious infectious disease. This document is primarily focused on application of [Centers for Disease Control \(CDC\) guidelines](#) to mitigate the spread of COVID-19 in the workplace. This guidance supersedes any conflicting information in previously published OGE guidance on COVID-19. Additional and supplemental implementation guidance will be provided as necessary. The Deputy Director for Compliance should be notified of any employee or visitor failing to comply with the protocols of this plan.

## COVID-19 COORDINATION TEAM

OGE has established a COVID-19 Coordination Team to oversee our efforts to ensure the health and safety of our workforce and other individuals who visit our workplace. The team:

- Conducts assessments to establish, implement, and monitor compliance with (1) safety protocols for physical space and masking; and (2) determinations of on-site and telework/remote work.
- Periodically reviews the OGE’s Workplace Safety Plan and considers potential

revisions as necessary.

- Coordinates with the Safer Federal Workforce Task Force and Federal COVID-19 Response Coordinator.
- As appropriate, consults with the General Services Administration (GSA), the Office of Personnel Management (OPM), and the Office of Management and Budget (OMB). Since OGE occupies leased space, the team will coordinate with GSA and building security and safety committees as necessary.
- Determines appropriate next steps if COVID-19 cases occur within OGE work space.
- Develops a re-entry schedule outlining which employees will work on-site at any given time to adhere to capacity guidelines.

## COMMUNICATIONS

OGE is committed to proactively communicating with staff as well as continuously seeking information from staff through surveys and feedback to supervisors.

OGE's Coordination Team will hold all-hands meetings (approximately on a monthly basis) in order to provide updates on the group's work.

A resource repository located at H:\Return to 1201 will be maintained with pertinent information from OMB/OPM and building management. This repository will also contain links to new and modified internal policies as well as records of communications to staff.

OGE has developed a Frequently Asked Questions (FAQ) document to assist employees in navigating key aspects of the plan and related policies. The document will be updated, circulated, and saved in the resource repository as it is revised.

### ***How will employees be notified of new policies/procedures?***

Generally, any new policy or procedure will be announced at an all-hands meeting and then circulated by email and saved in the resource repository. Revisions to existing policies may be circulated by email between all-hands meetings and saved in the resource repository.

### ***How will employees be notified when OGE determines it is appropriate to alter access to the workplace?***

The Director of OGE will send an agency-wide email notifying staff that a determination has been made to alter access to the workplace. The email will be followed by an all-hands meeting to discuss the implementation of the change.

## TELEWORK AND WORKPLACE FLEXIBILITIES

As a general principle, every effort will be made to maximize the use of telework and remote work during widespread community transmission. Maximum telework will be in effect with only a predetermined number of employees occupying the workspace at predetermined times and intervals. The building will be accessible only to the voluntary employees, designated personnel, and employees who have received prior approval from the Deputy Director for Compliance on an ad hoc basis. Self-certification protocols will be required prior to any employee entering OGE workspace.

Other workplace flexibilities such as alternative work schedules, expanded core hours, and limited use of administrative leave for caregiving responsibilities have been established to meet the health and wellness concerns of OGE employees during the COVID pandemic.

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.)

## INFORMATION ABOUT VACCINATION

### VACCINATION REQUIREMENT

To ensure the health and safety of the OGE workforce and in accordance with Executive Order 14043, all OGE employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation, no later than November 22, 2021. Per CDC guidance, an individual is considered fully vaccinated for COVID-19 2 weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization.

New OGE hires who start their government service after November 22, 2021, must be fully vaccinated prior to their start date, except in limited circumstances where an exception to the vaccine mandate as a reasonable accommodation is legally required. However, should OGE have an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the Director may delay the vaccination requirement. In the case of such limited delays, OGE will require new hires to be fully vaccinated within 60 days of their start date and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

### COLLECTION OF VACCINATION INFORMATION AND DOCUMENTATION

In accordance with executive branch-wide rules, OGE requires information and documentation from employees to verify that the employee is fully vaccinated, even if an employee has previously attested to their vaccination status. This information and documentation includes

the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation.

Approved forms of required documentation include a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points. The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above. In requesting this information, OGE will comply with any applicable Federal laws, including requirements under the Privacy Act and Rehabilitation Act of 1973.

When providing the above required information and documentation, employees must certify under penalty of perjury that the information they are submitting is true and correct.

OGE has developed its own application to both collect and maintain the required information documentation, in compliance with all applicable laws and in accordance with OGE record management policies. The application allows an employee to update their vaccination status and related information.

The collection and use of the vaccination information is subject to the OPM/GOVT-10 Employee Medical File (EMF) system of records notice (SORN) and OPM regulations. (See 5 CFR part 293, subpart E.) Written instructions are provided for OGE's EMF system with appropriate safeguards. Employees are provided with a Privacy Act statement at the point of collection of this information. This information will not be maintained in the employee's Official Personnel Folder.

In requesting vaccination information from employees, OGE has taken steps to ensure privacy and IT security, while also providing the relevant information to those who need to know in order to implement the safety protocols. OGE has consulted with the OGE Records Officer, Chief Information Officer, Senior Agency Official for Privacy, and legal counsel to determine the best means to maintain this information to meet OGE's needs.

The Privacy Act permits disclosure within the agency to employees "who have a need for the record in the performance of their duties." (See 5 U.S.C. 552a(b)(1)) Within OGE, this information is restricted to the Chief of Staff and Deputy Director for Compliance.

## ENFORCEMENT OF VACCINATION REQUIREMENT

An OGE employee who fails to comply with a requirement to be fully vaccinated or provide proof of vaccination and has neither received an exception nor has an exception request under

consideration, is in violation of a lawful order and is subject to discipline, up to and including removal from federal service. Employees will not be placed on administrative leave while OGE pursues an adverse action for refusal to be vaccinated or to provide proof of vaccination, and will be required to follow safety protocols for employees who are not fully vaccinated when reporting to the OGE worksite.

## LEAVE

### Leave for Vaccination Side Effects

OGE will grant 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, OGE 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

OGE will grant 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.

### Leave for Receiving Booster Shot or Additional Dose

OGE will grant employees up to four hours of administrative leave to receive any authorized COVID-19 vaccine booster shot, if they are eligible to receive such a booster shot. Similarly, OGE will grant employees up to four hours of administrative leave to receive any authorized additional dose of COVID-19 vaccine, for example in the case of an immunocompromised employee.

## LIMITED EXCEPTIONS TO THE VACCINATION REQUIREMENT

OGE employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, OGE may be required to provide a reasonable accommodation to employees who communicate that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. Generally, employees who are approved for a reasonable accommodation will need to follow applicable masking and physical distancing protocols for individuals who are not fully vaccinated, as well as applicable travel guidance.

An employee wishing to request such an accommodation should contact the Deputy Director for Compliance.

## CONTRACTOR EMPLOYEES

Unless already contractually obligated to be vaccinated, contractor employees are required to provide their vaccination status and attest to the truthfulness of the response they provide. To collect the vaccination status information, OGE provides contractor employees with the [Certification of Vaccination](#) form before they enter OGE's office space. Contractor employees are required to complete the form and keep it with them during their time in OGE's office space. OGE will not maintain the forms, but a contractor employee may be required to show their certification documentation upon request.

Onsite contractor employees who are not yet contractually obligated to be vaccinated and who are not fully vaccinated, or who decline to provide information about their vaccination status, must provide proof of a negative COVID-19 test from no earlier than the previous 3 days prior to entry to OGE office space. These individuals will also be required to follow all agency protocols applicable to unvaccinated employees, such as wearing a mask and maintaining physical distancing.

## VISITORS

Visitors, except those seeking a public benefit or service, must attest to their vaccination status using the [Certification of Vaccination](#) form before they enter OGE's office space. **(Note:** OGE does not provide direct services and benefits to the public, so all visitors are subject to the visitor requirements of this section.) Visitors will be required to complete the form and keep it with them during their time in OGE's office space. OGE will not maintain the forms, but a visitor may be required to show their certification documentation upon request.

Visitors who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test dated within the previous 3 days prior to entry to OGE's office space. OGE can determine what types of tests a visitor can show documentation of, provided that the tests are authorized by the U.S. Food and Drug Administration and produce a dated result.

## HEALTH AND SAFETY

On July 27, 2021, CDC issued updated guidance on Interim Public Health Recommendations for Fully Vaccinated People. Executive Order 13991 requires agencies to adhere to current public health measures as provided in CDC guidance, including with respect to mask wearing, physical distancing, and other safety measures. The following requirements regarding masks and physical distancing remain in effect for all employees, contractor employees, and visitors who are not fully vaccinated or who choose not to share their vaccination status.

## MASKS AND PHYSICAL DISTANCING

- A. Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions. In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in OGE office space except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. OGE will conduct weekly assessments of transmission rates to determine proper mask-wearing requirements.

When the level of transmission increases from low or moderate to substantial or high, OGE will promptly require full masking and put in place any additional protective safety protocols consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force as soon as operationally feasible. OGE will not wait, for example, for a multi-day or multi-week trend to be established.

When the level of transmission is reduced from high or substantial to moderate or low, the level of transmission must remain at that lower level for at least 2 consecutive weeks before the agency utilizes those protocols recommended for areas of moderate or low transmission by CDC guidelines and guidance from the Safer Federal Workforce Task Force.

Finally, where the locality imposes more protective pandemic-related safety requirements, those requirements are to be followed by employees and onsite contractor employees in OGE's office space.

1. According to CDC guidance, adequate face coverings are 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. OGE does not allow novelty/non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.
2. Employees and visitors should bring their own face covering to the office. OGE has a limited supply of masks that may be provided to employees in an emergency.
3. Employees may temporarily remove face coverings while alone in their own private offices, with the door closed.
4. Employees must wash their hands with soap and water for at least 20 seconds or

use hand sanitizer with at least 60% alcohol after touching or removing their mask.

5. If an employee or visitor does not have a face covering and OGE is unable to provide one, they must leave the office immediately.
  6. If an employee is unable to wear a face covering for a medical or other reason, they should notify the Deputy Director for Compliance.
- B. All employees and visitors are required to practice physical distancing (stay at least 6 feet from other people) while in the office. Physical distancing is a not a substitute for wearing masks, which is also required in the presence of other people. In addition, the following precautions must be observed:
1. Employees and visitors must follow directional signage and posted room capacity limits while in the office.
  2. Work-related meetings should be held only in spaces large enough to allow for sufficient physical distancing.
  3. The use of common areas (such as the kitchens) or particular common items or equipment (such as kitchen utensils, mugs, the refrigerator, coffee pot, water fountain, water cooler, and microwave) are likely to be subject to limitation and/or restrictions on use by employees working in the office. Employees in the office agree to abide by any posted or communicated limitations and/or restrictions.
  4. No more than one person is permitted in an office restroom at one time. Each restroom has been fitted with a locking mechanism which indicates that the restroom is occupied when the lock is engaged. Individuals are required to engage the locking mechanism when using the restroom.
  5. Employees are prohibited from bringing other individuals into the Office for any reason, without prior approval from the Deputy Director for Compliance. Such individuals will be required to complete the same self-certification process prior to entering the office that OGE employees must complete.

## OCCUPANCY

Occupancy in OGE's workplace will not exceed 25% of normal capacity during periods of significant or high community transmission. This capacity limit will be used in combination with other controls including required physical distancing and the use of masks. The COVID-19 Coordination Team will ensure that all of these controls are used correctly to mitigate the potential for COVID-19 spread. Level of community transmission is established by OGE using

CDC's COVID Data Tracker.

## SYMPTOM MONITORING

We all share in the responsibility for limiting the spread of COVID-19. One of the best ways to limit the transmission of the virus is to stay home if you are sick.

If an employee or visitor is experiencing or has experienced within the last 48 hours any of the following symptoms, they MAY NOT enter the office:

1. Fever (temperature over 100.4 degrees) or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

## SELF-CERTIFICATION PROCESS TO BE PRESENT IN OFFICE

Prior to reporting to the office, an employee must submit a [self-certification](#), as described in subsection A below, for each day they are physically in the office.

- A. If an employee has not experienced any of the above symptoms within the last 48 hours, and plans to be physically present in the office, they must certify the following each day as a condition of entering the office:
  1. Within the past 14 days, to their knowledge, they have not been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:
    - a. Anyone who is known to have laboratory-confirmed COVID-19 OR
    - b. Anyone who has any symptoms consistent with COVID-19
  2. They are not isolating or quarantining because they tested positive for COVID-19 or are worried that they may be sick with COVID-19.
  3. They are not currently waiting on the results of a COVID-19 test.
- B. If an employee or visitor cannot attest to all of the above statements on the day that they plan to be physically present in the office, they MAY NOT report to the office. There are no exceptions to this prohibition.

- C. Any intentionally false or misleading statement, certification, or response provided on the self-certification form is a violation of law punishable by a fine or imprisonment, or both, under 18 U.S.C. § 1001. It may also serve as the basis for disciplinary action.

## ENTRANCE PROTOCOLS

The primary entrance to the OGE suite will be the main entrance double doors opposite the atrium. The single doors nearer the atrium will be EXIT ONLY. Both ENTRANCE and EXIT ONLY signs are posted at eye level on the doors. Personnel flow within OGE will be counter clock-wise from the main entrance (take a left when entering). Directional signs placed at eye level on the walls indicate direction of movement. Personnel must wear masks and maintain physical distance of at least 6 feet when transiting the hallways. The hallway in front of the Director’s office will be bi-directional.

### A. RE-ENTRY SCHEDULE (Sample)

Only a predetermined number of employees and/or visitors will be allowed to occupy the workspace at predetermined times and intervals. OGE will plan for and monitor occupation of the office using a spreadsheet that will track, at least, the number and names of occupants, the number of days per week employees will be in the office, and the specific days on which the employees are expected to be present. A simplified sample of this tracking spreadsheet follows directly below:

**Sample Simplified Tracking Spreadsheet**

	Monday	Tuesday	Wednesday	Thursday	Friday
Group 1 (Max 9)		X			X
Group 2 (Max 9)	X			X	

### B. SIGNAGE

Appropriate signage with notices on face coverings, physical distancing hygiene practices, space limits, etc. are be prominently posted in common areas throughout the office. Directional signage is posted at eye level to indicate the proper flow of personnel through OGE hallways. Entrance and Exit are properly marked to indicate their use. Locations of hand sanitizer, disinfectant, cleaning supplies, etc., have been identified and posted.

## IN-OFFICE ILLNESS PROTOCOL

- A. If an employee or visitor who has entered office starts to feel ill or starts to experience any of the symptoms listed above, the individual must leave the office immediately and, in the case of an employee, notify their supervisor.
- B. An employee who falls ill while in the office must inform their supervisor what spaces they occupied while in the office and, to their knowledge, with whom they came into contact while in the office. The supervisor will then provide this information to the Deputy Director for Compliance in order to begin cleaning contact tracing procedures, including notifying any potentially impacted employees.
- C. If an employee presenting symptoms while in the office tests positive for COVID-19, the Deputy Director for Compliance shall contact the Washington DC Reporting and Surveillance Center (DCRC) using the Non-Healthcare Facility COVID-19 Consult Form at: <https://redcap.doh.dc.gov/surveys/index.php/surveys/?s=PCPP97J4EL>
- D. 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).
- E. Employees who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.
- F. Employees who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

## CONFIDENTIALITY

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 in accordance with applicable laws and policies on confidentiality and privacy, and will be accessible only to those with a need to know, in order to protect the health and

safety of personnel. Any questions about personal medical information should be addressed to the Deputy Director for Compliance.

## TRAVEL

In accordance with CDC and OMB guidance, travel requirements and restrictions vary depending on the vaccination status of the traveling employee.

### A. TRAVEL BY FULLY VACCINATED EMPLOYEES

There are no government-wide limits on official travel for federal employees who are fully vaccinated. 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, fully vaccinated individuals should self-monitor for symptoms, wear a mask over nose and mouth on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States, and while indoors in U.S. transportation hubs such as airports and stations, and take other precautions during travel. Travelers are not required to wear a mask in outdoor areas of a conveyance (like an open-air ferry or top deck of a bus).

With regard to international travel, 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, including Federal employees who are fully vaccinated, 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.

### B. TRAVEL BY EMPLOYEES WHO ARE **NOT** FULLY VACCINATED

At this time, official domestic travel for federal employees who are not fully vaccinated is limited to mission critical trips. The OGE Director will determine what travel meets the mission-critical threshold for OGE employees. Employees who are not fully vaccinated should take recommended precautions during mission-critical travel. These precautions can be found [here](#). For employees who are not fully vaccinated, international travel should be avoided if at all possible.

### C. LEAVE RELATED TO QUARANTINE DUE TO TRAVEL

Official or personal travel may result in a mandatory quarantine before an employee is

allowed to return to the workplace. If quarantine is required because of official travel or workplace exposure, OGE 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, OGE may elect to bar the employee from the workplace for the safety of others. If OGE bars the employee from the workplace, the employee must be placed on administrative leave until the agency determines what status the employee should be placed in while on quarantine.

## WELLNESS RESOURCES

OGE recognizes employees may be experiencing increased anxiety, stress, depression, or other mental health conditions during this time. Accordingly, OGE consistently promotes work/life programs and resources through internal communications to help employees balance and manage daily home and work responsibilities or deal with life challenges. Employees can reach out to the Employee Assistance Program (EAP) for help on coping with stress and anxiety that may result from this public health crisis. This free, confidential, and professionally-staffed service is available to all OGE employees. EAP is a professional resource available to help employees resolve life challenges, through confidential counseling and coaching with experienced, licensed counselors — including legal and financial consultation. EAP is available 24 hours a day/7 days per week/365 days per year. Feel free to contact EAP at 800-222-0364.

## WORKPLACE OPERATIONS

### FACILITY WORKPLACE SAFETY GUIDELINES

Building management continues to work on accommodating building re-entry for all tenants and have provided the following information regarding building protocol and procedures related to physical distancing and changes OGE employees will see as populations increase in the building. The situation remains fluid, and these protocols will continue to evolve in response to any new guidance from the federal government, local authorities and CDC.

- **Facemasks.** Building management is currently not requiring masks to be worn in common areas and building lobbies for fully vaccinated individuals. However, OGE employees, contractors, and visitors will be subject to the masking and physical distancing requirements described in this plan, irrespective of building requirements or local guidance.
- **Vaccination Status.** The building team will not ask tenants or visitors to show proof of vaccination.
- **Hand Sanitizer.** Hand sanitizer stations are available at various locations

throughout the property to encourage safe hygiene practices.

- **Lobby/Elevator Access.** There are no capacity limits in the elevators.
- **Stair Access.** Stairwells are available as an alternate path of travel to office suites; however, they do not include one-way traffic patterns or physical distancing markers.
- **Enhanced Cleaning Protocols.** Enhanced cleaning protocols of high-frequency touchpoints throughout common areas, elevators, and restrooms, including door handles, flat surfaces, and elevator call buttons are performed daily.
- **Amenities.** Parking garage and bike parking is open and available. The roof conference center and fitness center are also open.
- **HVAC Air Quality.** The HVAC systems will continue to operate with the support of ASHRAE and CDC guidance, based on climate conditions and the buildings' design.
  - Building filtration has been increased from pre-pandemic levels and filters are monitored and replaced as needed.
  - Exhaust/relief systems maintain positive building pressure during occupied hours.
  - Management has implemented pre-and-post occupancy flushing strategies. Base building plumbing systems are flushed on a monthly basis.
  - Building equipment is maintained per manufacture and industry standard guidelines.
  - Plumbing and floor traps are filled and maintained on a monthly basis.

## OGE SUITE SAFETY GUIDELINES

### A. SUPPLIES/PROTECTIVE EQUIPMENT

EPA-approved cleaning supplies are provided for employee and visitor use and placed in central locations throughout the suite. Gloves and hand sanitizer will be available for use while in the office. Employees should notify the Administrative Operations Branch (AOB) if supplies need to be restocked.

### B. CLEANING AND DISINFECTING POLICY

#### a. OGE SUITE CLEANING

OGE will contract to have the suite “deep cleaned” prior to the return of non-

essential employees to 1201 New York Avenue and then each time in response to a suspected or confirmed case of COVID-19 in the workplace. Any such cases should be reported to OGE's Administrative Officer in order for her to facilitate the deep-cleaning process. The deep cleaning will be conducted by an authorized cleaning service using CDC-approved cleaning/disinfecting agents and guidance. In addition, building management will conduct daily routine enhanced cleaning of high touch points.

b. USE OF OGE COMMON AREAS

Employees should take extra precautions when using common areas such as meeting rooms, kitchens, and restrooms by utilizing the cleaning supplies provided to disinfect high touch points.

c. USE OF NETWORK COPIERS/PRINTERS

Since this equipment is frequently used, proper sanitizing of the equipment must be taken before and after immediate use by all personnel. Disinfecting and sanitizing supplies are located in the immediate vicinity of the equipment to facilitate cleaning.

d. HYGIENE

To prevent the transmission of all respiratory infections, respiratory hygiene OGE encourages employees and visitors to:

- Cover your cough or sneeze with a tissue or mask, or use the inside of your elbow, and then throw the tissue away in the trash and immediately wash your hands.
- When in public spaces, wear an appropriate mask covering your nose and mouth.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds especially if you have been in a public space, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Clean and disinfect frequently touched surfaces daily.