United States Department of the Interior
COVID-19 Workplace Safety Plan

Version 3.0
August 2, 2022
Table of Contents

I. Introduction .................................................................................................................................... 5
II. Purpose ........................................................................................................................................... 6
III. Background ..................................................................................................................................... 6
   A. Scope & Applicability ................................................................................................................. 7
IV. DOI COVID-19 Coordination Team ................................................................................................. 7
   A. Continuity of Operations (COOP) .............................................................................................. 8
   B. Alternate Facilities ..................................................................................................................... 8
V. Health & Safety Protocols ............................................................................................................... 8
   A. Definitions .................................................................................................................................. 9
   B. Vaccination Requirement ........................................................................................................ 15
      1. Employees ............................................................................................................................ 15
      2. Contractors .......................................................................................................................... 16
   C. Certification of Vaccination Status .......................................................................................... 17
      1. Employees ............................................................................................................................ 17
      2. Contractors .......................................................................................................................... 18
      3. Official Visitors ..................................................................................................................... 19
      4. Members of the Public ........................................................................................................ 20
      5. Transient Visitors and Emergency Personnel ...................................................................... 21
   D. Masks ....................................................................................................................................... 21
      1. General Guidance ................................................................................................................ 21
      2. DOI masking protocols based on COVID-19 Community Levels .......................................... 22
      3. Composition of Masks ......................................................................................................... 23
      4. Requests for Exceptions to Masking Requirement ............................................................. 24
      5. Enforcement ........................................................................................................................ 25
   E. Physical Distancing .................................................................................................................... 25
      1. Fully Vaccinated Individuals .............................................................................................. 25
2. Individuals Not Fully Vaccinated ........................................................................................................26

F. COVID-19 Employee Testing...............................................................................................................26
   1. Periodic COVID-19 Screening Testing Program ...........................................................................26
   2. Screening Testing Following Workplace Close Contact Exposure ........................................31
   3. Screening Testing for Official Business or Official Travel ............................................................34
   4. Protocols Following Positive Test Result ......................................................................................35
   5. COVID-19 Testing Specifications ..................................................................................................36

G. Contact Tracing ..................................................................................................................................38

H. Reporting of COVID-19 Notifications ...............................................................................................38

I. Health Monitoring, Self-Quarantine, Self-Isolation, Recordkeeping ................................................39
   1. Resources .......................................................................................................................................39
   2. Health Monitoring ..........................................................................................................................39
   3. Self-Isolation ..................................................................................................................................40
   4. Workplace Notification ..................................................................................................................42
   5. Self-Quarantine ..............................................................................................................................42
   6. Recordkeeping Requirements ........................................................................................................44
   7. Claim for Work Related Injury .......................................................................................................45

J. Travel ...............................................................................................................................................45
   1. General ..........................................................................................................................................45
   2. Official Domestic Travel .................................................................................................................46
   3. Official International Travel ............................................................................................................46
   4. Travel Requirements Following Recent Close Contact Exposure Before or During Official Government Travel ........................................................................................................46
   5. Travel Requirements Following COVID-19 Diagnosis or Positive Test Result Before or During Official Government Travel ..........................................................................................................................46
   6. Travel in Single Occupancy Vehicle to Self-Quarantine or Self-Isolate ........................................49
   7. Local Travel ..................................................................................................................................50

K. Meetings, Conferences, Events, Trainings, and Social Gatherings .................................................51
1. Pre-Approval of Events with 50 or More In-Person Participants ........................................ 52
2. COVID-19 Safety Protocols at All In-Person Gatherings ...................................................... 52

L. COVID-19 Human Resource Flexibilities .................................................................................. 53
1. Administrative Leave for Obtaining a COVID-19 Vaccination ............................................. 53
2. Obtaining a Booster or Additional COVID-19 Vaccination .................................................. 53
3. Leave Due to Adverse Effects following Vaccination ........................................................... 53
4. Leave to Accompany a Family Member for a Vaccination ................................................... 54
5. Leave Due to Self-Isolation .................................................................................................. 54
6. Leave Due to Self-Quarantine ............................................................................................. 54
7. Telework & Remote Work ................................................................................................... 56

M. Facilities and Safety ................................................................................................................. 56
1. Entry into DOI Facilities and Workplaces ........................................................................... 56
2. Signage ................................................................................................................................. 57
3. Environmental Cleaning .................................................................................................... 58
4. Hygiene ................................................................................................................................ 59
5. Ventilation & Air Filtration ................................................................................................. 59

N. Collective Bargaining Obligations ............................................................................................ 60

O. Incident, Wildland Fire, and Disaster Response Operations ................................................... 60

APPENDIX A–DOI COVID-19 Coordination Team ............................................................................. 62
APPENDIX B–Summary of Document Version and Changes ............................................................ 64
APPENDIX C – COVID-19 POLICY BULLETIN NO: 2022-01 Implementation of Updated Masking Requirements Based on COVID-19 Community Levels ................................................................. 66
APPENDIX D – COVID-19 POLICY BULLETIN NO: 2022-02 Requirements for Meetings, Conferences, Events, Trainings, And Social Gatherings Of 50 Or More Participants (Event) ............................................................................ 68
APPENDIX E – COVID-19 POLICY BULLETIN NO: 2022-03 COVID-19 Guidance for All Residents Residing in Congregate or Shared Housing ......................................................................................... 71
I. Introduction

The health and safety of all federal employees, onsite contractors, and individuals interacting with the federal workforce is the Administration’s highest priority. As set forth in the January 20, 2021, Executive Order 13991 on Protecting the Federal Workforce and Requiring Mask-Wearing, the policy of the Administration is “to halt the spread of coronavirus disease 2019 (COVID-19) by relying on the best available data and science-based public health measures.” To do this, the White House released the National Strategy for the COVID-19 Response and Pandemic Preparedness and the COVID-19 Action Plan and the National COVID-19 Preparedness Plan. The National Strategy initiates a coordinated pandemic response that improves the effectiveness of the country’s fight against the coronavirus disease 2019 (COVID-19) and the COVID-19 Action Plan lays out the roadmap to help the U.S. fight COVID-19 in the future.

The Department of the Interior (DOI) is committed to addressing essential public health and work requirements consistent with best public health practices. The principles presented align with the revised Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles (updated September 13, 2021) and are based on the latest guidance from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and other Administration guidelines, including FAQs from the Safer Federal Workforce Task Force. These principles will be reassessed over time, as conditions warrant and as guidance and principles are updated.

Primary guidance documents used for the DOI Workplace Safety Plan:

- Executive Order 13991: Protecting the Federal Workforce and Requiring Mask-Wearing (January 20, 2021)
- OMB Memorandum M-21-25 titled Integrating Planning for a Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment (June 10, 2021)
- CDC Interim Public Health Recommendations for Fully Vaccinated People/Stay up to Date on your Vaccines (May 13, 2021 and amended May 28, 2021; July 27, 2021; January 16, 2022)

• Executive Order 14042: Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (September 9, 2021). 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.

• Executive Order 14043: Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (September 9, 2021). In implementing Executive Order 14043, the Department will comply with all relevant court orders, including following relevant OMB and Safer Federal Workforce Task Force guidance.

• CDC’s Updated Quarantine and Isolation Guidance (January 20, 2022)

• CDC Updates Your Guide to Masks Guidance (January 21, 2022)

• Safer Federal Workforce Task Force FAQs (most recent updates January 11, 22, 24, 27, and 28, March 11, May 27, and June 3, 2022)

II. Purpose


III. Background

The DOI Pandemic Plan was updated in January 2021 based on lessons learned from the coronavirus disease 2019 (COVID-19) experience and other biological incidents, such as SARS, MERS, Zika, H1N1, and Ebola. The revised DOI Pandemic Plan serves as a non-disease-specific response and recovery framework that is used as a foundational plan to formulate the DOI COVID-19 Workplace Safety Plan and other DOI COVID-19 response and recovery plans. The overarching goals of the DOI COVID-19 Workplace Safety Plan are to:

A. Halt the spread of COVID-19 by relying on the best available data and science-based public health measures;
B. Prioritize the health and safety of the federal workforce, contractors, and visitors; and
C. Sustain the mission of the Department and mitigate impact to the environment, natural
   resources, economy, and the functioning of society.

A. Scope & Applicability

DOI Bureaus and Offices are expected to adhere to the principles set forth in this Plan in all DOI
workplaces, as defined below, and at any DOI hosted in-person event at a location other than a DOI
workplace, DOI-controlled facility, or DOI-controlled land, to the extent authorized by law and in
accordance with applicable law. Bureaus and Offices, as appropriate, should develop Bureau, Office, or
location-specific plans to implement the principles set forth in this Plan. It is important to note,
consistent with the revised Safer Federal Workforce Task Force Agency Model Safety Principles and
FAQs, where a locality has imposed additional pandemic-related requirements more protective than
those set forth in this Plan, those requirements should be followed in all DOI workplaces in that
locality. All DOI stakeholders, including employees, official visitors, members of the public, contractors,
and other partners, must follow these COVID-19 safety measures.

IV. DOI COVID-19 Coordination Team

DOI maintains a robust response and recovery coordination system that has been institutionalized and
used for over 15 years to manage and coordinate disaster response and recovery efforts across
multiple different disasters and pandemics. The DOI Pandemic Plan provides functional descriptions of
each element of the DOI Departmental Response Coordination. DOI Departmental Response
Coordination efforts include convening various Councils and Task Force components when a pandemic
threatens or impacts multiple Bureaus and Offices or requires significant Departmental involvement.

The DOI COVID-19 Workplace Safety Plan uses the standing Departmental Response Coordination
Systems outlined in the 900 DM Series and the DOI Baseline Operational Plan. For the purposes of the
COVID-19 response, the DOI COVID-19 Coordination Team (APPENDIX A–DOI COVID-19
COORDINATION TEAM), as defined by the OMB Memorandum M-21-15, is also considered the
Secretary’s Leadership Team. The COVID-19 Coordination Team is responsible for conducting
assessments to establish, implement, and monitor compliance with: (a) safety protocols for physical
distancing, travel, testing, space, building entry, and masking; and (b) determinations of onsite,
telework, and remote work flexibilities. The Team meets regularly to review compliance with the DOI
COVID-19 Workplace Safety Plan and protocols, consider potential revisions to the DOI COVID-19
Workplace Safety Plan and protocols, and address any other operational needs. The Team reviews
draft DOI COVID-19 Workplace Safety Plans and protocols for DOI, makes any necessary changes, and
submits plans to the Safer Federal Workforce Task Force for review and comment when necessary. To ensure consistency across the Department, the Team ensures Facility Security Leadership, the General Services Administration (GSA), and, when necessary, a lessor’s designated representative are engaged and involved with protocols and policies that directly impact their facilities and their employees. The Team also coordinates with DOI’s Office of Acquisition and Property Management to ensure safety protocols are applied to onsite contractor employees.

The DOI COVID-19 Coordination Team has met regularly since February 2020 and plans to continue meeting until the Department has moved out of the pandemic phase of the COVID-19 response.

A. Continuity of Operations (COOP)

Detailed guidance on DOI’s COOP program is found in the 900 DM 4. The Secretary and Assistant Secretary Policy, Management, and Budget (AS-PMB) retain the authority to activate the DOI COOP Plan to ensure continuation of essential functions during any disruption of normal operations. Bureau or Office directors may also activate their respective COOP plans independently of the DOI COOP Plan. The decision to activate a COOP plan should be based on ensuring the continued performance of essential functions, regardless of the cause of the disruption.

B. Alternate Facilities

DOI has identified and prepared alternate facilities to support the continued performance of essential functions, including facilities geographically distanced from the National Capital Region.

OEM has adapted continuity operations to address the movement, protection, and lodging of staff if deployment to DOI’s alternate sites is required during the COVID-19 pandemic. Additionally, these plans incorporate appropriate COVID-19 safety protocols in accordance with CDC guidelines to prioritize the health and safety of all personnel at the alternate sites.

V. Health & Safety Protocols

Executive No. Order 13991 directs all federal agencies 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 in federal buildings and on federal lands. Executive Order No. 13991 also created the Safer Federal Workforce Task Force to provide guidance to federal agencies to apply CDC COVID-19 health and safety guidance to protect federal workplaces. The COVID-19 health and safety protocols described below follow guidance from the CDC and government-wide guidance
Provided by the Safer Federal Workforce Task Force. These health and safety protocols represent DOI-wide health and safety policy establishing minimum health and safety requirements.

Executive Order 13991 also provides that heads of agencies may make categorical or case-by-case exceptions to these safety protocols to the extent that doing so is necessary or required by law and consistent with applicable law. Bureaus or Offices that seek an exception because doing so is necessary or required by law may submit a COVID-19 Model Safety Principles Deviation Request to the DOI COVID-19 Coordination Team to seek approval prior to implementing any other or additional measures outside of the requirement in this document. The DOI COVID-19 Coordination Team may consult the Safer Federal Workforce Task Force regarding exceptions. DOI is committed to addressing essential work requirements consistent with public health best practices. DOI’s paramount concern is the health and safety of all federal employees, onsite contractors, official visitors, members of the public, and individuals interacting with the federal workforce. The policies presented are based on the latest public health guidance and will be reassessed and modified over time as conditions warrant and as guidance is updated.

A. Definitions

1. Individual

For the purposes of these COVID-19 safety protocols, the term “individual” refers to any person, which may include any employee, contractor, official visitor, or member of the public.

2. Employee

For the purposes of these COVID-19 safety protocols, the term “employee” follows the definition provided at 5 U.S.C. § 2105 and refers to any federal civil service employee who is employed by the Department of the Interior.

3. Contractor

For the purposes of these COVID-19 safety protocols, the term “contractor” refers to any individual who performs work for the Department pursuant to a contract.

4. Official Visitor

For the purposes of these COVID-19 safety protocols, the term “official visitor” refers to any individual who is not a DOI employee or a DOI contractor who visits a DOI workplace (DOI-controlled facility or DOI-controlled land) for business purposes. DOI volunteers, partners, concessionaires,
interns, Youth Conservation Corps, and any other non-employees, non-contractor groups/individuals who enter DOI for business purposes are considered official visitors, unless otherwise noted. Individuals who visit a DOI workplace to obtain a public service or benefit, such as recreational visitors to a national park or tribal members obtaining a public service or benefit, are not official visitors, but rather members of the public.

5. **Member of the Public Seeking a Public Benefit or Service or Members of the Public**

For the purposes of these COVID-19 safety protocols, the term “members of the public seeking a public benefit or service” refers to any individual who is not a DOI employee, or a DOI contractor, or an official visitor who visits a DOI workplace (DOI-controlled facility or DOI-controlled land) in order to obtain a public service or benefit, such as recreational visitors to a national park or tribal members obtaining a public service or benefit.

6. **Fully Vaccinated**

For the purposes of these COVID-19 safety protocols, an individual is considered “fully vaccinated” against COVID-19 after at least two weeks have elapsed from the date the individual has received all requisite primary series doses of a COVID-19 vaccine that has been approved or authorized for emergency use by the U.S. Food and Drug Administration or listed for emergency use by the World Health Organization. The number of doses considered necessary to be fully vaccinated is based on the number of primary series doses specified in the approval or authorization documents. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, an individual is fully vaccinated two weeks after that person has received the second dose in the two-dose series. For Johnson and Johnson (J&J)/Janssen, an individual is fully vaccinated two weeks after that person has received a single dose. For the purposes of these safety protocols, clinical trial participants from a U.S. site who are documented to have received the full series of an “active” (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board), are considered fully vaccinated two weeks after they have completed the vaccine series. Currently, the U.S.-based AstraZeneca and Novavax COVID-19 vaccines meet these criteria.

7. **Unvaccinated or Not Fully Vaccinated**

For the purposes of these COVID-19 safety protocols, an individual is considered “unvaccinated” or “not fully vaccinated” if that individual does not meet the criteria to be considered “fully vaccinated,” as defined above.

8. **Up to Date**
For the purposes of these COVID-19 safety protocols, an individual is considered *up to date* with regard to COVID-19 vaccines if that person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible. As of July 2022, CDC guidance indicates that individuals become eligible for booster doses at 5 months after receiving the final primary series dose for the Pfizer-BioNtech (Comirnaty) and Moderna vaccines and at 2 months after receiving the final primary series (and only) dose for the Johnson & Johnson vaccine.

For example, as of July 2022, an individual is considered *up to date* for the purposes of these COVID-19 safety protocols once that individual meets the definition of “fully vaccinated” and continues to be considered *up to date* for 5 months after receiving the final primary series dose of a Pfizer-BioNtech (Comirnaty) or Moderna vaccine or for 2 months after receiving the final primary series (and only) dose for the Johnson & Johnson vaccine. After this, an individual is no longer considered *up to date* until that individual receives at least one booster dose. For the purposes of these COVID-19 safety protocols, once an individual has become fully vaccinated and becomes eligible to receive a booster dose, that individual is considered *up to date* after receiving a booster dose.

9. **Not Up to Date**

For the purposes of these COVID-19 safety protocols, an individual is considered “not *up to date*” if that individual does not meet the criteria to be considered “*up to date*,” as defined above.

10. **Recently Recovered from Confirmed COVID-19**

For the purposes of these COVID-19 safety protocols, an individual is considered to have “recently recovered from confirmed COVID-19” if that individual:

- Provides proof of a positive viral COVID-19 test result from a COVID-19 test administered within ninety (90) calendar days immediately prior to and more than ten (10) calendar days immediately prior to a reference date. The test must be approved or authorized by the FDA to detect current infection, such as an antigen (e.g., rapid) or nucleic acid amplification test (e.g., PCR). Antibody tests (serological tests) will not be accepted. Documentation proving a positive COVID-19 test result must be in writing and include: 1) information identifying the individual tested; 2) the date on which the test sample was taken; 3) and the result of a test; and

- Is free of symptoms consistent with COVID-19 or other infectious diseases and has been symptom-free, without the use of fever reducing medicines, for over 24 hours. Some individuals may experience symptoms for longer than 10 days which could be consistent with non-infectious post-COVID conditions (e.g., loss of taste and smell).
11. COVID-19 Test

For the purposes of this policy, the term “COVID-19 Test” refers to a viral test that has been approved or authorized by the Food and Drug Administration (FDA) to detect current infection with SARS-CoV-2, the virus that causes COVID-19 disease.

12. COVID-19 Testing

For the purposes of this policy, the term “COVID-19 Testing” refers to the administration of a COVID-19 test or tests, consistent with the instructions prescribed by the FDA in its approval or authorization documents.

13. Screening Testing

For the purposes of this policy, “screening testing” or “COVID-19 screening testing” refers to the use of COVID-19 testing to detect current infection with SARS-CoV-2 among asymptomatic employees so that appropriate COVID-19 safety protocols may be followed to mitigate the risk of COVID-19 transmission.

14. Asymptomatic

For the purposes of this policy, an employee is considered “asymptomatic” if the employee does not exhibit any symptoms consistent with a current COVID-19 infection or symptoms consistent with other infectious disease (such as fever, sore throat, and coughing). Any individual who exhibits symptoms consistent with current infectious disease, including COVID-19 or other infectious illnesses, MUST NOT physically report to a DOI workplace and MUST follow applicable COVID-19 safety protocols in this Plan for self-isolation Section (V)(I)(3). As defined above, COVID-19 screening testing is only available under this policy for asymptomatic employees because the purpose of COVID-19 screening is to detect asymptomatic COVID-19 infections. Employees who exhibit symptoms consistent with COVID-19 or other infectious illnesses do not need COVID-19 testing because the presence of symptoms consistent with infectious disease already supply evidence that the employee should not be physically present in the workplace.

15. DOI Workplace

For the purposes of these COVID-19 safety protocols, the term "DOI workplace" includes DOI-controlled facilities and DOI-controlled lands. It does not include private residences in which DOI employees telework or remote work. Please note that some COVID-19 safety protocols, as described further below, may apply to DOI employees outside of DOI workplaces, such as when DOI employees...
interact in person with members of the public in the performance of official duties (e.g., when oil rig safety inspectors conduct inspections on oil platforms).

16. **Workplace Close Contact Exposure**

For the purposes of these COVID-19 safety protocols, the term “workplace close contact exposure” refers to an incident in which an employee may have become infected with COVID-19 due to prolonged physical proximity to a person infected with COVID-19 in a DOI workplace. Specifically, a workplace close contact exposure occurs when an employee was less than six (6) feet away from an individual currently infected with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour time period in a DOI workplace starting two (2) days before an individual’s symptoms began or two days before administration of a positive test (if asymptomatic).

17. **Local CDC COVID-19 Community Level**


In order to assess the **COVID-19 Community Level**, on at least a weekly basis, for every DOI workplace, Bureaus or Offices are required to review CDC’s **COVID-19 Community Level** for the county in which the workplace is physically located to determine COVID-19 workplace safety protocols for the upcoming week. Bureaus or Offices may delegate this responsibility to facility managers or other personnel as appropriate. Based on the **COVID-19 Community Level**, Bureaus or Offices are expected to implement COVID-19 safety protocols as outlined in the masks, contractors, official visitors, COVID-19 screening testing, and meetings conferences, events, trainings and social gatherings sections within this document. For DOI workplaces that fall under more than one **COVID-19 Community Level**, the most restrictive protocols should be applied to all DOI workplaces within the operating unit.

When the level of transmission related to a given DOI workplace increases or decreases, Bureaus or Offices are expected to change their COVID-19 safety protocols to be consistent with [Safer Federal](https://www.cdc.gov/coronavirus/2019-ncov/ science/community-levels.html).

---

Workforce Task Force requirements as soon as operationally feasible. When workers are traveling to other worksites outside of their normal duty station, they are expected to assess COVID-19 Community Level prior to starting their travel and follow applicable COVID-19 safety protocols for the county for which they are traveling. COVID-19 signage should be posted at facility entrances to reflect the COVID-19 Community Level and applicable COVID-19 safety protocols consistent with the COVID-19 Community Level, and in some cases an individual’s vaccination status.

18. Health Monitoring

For the purposes of these COVID-19 safety protocols, the term “health monitoring” refers to the requirement that all individuals in a DOI workplace must conscientiously monitor their health for symptoms of COVID-19 or other infectious diseases. All individuals must engage in health monitoring before entry into and while in a DOI workplace. A DOI workplace includes DOI-controlled facilities and DOI-controlled lands, as well as any location in which a DOI employee would interact with other individuals in the performance of official duties (outside of remote and telework). Any individual, including an employee, contractor, official visitor, or member of the public who exhibits symptoms consistent with COVID-19, or other infectious diseases, must not physically enter or remain present in a DOI workplace in accordance with the guidelines in Section (V)(l)(2) below. Some individuals may experience symptoms for longer than 10 days which could be consistent with non-infectious post-COVID conditions (e.g., loss of taste and smell). Individuals may not enter a DOI workplace until they meet the criteria in the self-isolation in Section (V)(l)(3).

19. Self-Isolation

For the purposes of these COVID-19 safety protocols, the term “self-isolation” means voluntarily following CDC isolation guidance for individuals with confirmed COVID-19 (a positive COVID-19 test result) or suspected COVID-19 (symptoms consistent with COVID-19). The public health term “isolation” refers to separating people with confirmed or suspected COVID-19 from those without COVID-19. While DOI does not enforce isolation in the public health sense of the term, DOI follows CDC isolation guidance to determine when it is safe for an individual with confirmed or suspected COVID-19 to be present in a DOI workplace. A DOI workplace includes DOI-controlled facilities and DOI-controlled lands, as well as any location in which a DOI employee would interact with other individuals in the performance of official duties (outside of remote and telework). All individuals with suspected or confirmed COVID-19 must not physically enter or remain present in a DOI workplace until they meet the criteria discussed below relevant to ending self-isolation.

20. Workplace Notification
For the purposes of these COVID-19 safety protocols, the term “workplace notification” refers to the requirement that a manager or supervisor, upon learning of a case of confirmed COVID-19, provide appropriate notifications to the relevant health, safety, and communications experts, in accordance with the DOI COVID-19 Risk Assessment and Decision Matrix for Managers. This helps to ensure that Bureaus and Offices can take appropriate actions to prevent the spread of COVID-19 in the workplace such as cleaning, disinfecting, and ensuring individuals who may be exposed to COVID-19 infection through close contact with a person infected with COVID-19 are notified so that they can take appropriate measures to protect themselves and others.

21. Self-Quarantine

For the purposes of these COVID-19 safety protocols, the term “self-quarantine” means voluntarily following CDC quarantine guidance for individuals who come into close contact with a person infected with COVID-19. The public health term “quarantine” refers to keeping people who have been in close contact with someone with COVID-19 apart from others. While DOI does not enforce quarantine in the public health sense of the term, the Department follows CDC quarantine guidance to determine when it is safe for an individual to be present in a DOI workplace following close contact with a person infected with COVID-19. A DOI workplace includes DOI-controlled facilities and DOI-controlled lands, as well as any location in which a DOI employee would interact with other individuals in the performance of official duties (outside of remote and telework). These safety protocols are important because COVID-19 may be spread by infected individuals who are symptomatic or asymptomatic. All individuals who have been in close contact with a person infected with COVID-19 must not physically enter or remain present in a DOI workplace until they meet the criteria discussed below relevant to ending self-quarantine to safely enter a DOI workplace.

B. Vaccination Requirement

1. Employees

On September 9, 2021, the President signed Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, which requires each agency to implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its federal employees, subject to such exceptions as required by law. However, on January 21, 2022, a federal district court issued a nationwide preliminary injunction enjoining agencies from implementing or enforcing Executive Order 14043 until the case is resolved. See Feds for Medical Freedom v. Biden, 3:21-cv-356 (S.D. Tex.). To ensure compliance with this nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, DOI will
take no action to implement or enforce the COVID-19 employee vaccination requirement pursuant to Executive Order 14043, at this time.

2. Contractors

Executive Order (E.O.) 14042 was signed by the President on September 9, 2021 and published in the Federal Register at FR 86 50985 on September 14, 2021. When enforceable, the EO requires agencies to include a clause requiring contractors and subcontractors at any tier to comply with all guidance for contractor workplace locations as published by the Safer Federal Workforce Task Force (Task Force Guidance). When enforceable, this clause applies to contracts and contract like instruments, which includes: procurement contracts or contract-like instruments for services, construction, or leasehold interests in real property; contract or contract-like instruments for services covered by the Service Contract Act, 41 U.S.C. 6701 et seq.; contracts or contract-like instruments for concessions; or contracts or contract-like instruments entered into with the Federal Government in connection with federal property or lands and related to offering services for federal employees, their dependents, or the general public. As instructed by the President in Executive Order 14042, Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (when enforceable), certain covered federal contractors (those under federal contracts and “contract-like instruments”) may be subject to specific health and safety requirements, including a vaccination requirement.

On December 7, 2021, a Federal district court enjoined enforcement of Executive Order 14042 nationwide. This may be supplemented, modified, or vacated, depending on the course of litigation in this matter and in other federal actions challenging this Executive Order under which more limited injunctions have issued. Accordingly, in implementing Executive Order 14042, DOI will comply with all relevant court orders, taking into account relevant OMB and Safer Federal Workforce Task Force guidance, and will take no action to implement or enforce the contractor COVID-19 vaccination requirement pursuant to Executive Order 14042, in areas which are subject to a current court order prohibiting enforcement. The list of areas currently subject to court orders can be found on the Safer Federal Workforce Task Force’s website: https://www.saferfederalworkforce.gov/contractors/.

For contracts where EO 14042 is not applicable, and for contracts where this EO is applicable but not currently being enforced, all contractor employees working onsite in federally-controlled indoor work sites must comply with the Safer Federal Workforce Taskforce’s guidance for onsite contractor employees, including vaccination attestation and provision of proof of a recent negative COVID-19 test, where applicable. Additional details about this requirement are outlined below in the Contractors Section below.
C. Certification of Vaccination Status

1. Employees

Under Executive Order 13991, DOI is required to ensure compliance with CDC guidelines with respect to wearing masks, physical distancing, and other COVID-19 public health and safety measures. To safeguard the health of all individuals in DOI workplaces consistent with CDC guidance, DOI needs information relevant to each employee’s COVID-19 vaccination status to ensure consistency with applicable CDC public health guidance, as clarified by the Safer Federal Workforce Task Force. All DOI employees are required to provide true and accurate information about their vaccination status in the Safety Management Information System (SMIS). The SMIS is a web application for DOI incident reporting and data submission for incident investigations.

DOI Civil Service employees must provide true and accurate information about their vaccination status by completing and uploading documentation evidencing vaccination against COVID-19 in the Vaccination Module (DI-6507) found in SMIS. The Vaccination Module (DI-6507) is available to all employees with computer access and an active directory or email account. The Vaccination Module (DI-6507) was released to all employees with access to government computers on October 8, 2021. DOI has identified and provided training to Vaccination Specialists who can obtain and verify vaccination status for employees who do not have government computer access. Bureaus and Offices should contact their HR Servicing Official for a list of Vaccination Specialists.

The first-level supervisors of employees who onboard after October 8, 2021, must ensure that these new employees provide true and accurate information about their vaccination status by completing and uploading documentation in the Vaccination Module (DI-6507) SMIS. The New Employee On-Boarding Checklist has been updated to reflect this requirement.

The collection and storage of all DOI employee vaccination information must be conducted in compliance with applicable laws governing employee medical information, including the Rehabilitation Act, Occupational Safety and Health Act, the Privacy Act, and other applicable laws. DOI has (1) taken steps to promote privacy and IT security; (2) consulted with our Agency Records Officer, Chief Information Officer, and Departmental Privacy Officer to determine the best means to maintain this information to meet the Department’s needs; and (3) only disseminates this vaccination information to the appropriate officials who have a need to know to ensure effective implementation of the COVID-19 safety protocols, which, includes the supervisor level. Such information will not be stored in an employee’s official personnel folder.
DOI employees who enter facilities controlled by other federal agencies in the performance of official duties must comply with the COVID-19 health and safety requirements of other federal agencies in federal facilities and on federal lands. Generally, DOI employees will be treated as official visitors when in a federal facility or on federal lands controlled by another federal agency. Therefore, when the local CDC COVID-19 Community Level in the county where the other federal agency’s facility is located is MEDIUM or HIGH, DOI employees may be required by the other federal agency to complete a Certification of Vaccination form (or an agency-specific certification form approved by OMB) and, if they are not fully vaccinated or decline to provide their vaccination information, may be required by the other federal agency to show proof of a negative COVID-19 test result administered within the 3 days immediately prior to the date of entry. As with other official visitors, DOI employees may be required by the other agency to keep the Certification of Vaccination form with them during their time onsite at the other federal agency.

2. Contractors

When EO 14042 is enforceable, contractors will be subject to requirements regarding Certification of Vaccination status, as outlined in the terms and conditions of their contract. To ensure compliance with any applicable injunctions, which may be supplemented, modified, or vacated, DOI will refrain from enforcing the requirements of Executive Order 14042 with respect to contractors for contracts being performed in areas currently subject to an injunction. Accordingly, the following guidance with respect to contractors, while applicable in the absence of any one or more injunctions, may be subject to limitation depending on the location of contract performance or of the contractor.

For contractors who are working under a contract or agreement where the requirements of Executive Order 14042 (when enforceable) have been incorporated into the contract by DOI, another federal agency, or their prime contractor, vaccine attestation is not required, even when working on site in federally controlled indoor facilities. These contractors are required to comply with specific health and safety guidance, including vaccination requirements, under the terms and conditions of their contract. Enforcement will be managed by the Contracting Officer through standard procedures under the federal Acquisition Regulation. Pending further direction, this requirement currently may not be enforced.

For contracts that are not subject to EO 14042, and for all contracts subject to EO 14042 where it is not enforceable, when the CDC COVID-19 Community Level is HIGH or MEDIUM, all contractors working in a federally-controlled indoor work site, must attest to their vaccination status using the Certification of Vaccination form (OMB Control No. 3206-0277). Prior to entry into any DOI indoor
work site, onsite contractors must complete and sign a paper copy of the Certification of Vaccination form, retain the completed and signed Certification of Vaccination form in their personal possession, and be prepared to present the Certification of Vaccination form when requested by a DOI person who needs to know such status to allow entry into the federal facility and/or to a federal employee who oversees their work to validate their vaccination status. DOI will not collect or retain the completed and signed Certification of Vaccination forms, and must comply with any applicable federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.

Onsite contractors who attest to being fully vaccinated must follow DOI COVID-19 safety protocols for fully vaccinated individuals, as described below.

When the CDC COVID-19 Community Level is HIGH or MEDIUM, onsite contractors who do not attest to being fully vaccinated (including those who attest that they are not fully vaccinated, those who attest that they decline to disclose their vaccination status, and those who decline to complete and sign the Certification of Vaccination form) must provide proof of a negative COVID-19 test result from a test administered within the (3) three days immediately prior to the date of entry into a DOI workplace in order to be permitted to enter the DOI-controlled workplace. All test results must be obtained using COVID-19 tests that are authorized by the U.S. Food and Drug Administration to detect current infection and produce a dated result. Within the DOI workplace, onsite contractors who do not attest to being fully vaccinated must follow DOI COVID-19 safety protocols for individuals who are not fully vaccinated, which aligns with CDC guidance, as described below. DOI Policy Bulletin 2022-2 may be referred to for more detailed guidance.

If a locality has imposed additional pandemic-related requirements more protective than those set forth in this Plan, contractors should follow those requirements in DOI workplaces in that locality.

3. Official Visitors

As defined above, the term “official visitor” refers to any individual who is not a DOI employee or a DOI contractor who visits a DOI workplace (DOI-controlled facility or DOI-controlled land) for business purposes. DOI volunteers, partners, concessionaires, interns, Youth Conservation Corps and any other non-employees, non-contractor groups/individuals who enter DOI for business purposes are considered official visitors, unless otherwise noted. Individuals who visit a DOI workplace to obtain a public service or benefit, such as recreational visitors to a national park or tribal members obtaining a public service or benefit, are not official visitors, but rather members of the public.

When the COVID-19 Community Level is HIGH or MEDIUM, official visitors must attest to their vaccination status using the OMB Certification of Vaccination form. When COVID-19 Community
Level are HIGH or MEDIUM, official visitors must complete and sign a paper copy of the Certification of Vaccination form, retain the completed and signed Certification of Vaccination form in their personal possession, and be prepared to present the Certification of Vaccination form when requested to validate their vaccination status. DOI will not collect or retain the completed and signed Certification of Vaccination forms. Bureaus or Offices will not collect or retain Certification of Vaccination forms from official visitors, and Bureaus or Offices may not ask official visitors for vaccination documentation to verify their attestation.

Official visitors who attest to being fully vaccinated must follow DOI COVID-19 safety protocols for fully vaccinated individuals, which includes wearing a mask if the COVID-19 Community Level is HIGH.

When the Community Level is MEDIUM or HIGH, official visitors who do not attest to being fully vaccinated (including those who attest that they are not fully vaccinated, those who attest that they decline to disclose their vaccination status, and those who decline to complete and sign the Certification of Vaccination form) must:

- Provide proof of a negative COVID-19 test result from a test administered within the three days immediately prior to the date of entry into a DOI workplace in order to be permitted to enter the DOI workplace. Official visitors must use a test that has been approved or authorized by the FDA to detect current infection, such as an antigen (e.g., rapid) or nucleic acid amplification test (e.g., PCR). Antibody tests (serological tests) will not be accepted. To verify the date and result of a test, tests must be able to generate a report with this information to the official visitor for presenting proof for entry.
- Follow DOI COVID-19 safety protocols for individuals not fully vaccinated, which includes wearing a mask if the COVID-19 Community Level is HIGH and physical distancing.

DOI Policy Bulletin 2022-02 may be referred to for more detailed guidance.

If a locality has imposed additional pandemic-related requirements more protective than those set forth in the model safety principles, official visitors should follow those requirements in DOI-controlled facilities and on DOI-controlled lands in that locality.

4. Members of the Public

Members of the public who visit a DOI workplace (DOI-controlled facility or DOI-controlled land) to obtain a public service or benefit, such as recreational visitors to a national park or tribal members obtaining a public service or benefit, are not required to attest to their vaccination status. Members
of the public must comply with all relevant CDC COVID-19 guidance and safety protocols, including wearing a well-fitting mask when the local COVID-19 Community Level is HIGH and, if not fully vaccinated, physically distancing from other people. If a locality has imposed additional pandemic-related requirements more protective than those set forth in the model safety principles, members of the public should follow those requirements in DOI-controlled facilities and on DOI-controlled lands in that locality.

If an individual is denied access to a DOI workplace or otherwise unable to access a DOI workplace due to DOI COVID-19 safety protocols, when necessary, DOI will develop alternative procedures that allow for individuals to continue to obtain any Federal Government benefits or services to which they are entitled.

5. Transient Visitors and Emergency Personnel

Delivery drivers, couriers, U.S. Postal Service employees, Federal Express employees, United Parcel Service employees, and other “transient visitors”, meaning visitors accessing a DOI facility for less than approximately 15 minutes who interact with very few people, are not required to present a completed Certification of Vaccination form to a person who needs to know (e.g., security officer) as a condition of entry, even when the local CDC COVID-19 Community Level in the county where the DOI workplace is located is MEDIUM or HIGH. These transient visitors must comply with all relevant CDC COVID-19 guidance and safety protocols, including wearing a well-fitting mask when COVID-19 Community Level is HIGH and if not fully vaccinated, physically distancing from other people.

Emergency personnel responding to an emergency in a DOI workplace are not required to present a completed Certification of Vaccination form to a person who needs to know (e.g., the security officer) as a condition of entry, even when the local CDC COVID-19 Community Level in the county where the DOI workplace is located is MEDIUM or HIGH. They must comply with all relevant CDC COVID-19 guidance and safety protocols when possible, including wearing a well-fitting mask when COVID-19 Community Level is HIGH and if not fully vaccinated, physically distancing from other people when possible.

D. Masks

1. General Guidance

As outlined in PB 2022-01, the CDC revised its criteria for evaluating COVID-19 Community Levels and updated its preventive guidance, including masking. DOI Bureaus and Offices must use the CDC COVID-19 Community Level relevant to a DOI workplace by looking to the COVID-19 Community
Level for the county in which the workplace is located and applying appropriate safety protocols outlined below based on the COVID-19 Community Level.

Where a locality imposes more protective pandemic-related mask requirements, those requirements should be followed in DOI workplaces within that locality.

2. DOI masking protocols based on COVID-19 Community Levels

As outlined in PB 2022-01:

- When the COVID-19 Community Level is LOW in the county where a DOI workplace is located, Bureaus and Offices do not need to require individuals to wear masks in that workplace, regardless of vaccination status.
- When the COVID-19 Community Level is MEDIUM in the county where a DOI workplace is located, Bureaus and Offices do not need to require individuals to wear masks in that workplace, regardless of vaccination status.
- When the COVID-19 Community Level is HIGH in the county where a DOI workplace is located, Bureaus and Offices must require individuals to wear masks when indoors in DOI workplaces and while on-duty in other indoor settings, regardless of vaccination status and consistent with CDC and Task Force guidance on mask-wearing.

Consistent with CDC guidance and Safer Federal Work Force Task Force requirements, individuals must wear a well-fitting mask under the following circumstances:

- When indoors in DOI workplaces when the COVID-19 Community Level is HIGH;
- In government-operated aircraft, boats and other maritime transportation conveyances, and buses with multiple occupants regardless of COVID-19 Community Levels;
- In healthcare settings or other special settings as when recommended by CDC;
- When required by, and in accordance with, the requirements for self-isolation and self-quarantine set forth in Section V(G) below; and
- Where State, Local, Tribal, or Territorial rules and regulations require individuals to wear masks; and
- When required by other applicable authorities when engaged in official travel.

When the COVID-19 Community Level is HIGH, individuals are not required to wear masks under the following circumstances:

- When alone in an office with floor to ceiling walls and a closed door;
During brief time periods when eating, drinking, or taking medications so long as physical distance is maintained in accordance with CDC guidelines; 
In shared living areas when sleeping (e.g., berthing areas on maritime vessel) 
Briefly if asked to lower a mask for identification purposes; and 
In outdoor areas of conveyances, if any, and 
In government-operated aircraft, boats and other maritime transportation conveyances, and buses if there is a single occupant or if the occupants are all cohabitants.

While individuals are not required to wear a mask indoors where COVID-19 Community Level is LOW or MEDIUM, nothing in this policy should be interpreted to prohibit an individual from choosing to wear a mask.

DOI also strongly encourages:

- All employees to adhere strictly to CDC guidance for domestic and international travel, which includes wearing masks at indoor transportation hubs and on indoor conveyances, before, during, and after official travel;
- All individuals to wear well-fitting masks in multi-passenger government-operated vans, cars, trucks, and other motor pool passenger vehicles; and
- All individuals, including members of the public, to wear masks on multi-passenger indoor or enclosed areas of aircraft, boats and other maritime transportation conveyances, and buses operating on DOI-controlled lands (e.g., conveyances operated by contractors, or concessioners, or other partners).

3. Composition of Masks

For the purposes of this section, the term “mask” includes cloth face coverings, disposable masks, voluntarily worn NIOSH-approved filtering facepiece respirators (e.g., N95 respirators, P100 respirators), or similar voluntarily worn internationally-approved devices (e.g., KN95s or KF94s) self-provided by the employee. As outlined in DOI FAQs for masks, masks should be professional to the workplace and not offensive or in disrepair. DOI reserves the right to restrict prohibited messages and images from masks.

OSHA has specific requirements, under OSHA Respiratory Protection Standard, 29 CFR 1910.134, outlining when and how employees are permitted to wear filtering facepiece respirators (e.g., N95s, P100s) in DOI workplaces as part of their voluntary use. As outlined by OSHA, employees may choose to wear filtering facepiece respirators voluntarily in DOI workplaces as long as:
• The employee is not required by their Office or Bureau to wear respiratory protection because of their work tasks (i.e., the employee is enrolled in a Respiratory Protection Program and must follow procedures outlined in their written respiratory protection program);
• The respirator does not interfere with or present additional safety hazards to the employee (i.e., visibility while driving, arduous work, etc.); and
• The employee MUST follow all applicable Bureau or Office policy and training requirements which MUST include the requirement to review Appendix E of 1910.134, Respiratory Protection, prior to wearing a filtering face piece respirator in any DOI workplace.

DOI offers a course on Voluntary Use of Respirators by Employees During the COVID-19 Pandemic in DOI Talent.

Regardless of the type of mask worn by the employee, compliance with this section requires that masks be (1) “well-fitting”; and (2) made with materials consistent with CDC guidance. A mask is “well-fitting” if it covers the nose, mouth, and chin with no large gaps around the sides of the face. Masks made with materials consistent with CDC guidance include 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. CDC guidance provides information on selecting a mask that provides the best fit, comfort, and protection for the wearer. DOI will not allow non-protective masks, masks with ventilation valves, gaiters, or face shields as a substitute for a well-fitting mask.

4. Requests for Exceptions to Masking Requirement

Some work situations are not conducive to wearing a mask. Requests for exceptions to the COVID-19 mask requirement, either categorical or on a case-by-case basis, may be submitted to the COVID-19 Coordination Team. The requestor, along with the Bureau or Office Safety and Health Manager, in consultation with other officials as required, will develop a list of safeguards based on CDC guidance to mitigate COVID-19 exposures when well-fitting masks cannot be worn. Once the request and the safeguards have been drafted, they will be presented to the COVID-19 Coordination Team for approval. If the Department makes such exceptions, appropriate alternative safeguards will be required, such as additional physical distancing measures, testing, or reconfiguration of workspace. All exceptions will be made in accordance with any guidance from the COVID-19 Coordination Team and will be documented in writing. Exceptions previously approved by the COVID-19 Coordination Team remain in effect, in accordance with the parameters established by the COVID-19 Coordination Team, until otherwise instructed by the COVID-19 Coordination Team.
5. Enforcement

**Enforcing mask-wearing requirements for members of the public**

Each Bureau or Office with law enforcement authority will undertake the appropriate administrative or regulatory actions as necessary to provide the basis to enforce applicable mask requirements for official visitors and members of the public in DOI workplaces and in DOI-operated conveyances. The DOI enforcement strategy will rely on appropriate regulatory actions, implementation and enforcement, and the incorporation of clear and consistent signage as appropriate. Significant efforts will be directed at safeguarding human life and the protection of natural and cultural resources. Law enforcement officers should promote education and deterrence, although when circumstances dictate that investigation, apprehension, or prosecution may be appropriate, an officer should do so professionally and effectively.

Although violations of mask-wearing requirements could result in legal penalties, law enforcement personnel should remain mindful that sound judgment and discretion are cornerstones in carrying out their law enforcement duties. Striving to maintain the sensitivity called for in achieving the overall goal of professional resource and visitor protection consistent with the DOI mission remains paramount. Discretion in enforcement decisions requires a critically thoughtful appraisal of the circumstances so the best possible result is attained. The outcomes of enforcement decisions should build public trust, meet mission goals, and uphold individual liberties and constitutional rights. De-escalation of any situation is the desired outcome.

E. Physical Distancing

**Physical distancing** is the practice of physically staying at least six feet away from other individuals to slow the transmission of COVID-19.

1. Fully Vaccinated Individuals

Fully vaccinated individuals are not required to physically distance within DOI workplaces. CDC’s guidance for physical distancing in specific settings, including healthcare and schools, should also be followed, as applicable. However, nothing in this policy should be interpreted to prohibit a fully vaccinated individual from choosing to maintain physical distance from others when possible.
2. Individuals Not Fully Vaccinated

Individuals who are not fully vaccinated must maintain physical distance of at least six feet from others in DOI workplaces when possible. CDC’s guidance for physical distancing in specific settings, including healthcare and schools, should also be followed, as applicable.

F. COVID-19 Employee Testing

DOI Bureaus and Offices are authorized to provide COVID-19 screening testing to DOI employees, at no cost to DOI employees, in accordance with DOI’s COVID-19 Employee Screening Testing Guidance for Bureaus and Offices and corresponding FAQs. Accordingly, COVID-19 screening testing is available under three circumstances: (1) regular testing conducted as part of a periodic COVID-19 screening testing program; (2) COVID-19 screening testing following a workplace close contact exposure; and (3) COVID-19 screening testing when required in the performance of official business or for official travel.

1. Periodic COVID-19 Screening Testing Program

a. Summary of Policy

COVID-19’s ability to spread asymptptomatically makes COVID-19 testing an essential component of DOI’s efforts to protect DOI workplaces. Because COVID-19 tests are a finite resource and medical research indicates that the risk of death, hospitalization, and infection is substantially higher for individuals who are not fully vaccinated against COVID-19, this policy prioritizes the allocation of limited COVID-19 tests to maximally protect health and safety in DOI workplaces. Therefore, all unvaccinated employees who are expected to physically report to a DOI workplace or interact with members of the public in the performance of official duties must be enrolled in the appropriate Bureau or Office periodic COVID-19 screening testing program. Managers and supervisors should work with their Bureau or Office Vaccination Specialists and/or Servicing HR Officials to identify employees to be included in regular COVID-19 screening testing and, with the assistance of the servicing HR office, determine whether tests can be ordered or must be offered on a voluntary basis for each employee enrolled in regular COVID-19 screening testing. Servicing HR officers can provide contact information for Bureau and Office Vaccination Specialists. Managers and supervisors should work with the servicing HR specialist to provide each employee enrolled in regular COVID-19 screening testing with written notice consistent with the requirements of 5 C.F.R. § 339.303(a).

When the local CDC COVID-19 Community Level reaches MEDIUM or HIGH on the Friday before a week in which an employee enrolled in regular COVID-19 screening testing is expected to physically
report to a DOI workplace, the enrolled employee should undergo COVID-19 testing prior to entering a DOI workplace. Enrolled employees who test positive for COVID-19 must follow the COVID-19 safety protocols for self-isolation, as described further below.

Please note that tests MAY NOT be offered to employees who have symptoms consistent with COVID-19 through the DOI COVID-19 Screening Testing Program (regardless of vaccination status or enrollment in the Bureau or Office’s screening testing program). All employees who exhibit symptoms consistent with COVID-19 or other infectious illnesses are encouraged to follow-up with their personal healthcare provider for a further evaluation and test (if necessary) and MUST follow the same COVID-19 safety protocols that apply to employees who test positive for COVID-19.

b. Coverage

This periodic COVID-19 screening testing program includes employees who are (1) unvaccinated, as defined above, and (2) are expected to report in person to a DOI workplace OR interact with members of the public in the performance of official duties. This does not include employees who do not report in person to a DOI workplace due to a remote work agreement. This does include unvaccinated employees who regularly telework but do report in person to a DOI workplace pursuant to their telework agreements.

To identify employees who should be enrolled in the periodic screening testing program, managers and supervisors should work with the appropriate Bureau or Office Vaccination Specialist and appropriate servicing HR specialists to identify employees who (1) do not meet the requirements to be considered “fully vaccinated” in SMIS; and (2) are expected to report in person to a DOI workplace OR interact with members of the public in the performance of official duties.

c. Determining Whether Employees May be Ordered to Test

After identifying employees who should be enrolled in periodic COVID-19 screening testing, managers and supervisors should work with servicing HR specialists to determine, for each eligible employee, whether that employee may be ordered to participate in COVID-19 testing or else offered COVID-19 testing on a voluntary basis.

Employees who occupy positions subject to applicable medical standards, physical requirements, or medical evaluation programs may be ordered to participate in regular COVID-19 screening testing pursuant to the authority provided at 5 C.F.R. § 339.301.
Employees who do not occupy positions subject to applicable medical standards, physical requirements, or medical evaluation programs cannot be ordered to undergo COVID-19 testing under 5 C.F.R. § 339.301. However, Bureaus and Offices may offer such employees COVID-19 testing on a voluntary basis pursuant to 5 C.F.R. § 339.302. Employees enrolled in periodic COVID-19 screening testing who decline testing offered on a voluntary basis under 5 C.F.R. § 339.302 will not be disciplined for the refusal to participate in COVID-19 screening testing. However, managers and supervisors will need to implement additional COVID-19 safety protocols to protect health and safety in DOI workplaces in accordance with the guidance provided under Section (V)(A)(9) below.

d. Notice of Enrollment

In order to enroll eligible employees into regular COVID-19 screening testing, managers and supervisors must provide each eligible employee with written notice, privately and confidentially, consistent with the requirements under 5 C.F.R. § 339.303(a). Specifically, each employee enrolled into regular COVID-19 screening testing must be notified individually of the following information in writing:

1) That the employee has been enrolled in regular COVID-19 screening testing;
2) The reasons why the employee has been enrolled in regular COVID-19 screening testing; AND
3) The consequences of refusing to participate in regular COVID-19 screening testing.

e. Connecting Enrolled Employees with Testing Provider

Employees may use official time (pay code 010) to undergo COVID-19 testing pursuant to a periodic COVID-19 screening testing program. If, due to unforeseen circumstances, testing is unavailable during basic tour of duty hours, the normal overtime hours of work rules apply. Reasonable travel costs that are incurred as a result of obtaining tests from a site preapproved by Bureau or Office leadership should be handled the same way as local travel or temporary duty (TDY) cost reimbursements are handled based on existing policy. Supervisors are responsible for approving time/travel and helping the employee follow Bureau and Office testing policies.

f. Determining Local CDC COVID-19 Community Level

For the purposes of these COVID-19 safety protocols, the term “CDC COVID-19 Community Level” refers to the [CDC’s COVID-19 Community Levels tool](https://covid.cdc.gov/covid-tools/community-levels), an indicator assessing COVID-19 transmission risk levels for every county in the U.S. based upon local COVID-19 transmission levels and
hospitalization capacity. The CDC COVID-19 Community Levels of LOW, MEDIUM, or, HIGH referenced in this guidance refer to the CDC’s COVID-19 Community Levels data.²

For the purposes of these COVID-19 safety protocols, the relevant local CDC COVID-19 Community Level for a particular week in which an unvaccinated employee enrolled in periodic COVID-19 screening testing is expected to report in person to a DOI workplace is determined by assessing the CDC COVID-19 Community Level for the applicable county or counties during the Friday immediately prior to the week in question. The applicable county is the county in which a DOI workplace is located. If the DOI workplace is located across multiple counties or borders a county from which individuals regularly travel into the DOI workplace, the relevant local CDC COVID-19 Community Level will be based upon the CDC COVID-19 Community Level of the county with the highest CDC COVID-19 Community Level.

g. Frequency of COVID-19 Testing During Elevated CDC COVID-19 Community Levels

Employees enrolled in periodic COVID-19 screening testing should test once per week during any week in which the local CDC COVID-19 Community Level is MEDIUM or HIGH, as determined in accordance with the guidance provided above, prior to physically entering a DOI workplace.

h. Compliance with Mandatory Testing

Employees who occupy positions subject to applicable medical standards, physical requirements, or medical evaluation programs, and thus may be ordered to participate in regular COVID-19 screening testing pursuant to 5 C.F.R. § 339.301, may be subject to appropriate discipline if they refuse to comply with the order to participate in regular COVID-19 screening testing.

i. Protecting Workplaces When Employees Refuse Voluntary Testing

Employees who do not occupy positions subject to applicable medical standards, physical requirements, or medical evaluation programs cannot be ordered to undergo COVID-19 testing. Rather, they may be offered COVID-19 testing provided by the employer at no cost to employee on a voluntary basis pursuant to 5 C.F.R. § 339.302. Employees enrolled in periodic COVID-19 screening testing who are offered COVID-19 testing on a voluntary basis cannot be disciplined for the refusal to participate in COVID-19 testing.

However, employees enrolled in regular COVID-19 screening testing who refuse COVID-19 testing provided by the employer at no cost to the employee offered under 5 C.F.R. § 339.302 must be instructed to not report in person to a DOI workplace and not physically interact with members of the public in the performance of their duties. Bureaus and Offices offer COVID-19 testing at no cost to employee to provide managers and supervisors with information necessary to protect the health and safety of people in DOI workplaces, people in other federal facilities and transportation hubs, and members of the public with whom DOI employees interact in the service of the DOI’s mission.

If supervisors lack sufficient information to assess whether employees present a risk to the health and safety of others, supervisors would not be able to permit such employees to physically enter DOI workplaces. Therefore, if an employee enrolled in regular COVID-19 screening testing refuses voluntary COVID-19 testing provided by the employer at no cost to employee offered under 5 C.F.R. § 339.302, the employee’s supervisor must instruct the refusing employee to refrain from reporting in person to a DOI workplace and to refrain from physically interacting with members of the public in the performance of official duties.

If an employee who is expected to report in person in a DOI workplace is absent from work without leave, that employee is considered absent without leave (AWOL). To avoid AWOL, managers and supervisors should consult with servicing HR specialists to assess the ability of a refusing employee to perform the employee’s duties without compromising the health and safety of themselves and others and identify appropriate coding options for the official time of refusing employees. To avoid being marked as AWOL, a refusing employee may request, subject to the supervisor’s approval, to use leave in the form of annual leave (pay code 020), credit hours (pay code 231), compensatory time (pay code 041), time off award (pay code 30c), or leave without pay (pay code 101), as appropriate and applicable.

Weather and safety leave (pay code 061) is not appropriate in this situation because weather and safety leave is only available when employees are prevented from safely traveling to or performing work at an approved location due to circumstances outside of the employees’ control, such as an act of God or a terrorist attack. In this situation, an enrolled employee who refuses COVID-19 testing provided by the employer at no cost to employee is not prevented from safely performing work.

Enrolled employees who refuse COVID-19 testing offered on a voluntary basis under 5 C.F.R. § 339.302 and fail to request and obtain approval for appropriate leave will be marked AWOL. Employees who are AWOL may be subject to appropriate discipline.
2. Screening Testing Following Workplace Close Contact Exposure

a. Summary of Policy

Employees who must self-quarantine following a workplace close contact exposure will be offered COVID-19 testing provided by the employer at no cost to employee during the fifth (5th) full calendar day, or the next business day, following the date on which the workplace close contact occurred. Employees who test negative for COVID-19 may return to reporting in person to the workplace while following applicable DOI COVID-19 safety protocols. Employees who test positive for COVID-19 may telework or be granted sick leave (pay code 030) or another appropriate form of leave, as applicable and appropriate. Employees who refuse testing offered under this program should work with their supervisors to obtain approval for appropriate leave in order to avoid being considered AWOL.

b. Coverage

This screening testing protocol covers all employees who are required by this Plan to self-quarantine following a workplace close contact exposure, as defined above.

c. COVID-19 Close Contact Safety Protocols

An individual who comes into contact with a person infected with COVID-19 may become infected without exhibiting symptoms (asymptomatic infection) and may spread COVID-19 to others. Therefore, employees who come into close contact exposure in DOI workplaces with individuals currently infected with COVID-19 must follow appropriate COVID-19 safety protocols for self-quarantine, as discussed in this Plan and related COVID-19 safety guidance.

Employees who are up to date with their COVID-19 vaccines or have recently recovered from confirmed COVID-19 on the date of close contact do not need to self-quarantine (refrain from physically entering a DOI workplace following a close contact exposure with a person infected with COVID-19) and must follow the self-quarantine guidance in Section(V)(I)(5)(a) and (V)(I)(5)(c).

All other employees (employees who are not up to date and have not recently recovered from confirmed COVID-19) must refrain from reporting in person to DOI workplaces for at least five (5) full calendar days following the date on which the workplace close contact occurred. Employees must follow the self-quarantine guidance in Section(V)(I)(5)(b) and (V)(I)(5)(c).

Any employee, regardless of vaccination status or prior infection with COVID-19, who develops symptoms consistent with COVID-19 or other infectious disease following workplace close contact exposure
exposure must follow applicable COVID-19 safety protocols for self-isolation. (See also, Section (V)(l) below.)

d. Screening Testing Following Workplace Close Contact Exposure

Employees subject to self-quarantine resulting from a workplace close contact exposure who remain asymptomatic through the fifth (5th) full calendar day following the date on which the workplace close contact occurred will be offered COVID-19 testing to determine whether they may safely report in person to DOI workplaces.

Bureaus and Offices will offer COVID-19 testing, on a voluntary basis under 5 C.F.R. § 339.302, to employees following protocols for self-quarantine as described in this Plan, on the sixth (6th) full calendar day following the date on which the workplace close contact occurred, or on the next business day if the fifth day falls on a non-working day. Current CDC guidance advises administering viral COVID-19 tests after five (5) days following the date of close contact exposure.

Employees who test negative for COVID-19 may return to reporting in person to the workplace on the sixth (6th) full day following the date of workplace close contact exposure, or the next business day if day 6 falls on a non-working day. Employees who test positive for COVID-19 may telework, if telework ready, or be granted sick leave, as applicable and appropriate, through the tenth (10th) full calendar day following the date of workplace close contact exposure. Employees who refuse to participate in COVID-19 testing may request appropriate leave to avoid being marked AWOL (pay code 102), consistent with the guidance below.

e. Time and Attendance

Employees who are not up to date and have not recently recovered from confirmed COVID-19 must refrain from reporting in person to DOI workplaces from Days 0–5 following the date on which the workplace close contact occurred. Employees who are telework-ready may telework during the date on which the workplace close contact occurred and during the business days that fall within the five (5) full calendar days following the date on which the workplace close contact occurred. Employees who are not able to telework may be granted weather and safety leave (pay code 061) during the date on which the workplace close contact occurred and during the business days that fall within the five (5) full calendar days following the date on which the workplace close contact occurred. Please note that weather and safety leave (pay code 061) is generally not available if the employee is able to safely telework under 5 C.F.R. § 630.1605(a)(1). Weather and safety leave is also unavailable when sick leave (pay code 030) is available and appropriate, such as when employees are sick with COVID-19 or other illness.
If an employee tests negative for COVID-19 through COVID-19 testing provided pursuant to this program, the employee may return to reporting in person to the workplace.

If an employee tests positive for COVID-19 through COVID-19 testing provided pursuant to this program, the employee must follow applicable COVID-19 safety protocols for self-isolation. (See also, Section (V)(I)(5) below.) Employees who test positive for COVID-19 may telework, if telework ready, or request and be granted sick leave (pay code 030), as applicable and appropriate, starting on the date the employee tested positive for COVID-19 (based on the date on which the COVID-19 test was administered).

Employees who refuse COVID-19 testing offered under this program should work with their supervisors to request and obtain appropriate leave through the tenth (10th) calendar day following the date on which the workplace close contact occurred. In the absence of COVID-19 testing, managers and supervisors must protect the workplace from asymptomatic COVID-19 transmission by instructing employees who refuse COVID-19 testing offered under this program to refrain from reporting in person to the workplace through the tenth (10th) calendar day following the date on which the workplace close contact occurred.

If an employee who is otherwise expected to report in person in a DOI workplace is absent from work without leave, that employee is considered AWOL. To avoid being marked AWOL (pay code 102), managers and supervisors should consult with their servicing HR specialists to assess the ability of a refusing employee to perform the employee’s duties without compromising the health and safety of themselves and others and identify appropriate time and attendance coding options for the official time of refusing employees. To avoid being marked as AWOL (pay code 102), a refusing employee may request, subject to the supervisor’s approval, leave in the form of annual leave (pay code 020), credit hours (pay code 231), compensatory time (pay code 041), time off award (pay code 30c), or leave without pay (pay code 101), as appropriate and applicable.

Weather and safety leave (pay code 061) is not available from day 6–day 10 since COVID-19 testing could establish whether the employee may safely travel to or perform work at an approved location or be granted sick leave (pay code 030) or other appropriate leave. Likewise, absent other facts relevant to establishing eligibility, sick leave would not be available under this situation because the employee lacks medical documentation establishing entitlement to use sick leave, such as a positive COVID-19 test result.
Employees who are absent from work without having obtained approval for appropriate leave will be marked AWOL (pay code 102). Employees who are AWOL may be subject to appropriate discipline.

3. Screening Testing for Official Business or Official Travel

a. Summary of Policy

Some DOI employees may be required by another entity to present proof of a negative COVID-19 test result in the performance of official duties, such as when required to enter another federal facility or when required in connection with official travel or official business. When a DOI employee, in the performance of official duties, is required by another entity to supply proof of a negative COVID-19 test result, the employing Bureau or Office will offer COVID-19 testing provided by the Bureau or Office at no cost to employee, on a voluntary basis under 5 C.F.R. § 339.302.

b. Coverage

This policy applies to all DOI employees, as that term is defined in the Definitions Section.

c. Consequences of Refusing DOI-Offered COVID-19 Testing

Employees may decline testing offered by Bureaus and Offices under this program. Employees will not be disciplined for declining COVID-19 testing offered under the program for screening testing for official business or travel. However, employees may face adverse consequences if they fail to perform official duties due to the failure to supply requisite proof of a negative COVID-19 test result.

When the testing requirement is imposed by another entity, such as another federal agency, employees may choose to decline COVID-19 testing provided by the employer at no cost to employee offered by Bureaus or Offices. Since the requirement to supply proof of a negative COVID-19 test is imposed by another entity, employees who decline COVID-19 testing offered by Bureaus and Offices at no cost to employee may be responsible for obtaining COVID-19 testing in compliance with the requirements imposed by the other entity, in order to perform official duties. Employees who fail to perform official duties may be subject to appropriate corrective action, including discipline, for the failure to perform official duties.
4. Protocols Following Positive Test Result

a. Duty to Notify Supervisor of Positive COVID-19 Test Result

All employees who test positive for COVID-19 through COVID-19 testing provided under this policy must immediately notify their supervisors of the positive COVID-19 test result. The failure to follow this requirement may result in appropriate corrective action, including appropriate discipline. Supervisors must report all cases following their established Bureau or Office protocols and following Section V.H. and V.I.6.

b. Self-Isolation

Any employee who tests positive for COVID-19 through COVID-19 testing provided under this policy, or tests positive for COVID-19 via any personal testing source or develops symptoms consistent with COVID-19 or other infectious illness MUST NOT report in person to any DOI workplace or interact with members of the public in the performance of official duties. The failure to follow this rule may result in appropriate corrective action, including appropriate discipline.

All DOI employees with suspected COVID-19 (symptoms consistent with COVID-19 or other infectious disease) or confirmed COVID-19 (a positive COVID-19 test result) must follow the applicable COVID-19 safety protocols for self-isolation in this Plan.

c. Reporting Requirements

Any employee who tests positive for COVID-19 must not physically report to the workplace and must follow applicable guidance in this Plan and DOI Risk Assessment and Decision Matrix for Managers to determine when the employee may safely return to the workplace. Employees who test positive for COVID-19 must immediately notify their supervisors or appropriate DOI-designated supervisory points of contact. Supervisors must follow the DOI Risk Assessment and Decision Matrix for Managers and report all cases following their established Bureau and Office protocols and reporting requirements in Section V.H.

Under the Occupational Safety and Health Administration’s (OSHA) recordkeeping requirements, in a case of a workplace exposure, where an employee tests positive for COVID-19, each of the following conditions must be met:

(1) the case is a confirmed case of COVID-19;

(2) the case is work-related (as defined by 29 C.F.R. § 1904.5); and
(3) the case involves one or more relevant recording criteria (set forth in 29 C.F.R. § 1904.7) (e.g., medical treatment beyond first aid or days away from work).

If the above conditions are met, then under OSHA’s recordkeeping requirements, the case must be recorded in the SMIS for official recording of it on the organization’s OSHA *Injury and Illness Log*.

d. Time and Attendance

Employees who test positive for COVID-19 may telework, if telework-ready, or request and be granted sick leave (pay code 030), as applicable and appropriate. Managers and supervisors may request medical documentation to support a request for sick leave (such as proof of a positive COVID-19 test result), in accordance with applicable laws, rules, and regulations. Depending on the facts, a number of other options may exist for the employee to code time. Managers and supervisors should consult their servicing HR office with questions regarding time and attendance coding options.

5. COVID-19 Testing Specifications

a. COVID-19 Tests

Employees must use a test that has been approved or authorized by the FDA to detect current infection, such as an antigen (e.g., rapid) or nucleic acid amplification test (e.g., PCR). Antibody tests (serological tests) will not be accepted.

To verify the date and result of a test, tests must be able to generate a report with 1) identity of the individual tested; 2) the date on which the test sample was taken; 3) the test result to the tested DOI employee.

Options for the DOI COVID-19 Testing Program include:

1) In-store or drive-through point-of-care (POC) testing, such as at pharmacies;
2) Swab-testing capabilities that enable an individual to collect the specimen, using a self-collection kit, and drop it off at a designated collection location or ship it to a laboratory (as long as those tests are not both self-collected and self-read by the employee);
3) Over the counter (OTC) tests, as long as those tests are not both self-administered and self-read by the employee unless observed by a licensed physician or licensed health practitioner; or
4) Other self-administered tests, as long as those tests are not also self-read by the employee unless observed by a licensed physician or a licensed health practitioner.
b. Testing Costs

For the approved circumstances listed in this policy, Bureaus and Offices will pay for the cost of approved testing for employees, when necessary, as outlined above. Any additional costs, including fees associated with processing, shipping, handling, etc. must be pre-approved.

The cost of testing for official travel that was not available through a federal dispensary or not covered (or reimbursable) through travel insurance can be claimed in a travel voucher as a Miscellaneous Expense under agency travel policies.

Follow your Bureau or Office guidance for obtaining, documenting, and paying for tests for employees.

c. Testing Sources

Supervisors are expected to work with DOI employees who need testing to identify a source for testing. Supervisors must follow their Bureau or Office guidance for obtaining tests for employees, which may include checking with their contracting office to determine whether there is an existing contract prior to approving any purchase of tests or testing services. All contracts and other purchases must comply with Departmental policy regarding acceptable tests and testing procedures.

It is recommended that all COVID-19 testing be established and administered via government contract or agreement to ensure compliance with state and federal regulations associated with medical testing and other applicable laws. Testing may be conducted in-house (e.g., point-of-care tests used at a place of employment) if the Bureau or Office has a federally licensed medical provider to administer and interpret test results in a patient care setting that ensures proper storage and handling of the tests, and a facility that operates under a Clinical Laboratory Improvement Amendments (CLIA) Certificate of Waiver or Certificate of Compliance/Certificate of Accreditation.

d. Handling COVID-19 Test Results

Bureaus or Offices must comply with all applicable laws, rules, regulations, and policies, including their Bureau or Office’s records management policies related to employee medical information when handling COVID-19 test results. Tests results are confidential medical records and must be treated as confidential in accordance with the requirements of the Rehabilitation Act. Supervisors and managers are encouraged to contact their servicing HR office for guidance in handling medical information.
G. Contact Tracing

Local health departments are responsible for prioritizing and leading case investigations, contact tracing, and outbreak investigations. When requested, Bureaus or Offices will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases. Bureaus or Offices will engage in coordination with facilities staff to implement COVID-19 infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test). Bureaus or Offices should also ensure that appropriate state and county reporting requirements and disclosures are made to public health officials, as required or necessary, to provide for the health and safety of federal employees, contractors, and the general public, in accordance with public health mandates and requirements.

If COVID-19 cases occur within a specific workplace, it will be the responsibility of Bureaus or Offices (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Bureaus or Offices should be transparent in communicating related information to the workforce, as relevant and appropriate disclosures must be consistent with applicable laws governing privacy and confidentiality, including the Privacy Act, Occupational Safety and Health Act, and the Rehabilitation Act.

The Office of Safety and Health (OSH) maintains DOI COVID-19 Risk Assessment & Decision Matrix for Managers that is available to all employees on DOI’s COVID-19 SharePoint site for Managers to assist Bureau or Office managers with assessing risk and determining appropriate actions to prevent and mitigate the spread of COVID-19 in DOI workplaces.

H. Reporting of COVID-19 Notifications

OEM issued COVID-19 Information Management Requirements early in the pandemic that have been updated as needed during the response. Specifically, there are two notification requirements for Bureau or Office Emergency Management Coordinators regarding COVID-19 related reporting:

1) Notification of all employee positive cases including those who have a positive “at home” test and/or laboratory confirmed testing; and
2) Notification of employee COVID-19 related deaths.

This reporting is required for any employee cases regardless of whether they are work related. When notified of any employee positive cases or employee death from within their Bureau or Office, the Bureau or Office Emergency Management Coordinator will collect all pertinent information and send
an email to the Interior Operations Center (IOC) for tracking and reporting of Department-wide COVID-19 case numbers, along with any information that is appropriate for dissemination to DOI leadership and emergency management personnel. This information should be submitted at a minimum weekly no later than close of business on Thursday.

The IOC will update the DOI Common Operating Picture COVID-19 Dashboard and integrate the information into weekly notifications, which are distributed by the IOC on Monday or on an as-needed basis depending on the situation and severity of the information. The intent is to provide DOI Senior Leadership and the DOI emergency management community with a high-level view of DOI COVID-19 case counts and COVID-19 related impacts to DOI personnel and workplaces.

I. Health Monitoring, Self-Quarantine, Self-Isolation, Recordkeeping

1. Resources

The DOI OSH maintains the DOI COVID-19 Risk Assessment & Decision Matrix for Managers to assist Bureau or Office managers with assessing risk and determining appropriate actions to prevent and mitigate the spread of COVID-19 in the workplace.

Please refer to the definitions section above for the definitions of health monitoring, self-isolation, self-quarantine, and workplace notifications.

2. Health Monitoring

All individuals, including federal employees, contractors, official visitors, or members of the public, entering a DOI workplace are expected to complete daily health monitoring prior to entry using the information on CDC’s Symptoms of COVID, or CDC’s Symptom Checker Tool. Symptom screening can be self-conducted and does not need to be verified by Bureau or Office personnel. CDC’s Symptom Checker provides direction on whether employees are allowed to physically report to work based on their symptoms, if they have had close contact with someone with a COVID-19 infection, and their COVID-19 current testing and diagnosis status. DOI workplace entrances will display signage listing common COVID-19 symptoms. Official visitors and members of the public may be asked to refer to the signage and complete a self-symptom screening before entering a DOI workplace. If DOI employees, contractors, official visitors, or members of the public have symptoms consistent with COVID-19, they must not physically enter or remain present in a DOI workplace.
Individuals who develop symptoms consistent with COVID-19, or other infectious diseases, must follow the self-isolation guidance in Section (V)(I)(3) to determine when it is safe to physically enter a DOI workplace.

Employees who have medical conditions that present with symptoms consistent with COVID-19 (e.g., seasonal allergies) or who have a physical or mental impairment that substantially limits one or more major life activities who require an adjustment in order to perform the essential functions of their positions while observing these health and safety protocols should contact their supervisor to explore appropriate solutions. Supervisors and managers should contact their servicing HR official for advice and support on any related reporting or human resources requirements.

3. Self-Isolation

As outlined in the Health Monitoring Section (V)(I)(2), any employee who has suspected COVID-19 (symptoms consistent with COVID-19 or other infectious disease) or confirmed COVID-19 (a positive COVID-19 test result) MUST NOT be physically present in a DOI workplace or interact in person with others as part of their official duties until 24 hours post-symptoms (if not COVID-19) or as outlined below if probable or confirmed COVID-19.

- For employees who NEVER develop symptoms consistent with COVID-19, for the purpose of these protocols, the date on which the positive COVID-19 test was administered counts as “day 0”.
- For employees that develop symptoms AFTER testing positive, for the purpose of these protocols, the date of symptom onset counts as “day 0”. If an asymptomatic employee develops symptoms at any point after receiving a positive test result, they should start their self-isolation period over.
- For employees who develop symptoms consistent with COVID-19 before testing positive for COVID-19, for the purposes of these protocols, “day 0” describes the first date on which symptoms appear.

CDC’s Quarantine and Isolation Calculator may serve as a resource for self-calculating return to work criteria.

DOI employees diagnosed with a COVID-19 infection (regardless of whether the exposure was work-related) must typically remain away from DOI workplaces and may not interact with members of the
public in-person as part of their official duties through day 10. However, from day 6–day 10, employees may end the isolation period earlier if they meet five (5) criteria:

1) The employee must have been fever-free for 24 hours without the use of fever-reducing medication;
2) The employee must not have any symptoms consistent with COVID-19 for at least 24 hours;
3) The employee must test negative for COVID-19 prior using a test administered after day five (5) to entering a DOI workplace. Testing will be offered on a voluntary basis in accordance with the procedures described in the Testing Section above;
4) The employee must wear a well-fitted mask compliant with the requirements under Section (V)(D) at all times from days 6–10; and
5) The employee must follow the travel restrictions and requirements in Section (V)(J).

If an employee cannot comply with these requirements (e.g., still tests positive, cannot wear a mask) they must refrain from physically entering a DOI workplace or interacting with others as part of their official duties until after day 10.

Employees who do not physically enter a DOI workplace or interacting with members of the public in person as part of their official responsibilities until after day 10 of when symptom onset or a positive test result may not be offered a test.

Employees subject to an isolation or quarantine order by an applicable State, Local, Tribal, Territorial, or public health authority may be required to observe additional health and safety protocols. Employees who are severely ill with COVID-19 (including those who were hospitalized) and employees with compromised immune systems should refrain from entering a DOI workplace until after day 10 following the date on which symptoms first appeared or the date on which the positive COVID-19 test was administered, whichever occurred first. These employees are advised to consult with their healthcare provider regarding when they should physically return to a DOI workplace.

CDC’s setting-specific guidance may provide additional recommendations for settings such as congregate settings and healthcare settings. Where there is a conflict with more general guidance, Bureaus or Offices must follow the setting-specific guidance. CDC generally recommends a ten (10) day isolation period for certain congregate settings (including correctional or detention facilities) that have

---

Some individuals may experience symptoms for longer than ten (10) days which could be consistent with non-infectious post-COVID conditions and need not delay return to work.
a high risk of secondary transmission. In these settings, CDC’s recommendations for “isolation” would be the adopted as the Bureau or Office’s return to work criteria for these congregate settings. Any decisions to shorten isolation in these settings should be made in consultation with State, local, Tribal, or Territorial health departments and should take into consideration the context and characteristics of the facility.

4. Workplace Notification

Upon notification of any positive COVID-19 case (e.g., employees, contractors, official visitors), the supervisor will refer to the DOI COVID-19 Risk Assessment & Decision Matrix for Managers to:

- Gather the correct information regarding the employee and any potential workplace contact or physical contamination of space to ensure appropriate safety protocols are applied;
- Make appropriate notifications to health, safety, and communication experts; and
- Coordinate cleaning and disinfecting of affected locations, when necessary.

5. Self-Quarantine

An individual who comes into contact with a person infected with COVID-19 may become infected without exhibiting symptoms (asymptomatic infection) and may spread COVID-19 to others, therefore the following precautions must be taken by employees who have had close contact. People who are exposed to someone with COVID-19 after the individual with COVID-19 completed at least five (5) days of self-isolation are not considered “close contacts.”

a. Self-Quarantine Requirements for Employees who are Up to Date on their Vaccinations or Who Have Been Diagnosed with and have Recently Recovered from COVID-19

Employees who are up to date with their COVID-19 vaccines OR can provide proof that were diagnosed with and have recently recovered from COVID-19 in the past 90 days, as defined above in the definitions, (regardless of vaccination status) do not need to refrain from physically entering a DOI workplace or refrain from interacting with members of the public in person as part of their official duties following a close contact with a person infected with COVID-19 as long as the employee meets ALL of the following COVID-19 Safety Precautions:

- Remains symptom-free;
- Wears a well-fitted mask compliant with the requirements under Section (V)(D) through day 10 following the last close-contact exposure when indoors and outdoors when around others;
- Avoids environments where the employee may be unmasked around others (i.e., dining facilities, while performing tasks that are not conducive to wearing masks); and
• Comply with testing requirements below in Section (V)(I)(4)(c).

b. Self-Quarantine Requirements for Employees who are NOT Up to Date on their Vaccinations or Who Have NOT Been Diagnosed with and Recently Recovered from COVID-19

Employees who are not up to date with their COVID-19 vaccines and who cannot provide proof that they have recently recovered from confirmed COVID-19, as defined above, must remain away from a DOI workplace, and may not interact with members of the public in person as part of their official duties from Days 0–5 following close contact with a person infected with COVID-19. The date the last close contact occurred counts as day 0 and day 1 is the first full day after they last had close contact with someone with COVID-19. CDC’s Quarantine and Isolation Calculator may serve as a resource for self-calculating return to work criteria. If no symptoms consistent with COVID-19 or other infectious diseases arise after five (5) calendar days have elapsed, the employee may return to the workplace so long as the employee meets ALL the following COVID-19 safety precautions:

• Remains symptom-free;
• Wears a well-fitted mask compliant with the requirements under Section (V)(D) through day 10 following the last close-contact exposure when indoors and outdoors when around others;
• Avoids environments where the employee may be unmasked around others (i.e., dining facilities, while performing tasks that are not conducive to wearing masks); and
• Comply with testing requirements below in Section (V)(I)(4)(c).

If any employee, regardless of their vaccination status, is unable to wear a mask as outlined above for any reason, they may not physically enter a DOI workplace or interact with members of the public in person as part of their official duties for ten (10) full days following the last date of close contact with an infected individual.

Anyone, regardless of vaccination status, should continue to watch for symptoms for ten (10) full days after the last day of close contact with a person infected with COVID-19. Anyone, regardless of vaccination status, who tests positive for COVID-19 or develops symptoms consistent with COVID-19 or other infectious diseases, at any point, including days 0–5 following a close contact, must not physically report to a DOI workplace and follow the self-isolation guidelines in Section (V)(I)(3) to determine when it is safe to return to a DOI workplace.

c. Self-Quarantine Testing Requirements

Employees should follow all testing requirements as outlined in DOI’s COVID-19 Employee Screening Testing Guidance for Bureaus and Offices and each individual Bureau or Office’s COVID-19 testing
protocols. Prior to returning to a DOI workplace or conducting official duties that require interaction with members of the public following any close contact exposure (regardless of if the exposure occurred at a DOI workplace), consistent with the guidance above, DOI employees returning from self-quarantine protocols will be offered COVID-19 testing after the fifth (5th) full calendar day following close contact exposure with someone infected with COVID-19, consistent with the guidance found above in the testing section. Employees, regardless of their vaccination status, must provide a negative test result to physically enter a DOI workplace or interact with members of the public in person as part of their official duties between days 6–10.

If an employee tests positive or if they at any time develop symptoms consistent with COVID-19, must not physically enter or remain present in a DOI workplace, or interact with members of the public in person as part of their official duties, until they meet the criteria discussed in Section (V)(I)(3). DOI encourages all individuals to follow CDC guidance to voluntarily self-isolate.

If an employee, regardless of the vaccination status, is NOT required to be physically present in a DOI workplace or required to interact with members of the public in person as part of their official responsibilities from days 0–10 following their last close contact exposure, agencies do not need to offer testing.

An employee subject to an isolation or quarantine order by an applicable State, Local, Tribal, Territorial, or public health authority may be required to observe additional health and safety protocols. CDC’s setting-specific guidance may provide additional recommendations for settings such as congregate settings and healthcare settings. Where there is a conflict with more general guidance, Bureaus and Offices must follow the setting-specific guidance. CDC generally recommends a ten (10) day quarantine for certain congregate settings (including correctional or detention facilities) that have a high risk of secondary transmission. Any decisions to shorten quarantine in these settings should be made in consultation with State, local, Tribal, or territorial health departments and should take into consideration the context and characteristics of the facility.

6. Recordkeeping Requirements

Under OSHA’s recordkeeping requirements, if a DOI employee tests positive for COVID-19, and each of the following conditions are met, the case must be reported in DOI’s SMIS to be recorded on the OSHA Illness and Injury Log: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by 29 C.F.R. § 1904.5); and (3) the case involves one or more relevant recording criteria (set forth in 29 C.F.R. § 1904.7) (e.g., medical treatment beyond first aid, days away from work or restricted duty).
7. Claim for Work Related Injury

Employees diagnosed with COVID-19 due to work related exposure must give notice of injury in writing on Form CA-1 COVID-19, (Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay) in the Employees' Compensation Operations and Management Portal (ECOMP) for wage loss and medical benefits through the Department of Labor, Office of Workers’ Compensation Programs (OWCP).

Workers covered by the Federal Employees’ Compensation Act who suffer a traumatic injury proximately caused by exposure to COVID-19 in connection with employment may be eligible to receive workers’ compensation benefits, including disability benefits, medical services, and survivor benefits, and may be eligible to elect to receive continuation of pay instead of using accrued sick or annual leave. For information on Workers’ Compensation testing requirements and filing deadlines, please refer to FECA Bulletin No. 22-06 COVID-19 Claims Processing Guidelines Relating to Reinfection & Home Test.

For questions pertaining to Workers’ Compensation benefits, contact the workers’ compensation specialist assigned to the specific Bureau or Office.

J. Travel

1. General

Pursuant to EO 13991, OMB Memorandum M-21-15, and as outlined in the Safer Federal Workforce Task Force FAQs, all DOI employees should adhere strictly to DOI’s COVID-19 safety protocols (e.g., masking, physical distancing, and testing) outlined in this Plan before, during, and after official travel when required. All travelers, including federal employees who are fully vaccinated, should take health and safety precautions and self-monitor for symptoms.

Employees are encouraged to refer to CDC’s guidelines for both domestic and international travel. Bureaus or Offices are encouraged to provide guidance, as necessary to carry out their missions. Employees must be made aware of all travel restrictions outlined below if they test positive for COVID-19, develop symptoms consistent with COVID-19, or are exposed at close-contact with persons infected with COVID-19 while on official government travel. Managers and supervisors considering approving official travel should be aware that return travel may be delayed in order to observe COVID-19 safety protocols.
Employees should follow all testing requirements as outlined in DOI’s COVID-19 Employee Screening Testing Guidance for Bureaus and Offices and each individual Bureau or Office’s COVID-19 testing protocols.

2. Official Domestic Travel

DOI employees regardless of vaccination status may travel to conduct official government business (although Bureau or Office travel policies still apply).

In approving official domestic travel for employees, Bureaus and Offices should:

- Inform those employees that CDC recommends that individuals make sure they are up to date with COVID-19 vaccines before travel;
- 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;
- Instruct those employees to adhere strictly to CDC guidance for domestic or international travel before, during, and after official travel, including masking; and
- 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.

3. Official International Travel

In addition to all the recommendations for approving official international travel for employees, Bureaus and Offices should:

- Require all employees who are not up to date with COVID-19 vaccines who travel internationally to the U.S. to NOT enter a DOI workplace 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.
- All air passengers coming to the United States from abroad are required to follow CDC testing requirements, CDC symptom monitoring guidance, and all recommendations or requirements of their local U.S. destination after travel.

4. Travel Requirements Following Recent Close Contact Exposure Before or During Official Government Travel

The following requirements should be applied for all DOI employees before or during official government travel.
If there is a need to accommodate any extension in travel, the emergency travel regulations at 41 CFR 301-30 can be used by a travel preparer and Bureau and Office leadership to provide lodging and MI&E during the additional travel days to accommodate any extensions in travel due to COVID-19 symptoms or a diagnosis as outlined in CDC guidance (up to 14 days).

Where a State, Local, Tribal, or Territorial jurisdiction requires or CDC guidance recommends COVID-19 testing as a condition of entry, the Department will pay for the cost of testing as outlined in the Testing Section (V)(D) above, DOI’s COVID-19 Employee Screening Testing Guidance for Bureaus and Offices.

a. Travel Following Recent Close Contact Exposure for Employees NOT up to date on their COVID-19 vaccinations

Employees who are not up to date on their COVID-19 vaccinations who have come into close contact with an individual infected with COVID-19, generally, should not engage in official government travel (initiate travel or return home while on travel) through day 10 following their last close contact exposure. For these employees Bureaus or Offices MAY NOT approve official travel from day 0–day 5 after the last known close contact exposures.

During day 6–day 10, official travel may be approved by at least a second level supervisor consistent with the Bureau or Office’s travel policy only if all the following criteria are met:

1) Travel is urgent, necessary, and mission critical;
2) The employee remains asymptomatic prior to departure;
3) Test negative for COVID-19 through a test offered through the Bureau or Office COVID-19 testing after day five (5) following the last close contact exposure as outlined in the DOI COVID-19 Screening Testing Guidance for Employees; and
4) Wear a well-fitting mask compliant with the requirements under Section (V)(D) at all times and MAY NOT remove their mask around others.

If an employee cannot follow these criteria, even if the trip is mission critical, they may not engage in any official government travel until after day 10. It may be helpful to review the DOI Risk Assessment and Decision Matrix, which incorporates most of these requirements.

If either the test result is positive, or the employee develops symptoms consistent with COVID-19 travel may not be approved until they meet the criteria outlined in (V)(J)(5) below.
b. **Travel Following Recent Close Contact Exposure for Employees who are up to date on their COVID-19 vaccinations who have not recently recovered from confirmed COVID-19**

For **employees who are up to date on their COVID-19 vaccinations who have not recently recovered from confirmed COVID-19 within the previous 90 days**, some restrictions apply during day 0–day 5 following the date of close contact exposure. During day 0–day 5, official travel may be approved by at least a second level supervisor only if all the following criteria are met:

1) Travel is urgent, necessary, and mission critical;  
2) The employee tests negative for COVID-19 immediately prior to (within 24 hours prior to departure), consistent with the procedures described in the testing guidance above; and  
3) The employee remains asymptomatic prior to departure;  
4) Wear a well-fitting mask compliant with the requirements under Section (V)(D) at all times and MAY NOT remove their mask around others.

Bureaus and offices may approve any official travel after that period (day 6 onwards), consistent with the Bureau or Office’s travel policy. To participate in official travel from day 6–day 10, employees must:

1) Remain asymptomatic;  
2) Test negative for COVID-19 immediately prior to (within 24 hours prior to departure), consistent with the procedures described in the testing guidance above; and  
3) Wear a well-fitting mask compliant with the requirements under Section (V)(D) at all times and MAY NOT remove their mask around others.

If an employee cannot follow these criteria, even if the trip is mission critical, they may not engage in any official government travel until after day 10. It may be helpful to review this [DOI Risk Assessment and Decision Matrix](#), which incorporates most of these requirements.

If either the test result is positive, or the employee develops symptoms consistent with COVID-19 the employee must immediately follow safety protocols for **self-isolation**, as described above. Official travel is not permitted until they meet the return to work/travel criteria outlined in (V)(H)(5) below.

c. **Travel Following Recent Close Contact Exposure for Employees who can provide proof of recent recovery (within the past 90 days) from confirmed COVID-19 (regardless of vaccination status)**

Asymptomatic employees who have **recently recovered from confirmed COVID-19**, regardless of their vaccination status, may undertake travel at any time so long as

1) They remain asymptomatic;
2) Official travel is consistent with the Bureau or Office’s travel policy; and
3) Wear a well-fitting mask compliant with the requirements under Section (V)(D) through day 10 at all times and MAY NOT remove their mask around others.

If an employee cannot follow these criteria, they may not engage in any official government travel until after day 10. It may be helpful to review this DOI Risk Assessment and Decision Matrix which incorporates most of these requirements.

If at any time the employee develops symptoms consistent with COVID-19, the employee must immediately follow safety protocols for self-isolation, as described above. Official travel is not permitted until they meet the return to work/travel criteria outlined in (V)(H)(5) below.

5. Travel Requirements Following COVID-19 Diagnosis or Positive Test Result Before or During Official Government Travel

Any employee who tests positive for COVID-19, receives a diagnosis of COVID-19, or develops symptoms consistent with COVID-19 must immediately follow safety protocols for self-isolation, as described above. Official travel is not permitted at any time while an employee tests positive for COVID-19 or exhibits symptoms of infectious illness.

For the purposes of these safety protocols,

- If an employee who tests positive for COVID-19 remains asymptomatic, “day 0” means the date on which the COVID-19 test was administered.
- If an employee develops symptoms consistent with COVID-19, regardless of whether the employee tests for COVID-19, “day 0” means the onset date of symptoms.

Official travel is not permitted at any time for employees with confirmed or probable COVID-19 from day 0–day 5.

From day 6–day 10, Bureaus and Offices may approve mission critical travel only if all the following criteria are met. Employees must:

1) Remain symptom free for 24 hours without fever reducing medications;
2) Receive at least a second level supervisor approval;
3) Seek approval to use a travel service provider’s service (e.g., call the airline and obtain their permission to board their flight following a recent COVID-19 diagnosis) from any travel service provider;
4) Comply with federal travel requirements related to additional costs; and
5) Wear a well-fitting mask compliant with the requirements under Section (V)(D) at all times and MAY NOT remove their mask around others.
6) Must test negative test to travel between days 6-10. This test must be administered after day 5.

If an employee cannot follow these criteria, even if the trip is mission critical, they may not engage in any official government travel until after day 10. It may be helpful to review this DOI Risk Assessment and Decision Matrix for Managers, which incorporates most of these requirements.

The emergency travel regulations at 41 CFR 301-30 can be used by a travel preparer and Bureau and Office leadership to provide lodging and MI&E during the additional travel days to accommodate any extensions in travel due to COVID-19 symptoms or a diagnosis as outlined in CDC guidance (up to 14 days).

6. Travel in Single Occupancy Vehicle to Self-Quarantine or Self-Isolate

The Safer Federal Workforce Task Force has indicated that if an employee is on official government travel and may not travel on a common carrier due to a close-contact exposure or an asymptomatic COVID-19 infection, the employee may be allowed to drive a single occupancy vehicle in order to return to their permanent duty station to self-quarantine or self-isolate. The Department may allow and reimburse such travel so long as the employee receives second level supervisor approval and modifies their travel orders, as long as the travel for return to the permanent duty station does not exceed 350 miles using the most direct route or require more than 8 hours of travel time over the course of a single day. During return travel, an employee MAY NOT enter an indoor facility at any time or come into close contact with any other individuals indoors or outdoors at any time before or during the duration of their entire return trip.

7. Local Travel

a. Self-Quarantine During Local Travel While Using Public Transportation

DOI employees who are not up to date on their vaccinations who are undertaking local travel on official business (i.e., local travel on official business beyond their commute to and from their worksite and that is not conducted under an official travel authorization) who are notified of having had a close contact with someone infected with COVID-19, must exit their worksite and/or cease interactions with members of the public in person as part of their official responsibilities, and
follow the return to work requirements in the self-quarantine section of this Plan. Employees must also follow the COVID-19 Safety Precautions and all screening testing requirements in the Screening Testing Following Workplace Close Contact section of this Plan.

DOI employees who are up to date on their vaccinations and who have not had confirmed COVID-19 within the previous 90 days, who are undertaking local travel on official business (i.e., local travel on official business beyond their commute to and from their worksite and that is not conducted under an official travel authorization) who are notified of having had a close contact with someone infected with COVID-19, may proceed with only mission-critical official business that requires local, same-day travel on indoor public-transportation conveyances and in government vehicles from days 0–5 after the close contact. Employees must also follow the COVID-19 Safety Precautions and all screening testing requirements in the Screening Testing Following Workplace Close Contact section of this Plan.

DOI employees who can provide proof they have recently recovered from confirmed COVID-19 within the previous 90 days, who are undertaking local travel on official business (i.e., local travel on official business beyond their commute to and from their worksite and that is not conducted under an official travel authorization) who are notified of having had a close contact with someone infected with COVID-19, may proceed with official business that requires local, same-day travel on indoor public-transportation conveyances. Employees must also follow the COVID-19 safety precautions listed below. Employees must also follow the COVID-19 safety precautions and all screening testing requirements in the Screening Testing Following Workplace Close Contact section of this Plan.

COVID-19 Safety Precautions:

- Remains symptom-free;
- Wears a well-fitted mask compliant with the Section (V)(D) through day 10 following the last close-contact exposure when indoors and outdoors when around others; and
- Avoids environments where the employee may be unmasked around others (i.e., dining facilities, while performing tasks that are not conducive to wearing masks) for through day 10.

K. Meetings, Conferences, Events, Trainings, and Social Gatherings

If a Bureau or Office intends to host an indoor or outdoor in-person event, additional COVID-19 safety protocols may apply based upon (1) the size of the event; and (2) CDC COVID-19 Community Levels where the event is hosted. This policy applies to all individuals in DOI-controlled facilities and on DOI-
controlled lands (or at an offsite non-DOI facility where DOI is hosting the event). Urgent, unplanned incident response activities, such as wildland fire incident responses or other emergency response operations are not subject to this requirement.

1. Pre-Approval of Events with 50 or More In-Person Participants

In areas where the CDC COVID-19 Community Level is HIGH, Bureaus and Offices must first seek the approval of the Secretary or her designee, in consultation with the DOI’s COVID-19 Coordination Team, before hosting an in-person event (indoor or outdoor) with 50 or more in-person participants. All requests for 50+ person waivers must be signed by the Bureau Head and the Assistant Secretary prior to submission.

In areas where CDC COVID-19 Community Levels are LOW or MEDIUM, approval is not required and a pre-approval event request should not be submitted. Approval requests to the Secretary or her designee should only be submitted when there is a change in CDC COVID-19 Community Levels as prescribed in Appendix C.

2. COVID-19 Safety Protocols at All In-Person Gatherings

Regardless of the number of attendees at an in-person events (indoor or outdoor) hosted by a Bureau or Office, in areas where the CDC COVID-19 Community Levels are MEDIUM or HIGH, in-person attendees, including DOI employees, must be asked to provide information about their vaccination status. Information about the COVID-19 vaccination status of a DOI employee should be handled through the COVID-19 employee vaccination module in the SMIS. Contractors and official visitors may provide information relevant to their vaccination status by completing the most current Certification of Vaccination form. In requesting this information, the Bureau or Office should comply with any applicable Federal laws, including requirements under the Privacy Act, the Rehabilitation Act, and the Paperwork Reduction Act.

In areas where the CDC COVID-19 Community Levels are MEDIUM or HIGH, Official Visitors and Contractors in-person attendees who are not fully vaccinated for COVID-19 or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within three days immediately prior to the date of entry at the event. Employees are expected to adhere to their Bureau and Office Screening Testing requirements and policies. All attendees must also comply with masking and physical distancing requirements set forth within this Plan. All in-person attendees in areas where the CDC COVID-19 Community Levels are HIGH must wear a mask in public indoor settings regardless of their vaccination status.
DOI volunteers should adhere to guidance in Appendix E (PB 2022-4).

L. COVID-19 Human Resource Flexibilities

1. Administrative Leave for Obtaining a COVID-19 Vaccination

Effective on and after January 21, 2022, while the preliminary injunction is in place, administrative leave (pay code 060) should be granted (as opposed to duty time, which was previously granted) for employees to obtain an FDA-approved and FDA-authorized COVID-19 vaccination during work hours. Employees whose COVID-19 vaccination appointment(s) fall within their regularly scheduled tour of duty may request administrative leave (pay code 060) for the time necessary to obtain each dose of the vaccine (generally, not to exceed four hours per dose). Under extenuating circumstances (e.g., employees who reside in remote locations and need to travel long distances to their appointments), employees may be granted additional administrative leave in the amount necessary to obtain the vaccination, but no more than eight hours per dose. The use of administrative leave to obtain each dose of an FDA-approved or FDA-authorized COVID-19 vaccine is subject to supervisory discretion and operational needs. Employees may not be credited with administrative leave or overtime work for time spent obtaining a vaccination outside their duty hours.

2. Obtaining a Booster or Additional COVID-19 Vaccination

To promote the safety of the federal workforce and the American public, DOI supervisors should grant up to four hours of administrative leave (pay code 060) for eligible employees to receive a booster or additional dose of an FDA-approved or FDA-authorized COVID-19 vaccine, consistent with FDA and CDC guidance. Since federal employees are not required to receive an additional COVID-19 vaccine booster or additional dose, official duty time (pay code 010) may not be authorized for such purposes. The administrative leave should cover the time it takes to travel to the vaccination site, receive the vaccination dose, and return to work. If an employee spends less time getting the vaccine, only the needed amount of duty time should be granted. Employees may not be credited with administrative leave or overtime work for time spent getting booster vaccine shot or additional dose outside of their tour of duty (during non-duty hours).

3. Leave Due to Adverse Effects following Vaccination

In the event an employee experiences adverse side effects after obtaining an FDA-approved or FDA-authorized COVID-19 vaccine and is unable to work (including telework), the employee may request up to two full days of administrative leave (pay code 060), subject to supervisory discretion and
operational needs. Employees needing additional recovery time may request sick leave (pay code 030) or other appropriate leave.

4. Leave to Accompany a Family Member for a Vaccination

Generally, up to four hours of administrative leave (pay code 060) per dose of an FDA-approved or FDA-authorized COVID-19 vaccine must be granted to an employee to accompany a family member to become vaccinated where the family member’s appointment(s) falls within the employee’s regularly scheduled duty hours, subject to supervisory discretion and operational needs. For this purpose, a “family member” is an individual who meets the definition under 5 C.F.R. § 630.201.

5. Leave Due to Self-Isolation

DOI employees who become ill with COVID-19 or other infectious disease must not physically report to or remain in DOI workplaces as outlined in Section (V)(I)(3). This includes mandatory isolation orders while on travel status.

When a DOI employee is not allowed to physically report to the workplace due to confirmed or probable COVID-19, managers and supervisors should work with the employee to determine, with assistance from the servicing HR office as necessary, how to appropriately manage work or code the employee’s time. Generally, a telework-ready employee should telework. If an employee is symptomatic or has tested positive for COVID-19 or other infectious disease, a supervisor must grant the employee’s request for sick leave, in accordance with applicable laws, regulations, and Departmental policies. DOI employees may request to use other available forms of leave (such as annual leave, credit hours, leave without pay, etc.), which managers and supervisors may approve if appropriate under applicable laws, rules, and regulations. When approving requests by employees to take leave, Bureaus and Offices should advise employees that making a false statement about illness or a close-contact exposure could result in disciplinary action, up to and including removal from federal service. HR servicing offices may request additional information when necessary to confirm that the employee has been diagnosed with or is experiencing symptoms consistent with COVID-19. In requesting this information, agencies must comply with any applicable federal laws, including requirements under the Rehabilitation Act of 1973 and the Privacy Act.

6. Leave Due to Self-Quarantine

Employees who are not up to date and have not recently recovered from confirmed COVID-19 must refrain from reporting in person to DOI workplaces for at least five (5) full calendar days following the date on which the workplace close contact occurred (days 0–5). Employees who are telework-ready
may telework during the date on which the workplace close contact occurred and during the business days that fall within the five (5) full calendar days following the date on which the workplace close contact occurred. Employees who are not able to telework may be granted weather and safety leave (pay code 061) during the date on which the workplace close contact occurred and during the business days that fall within the five (5) full calendar days following the date on which the workplace close contact occurred. Please note that weather and safety leave (061) is generally not available if the employee is able to safely telework under 5 C.F.R. § 630.1605(a)(1). Weather and safety leave should not be used when an employee is capable of teleworking (5 CFR 630.1605) or when an employee is sick with COVID-19 or otherwise in circumstances under which sick leave is appropriate.

If an employee tests negative for COVID-19 through COVID-19 testing provided pursuant to a Bureau or Office employee COVID-19 screening testing program, the employee may return to reporting in person to the workplace.

If an employee tests positive for COVID-19 through COVID-19 testing provided pursuant to a Bureau or Office employee COVID-19 screening testing program, the employee must follow applicable COVID-19 safety protocols for self-isolation. (See also, Section (V)(I) below.) Employees who test positive for COVID-19 may telework, if telework ready, or request and be granted sick leave (pay code 030), as applicable and appropriate, starting on the date the employee tested positive for COVID-19 through the tenth (10th) full calendar day following the date of workplace close contact exposure.

Employees who refuse COVID-19 testing offered under this program should work with their supervisors to request and obtain appropriate leave through the tenth (10th) calendar day following the date on which the workplace close contact occurred. In the absence of COVID-19 testing, managers and supervisors must protect the workplace from asymptomatic COVID-19 transmission by instructing employees who refuse COVID-19 testing offered under this program to refrain from reporting in person to the workplace through the tenth (10th) calendar day following the date on which the workplace close contact occurred.

If an employee who is otherwise expected to report in person in a DOI workplace is absent from work without leave, that employee is considered AWOL. To avoid being marked AWOL (pay code 102), managers and supervisors should consult with their servicing HR specialists to assess the ability of a refusing employee to perform the employee’s duties without compromising the health and safety of themselves and others and identify appropriate time and attendance coding options for the official time of refusing employees. To avoid being marked as AWOL (pay code 102), a refusing employee may request, subject to the supervisor’s approval, leave in the form of annual leave (pay code 020),
credit hours (pay code 231), compensatory time (pay code 041), time off award (pay code 30c), or leave without pay (pay code 101), as appropriate and applicable.

Weather and safety leave (pay code 061) is not available from day 6–day 10 since COVID-19 testing could establish whether the employee may safely travel to or perform work at an approved location or be granted sick leave (pay code 030) or other appropriate leave. Likewise, absent other facts relevant to establishing eligibility, sick leave would not be available under this situation because the employee lacks medical documentation establishing entitlement to use sick leave, such as a positive COVID-19 test result.

Employees who are absent from work without having obtained approval for appropriate leave will be marked AWOL (pay code 102). Employees who are AWOL may be subject to appropriate discipline.

7. Telework & Remote Work

Bureaus or Offices should manage workplace flexibilities such as telework, remote work, alternative work schedules, and leave consistent with Departmental policy, ensuring that the use of these flexibilities does not diminish organizational performance.

M. Facilities and Safety

1. Entry into DOI Facilities and Workplaces

In accordance with EO 13991, OMB Memorandum M-21-15, and this Plan, the responsible manager of each DOI workplace must develop a plan to implement the following:

- Ensure all DOI employees physically present in the workplace are aware of the requirements for entry and required COVID-19 safety protocols upon entry. DOI employees seeking a reasonable accommodation shall be directed to the appropriate point of contact. Note: while the preliminary injunction is in place, DOI will continue to accept requests for disability or religious exceptions to the COVID-19 vaccination requirement; however, DOI will not process these requests at this time. DOI will also not ask employees to provide additional information to process previously submitted exception requests or take any other steps related to adjudication of exception requests;
- Ensure all contractors and official visitors (to include non-DIO federal employees) to the DOI workplace are aware of the requirements for entry;
• If a member of the public is visiting the DOI workplace for a public service or benefit, regardless of the CDC COVID-19 Community Level, no attestation form or negative COVID-19 test is required for entry into the workplace, however DOI COVID-19 safety protocols must be followed; and

• In accordance with CDC guidance and Safer Federal Workforce Task Force FAQs and as outlined in this plan, ensure appropriate symptom screening, masking, attestation/testing, testing, and physical distancing requirements are met by all entrants in the DOI workplace.

2. Signage

Designated Officials (DO) or the GSA Building Manager is responsible for posting signage at the entrances to inform all personnel to follow COVID-19 safety protocols based COVID-19 Community Levels and when necessary, an individual’s vaccination status.

Signage will vary by DOI workplace as needed given local requirements and conditions. Information about these requirements at specific facilities also will be publicly available on the Bureau’s and Office’s website(s) and will be regularly communicated to employees, onsite contractor employees, official visitors, and members of the public.

The Department is required to take steps to implement the policy established by EO 13991, and these steps include orders by the occupant agency or the relevant Facility Security Committee (FSC), or, for GSA-controlled facilities, GSA imposing requirements consistent with the EO 13991. For GSA controlled facilities, GSA will also post COVID-19 signs about mask-wearing requirements in entries and common areas of federally owned GSA-controlled facilities and privately leased facilities if GSA leases the entire building. If GSA has delegated operations and maintenance to an occupant agency, DOI is responsible for signage. For non-GSA controlled facilities, if the agency with jurisdiction, custody, or control over a facility has not already issued a policy making the wearing of masks consistent with CDC guidance a condition of entry to the facility and throughout common areas and shared workspaces, the occupying DOI Bureau or Office must implement the requirements of EO 13991 and distribute notice of the mask requirement through written signage posted conspicuously at each public entrance on the property, and through other communications of internal policies and guidance directed to its employees and contractors. The FSC should meet to discuss operational considerations (including conspicuous posting of notices at entrances to facilities), enforcement protocols, and any other issues associated with implementation of EO 13991 requirements that require cross-agency collaboration at the local level.
The Office of Facilities and Administrative Services (OFAS) COVID-19 signage is updated on the internal OFAS website. Posted signs will reflect the mask wearing requirements based on CDC’s COVID-19 Community Level for the county in which the DOI workplace is located.

For DOI workplaces that encompass more than one county, Bureaus and Offices must assess the COVID-19 Community Level for all relevant counties and follow the most protective safety protocols based on the highest COVID-19 Community Level across the entire DOI workplace. When feasible, information about these requirements at specific facilities is also publicly available on the agency’s website(s) and regularly communicated to employees and onsite contractor employees.

3. Environmental Cleaning

Standard office cleaning operations will continue normal schedules, with additional cleaning of communal areas conducted daily, by existing janitorial staff or supplemental contracts. DOI will conduct periodic risk assessments to determine areas that are considered common use/high-touch/high-density spaces (e.g., lobbies, restrooms, elevators, and stairwells) and develop, update, and implement facility-level plans for regular cleaning and when necessary, disinfecting of these areas in accordance with CDC guidelines. Wipes, gloves, and other products on EPA List N: Disinfectants for Coronavirus (COVID-19) will be made available for individuals to wipe down their workstation and related personal property.

The Department will ensure all employees and contractors who use cleaning chemicals and disinfectants are properly trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard (29 C.F.R. § 1910.1200, et seq.) and that all employees and contractors utilize appropriate personal protective equipment in accordance with OSHA requirements and DOI policy. Physical barriers, such as plexiglass shields, may be installed, where appropriate. Any time an indoor workspace is altered, (i.e., installing a physical barrier; moving desks or equipment) Safety and Health Managers/building management should be consulted to ensure additional health or safety hazards are not created by modification.

Specific guidance for cleaning and disinfecting can be found CDC’s Cleaning and Disinfecting your Facility webpage. If a person diagnosed or with symptoms consistent with COVID-19 was physically present in the workplace, building managers should follow DOI’s and when applicable, GSA’s building notification requirements, and CDC’s cleaning and disinfecting guidance. It is advised, that if the area needs to be cleaned or disinfected, it be closed off until cleaning or disinfecting can be performed, and cleaning staff should wait as long as possible (at least several hours) before cleaning and
disinfecting. Specific guidance for cleaning and disinfecting can be found below and on CDC’s Cleaning and Disinfecting your Facility webpage. As of July 15, 2022, CDC advises:

- **If less 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**. Building managers may also disinfect depending on certain conditions or everyday practices required by the 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 Bureaus and Offices should consult with their Safety and Health Managers to determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire facility.

4. **Hygiene**

Hand washing or hand sanitizer stations are to be available to staff and visitors at building entrances and throughout workspaces. Hand sanitizer must not be on the U.S. Food and Drug Administration (FDA) Do-Not-Use List and have at least 60% alcohol and be manufactured in accordance with FDA requirements. All hand sanitizer ingredients should be listed on a “Drug Facts” label. Personnel will be encouraged to wash their hands with soap and water or use hand sanitizer or alcohol-based hand rubs frequently.

GSA will provide hand sanitizer in the building entrances and common areas of federally owned GSA-controlled facilities. In GSA-controlled lease location, Bureaus and Offices are responsible for procuring and providing hand sanitizer in facility entrances and common areas. Bureaus and Offices are also responsible for procuring and providing hand sanitizer within their occupied spaces, whether leased or federally owned.

5. **Ventilation & Air Filtration**

Designated Officials at each indoor DOI facility should consult with building engineers and their servicing safety office/manager to assess the facility’s ventilation systems using the DOI COVID-19 Building Re-Occupancy Guidance or CDC Ventilation in Buildings Guidance. This should be used to determine if any ventilation modifications are advisable per CDC and OSHA guidelines for facility ventilation systems to minimize the concentration of SARS-CoV-2 particles in the air in indoor spaces.

Modifications should be documented in the approved facility-level plan to assure that CDC and OSHA recommended upgrades are implemented, especially as facility population density increases.
maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration.

N. Collective Bargaining Obligations

In implementing this Plan, DOI Bureaus or Offices will continue to communicate regularly with employee representatives on workplace safety matters. DOI will satisfy all applicable collective bargaining obligations under 5 U.S.C. Chapter 71 over the impact and implementation of the Agency Model Safety Principles and CDC guidance and consistent with any applicable collective bargaining agreement(s), as appropriate, and as provided for in Section 2(c) of EO 13991. DOI must act quickly due to the COVID-19 emergency and to protect the health and safety of employees, contractor employees, official visitors, and members of the public. As such, while DOI will communicate with the appropriate union representatives in a timely manner and strive to satisfy any applicable collective bargaining obligations under the law at the earliest opportunity, completion of bargaining may need to occur on a post-implementation basis where appropriate.

O. Incident, Wildland Fire, and Disaster Response Operations

The health and well-being of all personnel are a priority throughout our response and recovery operations. During urgent incident response (e.g., wildland fire and other responses), relevant safety protocols (e.g., masking, physical distancing, and testing) must be followed as outlined in this Plan. As outlined in 485 DM 4, Section 4.5 E: Interagency Operations and Activities, where employees of other federal agencies engage in joint operations and activities and/or primarily report to work, or carry out operations and activities in the same establishment as DOI, the jurisdictional agency’s safety and health standards adopted under 29 CFR 1960.7[16] and/or the jurisdictional agency’s supplemental standards adopted under 29 CFR 1960.17~19 shall govern. In the event a jurisdictional agency’s safety and health standards do not meet the minimum standards promulgated by DOI, then DOI will apply its standards to DOI employees at multi-employer worksites.


All personnel should monitor their health and continue to monitor DOI’s OSH and CDC guidance for regular updates to the list of symptoms of COVID-19. If an employee develops symptoms consistent with COVID-19 while on assignment, the employee must report that to their supervisor. The next steps
will be coordinated with team leadership, the medical unit, and/or public health authorities. For employees who fall ill or are injured while on an incident, the supervisor will be required to enter the injury or illness case in the DOI SMIS within seven calendar days from the date of receiving information that a recordable injury or illness has occurred.

Specific best practices for Public Safety and Emergency Medical Service Providers are on the First Responders section of the All DOI Employees COVID-19 Information Portal. Other best practices to utilize on deployments in a COVID-19 environment can be found in the All DOI Employee COVID-19 Wildland Fire Portal.
APPENDIX A–DOI COVID-19 Coordination Team

- Senior Counselor to the Secretary
- Principal Deputy Assistant Secretary–Policy, Management and Budget
- Office of Occupational Safety and Health
- Office of Human Capital
- Office of Communications
- Office of the Solicitor
- Office of Emergency Management

Should conditions change that warrant expanding the DOI COVID-19 Coordination Team, these additional members would be included as needed:

- Assistant Secretary–Fish and Wildlife and Parks
- Assistant Secretary–Indian Affairs
- Assistant Secretary–International and Insular Affairs
- Assistant Secretary–Lands and Minerals Management
- Assistant Secretary–Policy, Management and Budget
- Assistant Secretary–Water and Science
- Deputy Assistant Secretary–Public Safety, Resource Protection and Emergency Services
- Bureau of Indian Affairs
- Bureau of Indian Education
- Bureau of Land Management
- Bureau of Ocean Energy Management
- Bureau of Reclamation
- Bureau of Safety and Environmental Enforcement
• Bureau of Trust Fund Administration
• Fish and Wildlife Service
• National Park Service
• Office of Surface Mining Reclamation and Enforcement
• United States Geological Survey
• Region 1 – North Atlantic-Appalachian
• Region 2 – South Atlantic-Gulf
• Region 3 – Great Lakes
• Region 4 – Mississippi Basin
• Region 5 – Missouri Basin
• Region 6 – Arkansas-Rio Grande-Texas-Gulf
• Region 7 – Upper Colorado Basin
• Region 8 – Lower Colorado Basin
• Region 9 – Columbia-Pacific Northwest
• Region 10 – California-Great Basin
• Region 11 – Alaska
• Region 12 – Pacific Islands
APPENDIX B–Summary of Document Version and Changes

- 08/02/2022: Version 3.0- Updated to reflect SFWTF’s changes related to Exceptions, Leave, Mask-Wearing, Official Travel, and Testing, and Updated FAQs on Contractors, Quarantine and Isolation, Symptom Screening, Vaccinations, and Visitors and CDC’s recent isolation, testing, masking, vaccination status, quarantine, travel, COVID-19 Community Levels, and the nationwide preliminary injunctions enjoining agencies from implementing or enforcing EO 14043 and EO 14042, incident response and mission critical guidance.
- 12/10/2021: Version 2.1-Page 3, Section I added language about Executive Order 14042 and court orders. Page 9, Section V.A.2b removed the word “testing”. Section V.A.2c added language about Executive Order 14042 and court orders. Page 19, Section V.J.2 removed language about SARS-CoV-2 viral test results and changed to “follow CDC testing requirements, CDC symptom monitoring guidance”.
- 12/03/2021: Version 2.0-Added vaccination requirements, exemptions, added information from OMB Self-Assessment checklist
- 9/28/2021: Version 2.0-Changed format to improve readability
- 9/28/2021: Version 2.0-Added attestation, diagnostic testing, levels of transmission, vaccination requirement, reasonable accommodations, and masking, physical distance requirements throughout Plan.
- 7/29/2021: Version 1.3-Updated to mask wearing guidance for vaccinated personnel
- 7/23/2021: Version 1.2a-Correction to date §5.2 A and change table
- 7/20/2021: Version 1.2-Adjusted Section 5.1: F. Travel, and H. Quarantine and Isolation, Section 5.2: A. Occupancy, F. Visitors, and I. Shared Spaces to align with OMB Memorandum M-21-25
- 6/4/2021: Version 1.1-Updated URL links, various nomenclature, and revised document to remain consistent with CDC’s mask, travel, physical distancing, testing, and cleaning and disinfecting guidelines and Safer Federal Workforce Task Force FAQs and directives
- 6/4/2021: Version 1.1-Updated to maintain consistency with DOI Employee Guidance for Domestic Travel
• 6/4/2021: Version 1.1-Updated to maintain consistency with DOI’s COVID-19 Testing Guidance
• 6/4/2021: Version 1.1-Updated to maintain constancy with DOI’s Updated Vaccination FAQs for DOI Managers and Supervisors
• 6/4/2021: Version 1.1-Removed the Ventilation Checklist as an Appendix and provided a link to it on the SharePoint site
• 6/4/2021: Version 1.1-Updates to mask wearing guidance for vaccinated personnel
APPENDIX C – COVID-19 POLICY BULLETIN NO: 2022-01 Implementation of Updated Masking Requirements Based on COVID-19 Community Levels

1. PURPOSE

This COVID-19 Policy Bulletin (COVID-PB) establishes updated masking requirements for all Department of the Interior (DOI) Bureaus and Offices pursuant to Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing (Jan. 20, 2021). Bureaus and Offices shall implement these protocols immediately.

2. BACKGROUND

On February 25, 2022, the Centers for Disease Control and Prevention (CDC) revised its criteria for evaluating COVID-19 Community Levels and updated its preventive guidance, including masking. CDC’s new guidance indicates a shift from using COVID-19 transmission rates to set policy and guidance towards using more relevant metrics related to current levels of population immunity, improvements in public health data availability, and access to effective clinical care. The Safer Federal Workforce Task Force has directed federal agencies to update their masking requirements no later than Friday, March 4, 2022, to align with CDC’s new recommendations.

3. POLICY IMPLEMENTATION

Upon receipt of this guidance, DOI Bureaus and Offices shall:

1) Update masking requirements and building signage to align with the February 28, 2022, implementation guidance released by the Safer Federal Workforce Task Force and this Policy Bulletin. The following actions are directed based on the COVID-19 Community Level in the county where a Federal facility is located:

- When the Community Level is LOW: Individuals ARE NOT REQUIRED to wear masks in the facility regardless of vaccination status.
- When the Community Level is MEDIUM: Individuals ARE NOT REQUIRED to wear masks in the facility regardless of vaccination status.
• When the Community Level is **HIGH**: Individuals **ARE REQUIRED** to wear masks in the facility regardless of vaccination status.

2) Ensure that **individuals can wear a mask if they choose** regardless of COVID-19 Community Level and that they feel comfortable doing so.

3) Develop procedures for reviewing the COVID-19 Community Level for each of the Bureau or Office facilities on a **weekly basis** to determine any necessary changes in workplace safety protocols for the upcoming week. COVID-19 Community Levels are available on [CDC’s COVID-19 by County website](https://www.cdc.gov/coronavirus/2019-ncov/your-health/community-levels.html). This data will be regularly updated.

4) Identify locations that fall under more than one community level and determine if the most restrictive masking requirement should be applied to all facilities within the operating unit.

5) Implement additional pandemic-related safety requirements, **including mask-wearing**, in areas where a state, local, tribal, or territorial government imposes such requirements ensuring those requirements **will be followed** in Federal facilities within that jurisdiction.

6) Coordinate with other DOI Bureaus and Offices and other departments or agencies that share space or are co-located with the Bureau or Office regarding the timing of updated workplace masking requirements whenever possible.

7) Request through the COVID Coordination Team exceptions to masking requirements – whether more or less restrictive. Exceptions should not be implemented without approval from the COVID Coordination Team.

4. **ADDITIONAL GUIDANCE**

The [FAQs](https://www.acf.hhs.gov/cfda/1720) section of the Safer Federal Workforce Task Force website has been updated to incorporate new information related to **mask-wearing**, **local conditions**, and **signage**. Templates of DOI specific COVID-19 signage can be found on the [OFAS Website](https://www.ofas.gov). Related [FAQs](https://www.doe.gov) located on the DOI All DOI Employees COVID-19 Information Portal have also been updated to reflect this guidance. The [DOI Workplace Safety Plan](https://www.doi.gov) will also be revised to align with expected updates to Agency Model Safety Principles provided by the Safer Federal Workforce Task Force. Additional COVID Policy Bulletins may be published as requirements change.
APPENDIX D – COVID-19 POLICY BULLETIN NO: 2022-02 Requirements for Meetings, Conferences, Events, Trainings, And Social Gatherings Of 50 Or More Participants (Event)

1. **Purpose.** The purpose of this Department of the Interior (DOI) COVID-19 Policy Bulletin is to provide current policy for hosting indoor or outdoor in-person meetings, conferences, events, trainings, or social gatherings (Events). This policy applies to all individuals in DOI-controlled facilities and on DOI-controlled lands, including DOI employees, contractors, and official visitors. This COVID-19 Policy Bulletin supersedes COVID-19 Policy Bulletin 2021-01, which is duly revoked upon the publication of this policy.

2. **Effective Date.** This policy will enter into effect as of the date of this bulletin and remain in effect until revoked.

3. **Coverage.** This policy, which prescribes safety protocols for all in-person attendees at events in DOI-controlled facilities, applies to all Bureaus and Offices of the Department. Bureaus and Offices may issue implementing procedures consistent with this policy.

4. **Background.** With the continuing COVID-19 pandemic impact to operations, the Department created this policy bulletin based on current guidance from the Centers for Disease Control and Prevention and the Safer Federal Workforce Task Force to help Bureaus and Offices prioritize the safety and wellbeing of employees, partners, and visitors at in-person events where 50 or more participants are expected to attend.

5. **Policy.** If a Bureau or Office intends to host an indoor or outdoor in-person event, additional COVID-19 safety protocols may apply based upon (1) the size of the event; and (2) CDC COVID-19 Community Levels where the event is hosted. This policy applies to all individuals in DOI-controlled facilities and on DOI-controlled lands, including DOI employees, contractors, and official visitors. Urgent, unplanned incident response activities, such as wildland fire incident responses or other emergency response operations are not subject to this requirement.

   **A. Pre-Approval of Events with 50 or More In-Person Participants**

   In areas where the CDC [COVID-19 Community Level](#) is ‘HIGH’, Bureaus and Offices must first seek the [approval of the Secretary or her designee](#), in consultation with the DOI’s COVID-19 Coordination Team, before hosting an in-person event with 50 or more in-person participants. All requests for
50+ person waivers must be signed by the Bureau Head and the Assistant Secretary prior to submission.

In areas where CDC COVID-19 Community Levels are ‘LOW’ or ‘MEDIUM’, approval is not required and a pre-approval event request should not be submitted. Approval requests to the Secretary or her designee should only be submitted when there is a change in CDC COVID-19 Community Levels as prescribed in Appendix A.

B. COVID-19 Safety Protocols at All In-Person Gatherings

Regardless of the number of attendees at an in-person event hosted by a Bureau or Office, in areas where the CDC COVID-19 Community Levels are ‘MEDIUM’ or ‘HIGH’, in-person attendees, including DOI employees, must be asked to provide information about their vaccination status. Information about the COVID-19 vaccination status of a DOI employee should be handled through the COVID-19 employee vaccination module in the Safety Management Information System (SMIS). Contractors and official visitors may provide information relevant to their vaccination status by completing the most current Certification of Vaccination form (OMB Control No. 3206-0277, until updated by OMB). In requesting this information, the Bureau or Office should comply with any applicable Federal laws, including requirements under the Privacy Act, the Rehabilitation Act, and the Paperwork Reduction Act.

In areas where the CDC COVID-19 Community Levels are ‘MEDIUM’ or ‘HIGH’, in-person attendees who are not fully vaccinated for COVID-19 or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within three days immediately prior to the date of entry at the event. They must also comply with masking and physical distancing requirements set forth within the most current DOI COVID-19 Workplace Safety Plan or the COVID Policy Bulletin 2022-01. All in-person attendees in areas where the CDC COVID-19 Community Level is ‘HIGH’ must wear a mask in public indoor settings regardless of their vaccination status.
DOI Action Level Thresholds to Implement Safety and Health Protocols

1. Between 6-30 days prior to an event date, if the CDC COVID-19 Community Level is HIGH or changes from LOW/MEDIUM to HIGH, Bureaus and Offices must:
   - Request approval of the Secretary or her designee,
   - Implement a notification process to require indoor masking for all in-person attendees,
   - Implement the Certificate of Vaccination process,
     - In-person attendees who are not fully vaccinated are required to physical distance regardless of CDC COVID-19 Community Levels,
     - In-person attendees who are not fully vaccinated for COVID-19 or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within three days immediately prior to the date of entry at the in-person event.
     - DOI volunteers should adhere to guidance in Appendix E (PB 2022-4)

2. Within five (5) days prior to an event date, if the CDC COVID-19 Community Levels change from LOW/MEDIUM to HIGH, Bureaus or Offices must:
   - Consult with Bureau or Office Head or designee, and if approved, may proceed at the discretion of the event authority without requesting approval of the Secretary or her designee,
   - Implement a notification process to require indoor masking for all in-person attendees,
   - Implement the Certificate of Vaccination process,
     - At a minimum, all in-person attendees who are not fully vaccinated are required to physical distance regardless of CDC COVID-19 Community Levels. If achievable, physical distancing should be pursued among all attendees if the venue allows.
     - In-person attendees who are not fully vaccinated for COVID-19 or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test result from a test administered within three days immediately prior to the date of entry at the in-person event.
   - Document and notify Bureau or Office Head upon completion of these processes.
APPENDIX E – COVID-19 POLICY BULLETIN NO: 2022-03 COVID-19 Guidance for All Residents Residing in Congregate or Shared Housing


2. **Effective Date.** This policy will enter into effect as of the date of this bulletin and remain in effect until revoked.

3. **Coverage.** This policy prescribes safety protocols and requirement for all individuals (e.g., employees, volunteers, interns, contractors, Youth Conservation Corps members, concessioners, partner organizations) who are *extended an offer to and permitted* to live in available DOI-controlled local shared or congregate housing. Bureaus and Offices may implement procedures consistent with this policy. Bureaus and Offices shall implement these protocols immediately. **This policy does not apply to DOI employees who are required to live in DOI-controlled housing as a condition of employment, either expressly or functionally.**

4. **Background.** Several DOI Bureaus and Offices provide shared and congregate housing options to residents. While some residents work together (e.g., wildland fire crews), others may perform varying job tasks and have duties with different exposures and levels of risk during both their duty and off-duty time. In addition, the requirements related to safety protocols may differ depending on if they are a Federal employee, volunteer, contractor, partner, concessioner, or an employee of another agency or company. Due to this high-risk environment, special rules can be applied to reduce the likelihood of an COVID-19 outbreak within each DOI-controlled shared or congregate housing facility to protect all individuals who reside in DOI-controlled housing. DOI must implement consistent safety protocols, based on Safer Federal Workforce Task Force requirements and CDC guidance in all DOI workplaces, facilities, or on DOI controlled lands. Because [CDC COVID-19 Community Level](https://www.cdc.gov/coronavirus/2019-ncov/community/community-level-guidance.html) may fluctuate and result in changes in requirements that may need to be implemented immediately (e.g., mask requirements for all when [CDC COVID-19 Community Level](https://www.cdc.gov/coronavirus/2019-ncov/community/community-level-guidance.html) are HIGH), and because CDC has stated that mask requirements should not be in place when eating, sleeping, and resting, and because unvaccinated individuals must physically distance at all times when indoors (when feasible), consistent requirements must be applied across all DOI-workplaces to ensure adequate protection of all of residents. Given these circumstances, particularly if more than one person is required to share a bedroom/sleeping quarter, shared and congregate housing specific safety protocols should be implemented.
5. **Authority.** The Secretary has broad authority to set housing criteria for employees when conditions of employment or availability of quarters warrant. The authority to implement lies within 5 U.S.C. § 5911, OMB Circular A-45R, DOI’s 400 DM 3, and the Departmental Quarters Handbook, implementing A-45R. 400 DM 3.6.

6. **Policy.** DOI will provide a set of requirements outlined below, from which Bureau or Offices may select and implement, or delegate to local leadership to select and implement based on local conditions and operational needs, at their individual DOI-controlled housing unit and to be applied to all residents who are offered residence in DOI-controlled housing. All individuals who are offered DOI-controlled housing (regardless of whether they are DOI employees) must provide information about their COVID-19 vaccination status prior to signing a housing agreement and being permitted to live in congregate housing. For DOI employees, they are required to provide information about their vaccination status in the DOI Safety Management Information System (SMIS). For all other individuals, they must fill out the most current [Certificate of Vaccination Form](#), until updated by OMB. The Certificate of Vaccination Form may be reviewed by a person who needs to know to make housing decisions, but may not be retained by Bureaus or Offices.

All congregate housing residents must comply with one of the following two COVID-19 safety protocols set forth below.

**COVID-19 Safety Protocol 1: Vaccination Requirement to Reside in DOI Housing (preferred option).**

As outlined above, Bureaus and Offices must know the vaccination status of all residents who are offered DOI-controlled housing. Only individuals who attest to being fully vaccinated (either through SMIS, if an employee; or on the [Certificate of Vaccination Form](#), for all others) would be offered residence in DOI-controlled housing. Unvaccinated individuals would not be offered residence in DOI-controlled housing. Under this option, all residents may be assigned shared bedrooms/sleeping quarters and physical distancing requirements are not necessary.

Since masking while sleeping is not recommended or safe, should the [CDC COVID-19 Community Level](#) move to HIGH, all individuals who reside in DOI controlled housing must wear a mask in common areas, and if they are assigned a shared bedroom/sleeping quarters all individuals who reside in the shared bedroom/sleeping quarters should participate in a screening testing program weekly. DOI employees would be offered screening testing as outlined in DOI’s [COVID-19 Employee Screening Testing Program Guidance For Bureaus and Offices](#), and non-employees would need to present proof of a negative test result administered at least every three days immediately prior to the date of entry. If residents decline to participate in COVID-19 testing when the [CDC COVID-19 Community Level](#) is HIGH, they may not enter the DOI-controlled shared housing facility until they either obtain a negative
test result or the [CDC COVID-19 Community Level](https://www.cdc.gov) is MEDIUM OR LOW.

If the DOI-shared housing facility is located in a geographical area where the residents frequently interact with members of the public at close-contact or work in high-risk environments, Bureaus and Offices may choose to implement additional safety precautions to protect their residents, such as: 1) limiting occupancy in bedrooms/sleeping quarters; and 2) offering screening testing (employees) or requiring proof of a negative test result (non-employees) for all residents regardless of [CDC COVID-19 Community Level](https://www.cdc.gov).

Or Bureaus or Offices can elect to follow COVID-19 Safety Protocol 2.

**COVID-19 Safety Protocol 2: A Tiered Approach and Limitations on Shared Room Occupancy Based on Vaccination Status.**

As outlined above, Bureaus and Offices must know the vaccination status of all residents who are offered DOI-controlled housing. Fully vaccinated individuals may be assigned shared bedrooms/sleeping quarters with other fully vaccinated individuals.

Unvaccinated individuals, may be offered residence at DOI-controlled facilities but are required to follow these additional safety protocols to reside in DOI-controlled housing:

- Unvaccinated individuals must be assigned and pay for a single occupancy bedroom/sleeping quarter; In limited circumstance, two or more unvaccinated individuals may reside in the same bedroom/sleeping quarter so long as their sleeping quarters allow for proper physical distancing;
- Unvaccinated individuals must physically distance at all times in shared common areas;
- When the [CDC COVID-19 Community Level](https://www.cdc.gov) is MEDIUM or HIGH, unvaccinated individuals must be offered screening testing, as outlined in DOI’s [COVID-19 Employee Screening Testing Program Guidance For Bureaus and Offices](https://www.cdc.gov) (if an employee) or follow DOI’s attestation and testing policy for Official Visitors (for non-employees). Any unvaccinated individual who declines participation in screening testing or fails to provide their test result when the [CDC COVID-19 Community Level](https://www.cdc.gov) is MEDIUM or HIGH may not enter DOI-controlled housing until proof of a negative test result is provided or the [CDC COVID-19 Community Level](https://www.cdc.gov) is LOW.

Since masking while sleeping is not recommended or safe, should the [CDC COVID-19 Community Level](https://www.cdc.gov) move to HIGH, all individuals who reside in DOI controlled housing must wear a mask in common areas and if they are assigned a shared bedroom/sleeping quarters, all individuals who reside in the shared bedroom/sleeping quarters should participate in a screening testing program. DOI employees would be offered screening testing as outlined in DOI’s [COVID-19 Employee Screening Testing Program Guidance For Bureaus and Offices](https://www.cdc.gov) and non-employees would need to present proof of a negative test result.
administered at least every three days immediately prior to the date of entry. If residents decline to participate in COVID-19 testing when the [CDC COVID-19 Community Level](https://www.cdc.gov/COVID-19/community-level.html) is HIGH, they may not enter the DOI-controlled shared housing facility until they either obtain a negative test result or the [CDC COVID-19 Community Level](https://www.cdc.gov/COVID-19/community-level.html) is MEDIUM or LOW.

If the DOI-shared housing facility is located in a geographical area where the residents frequently interact with members of the public at close-contact (e.g., indoor national parks) or work in high-risk environments, Bureaus or Offices may choose additional safety precautions to protect their residents, such as: 1) limiting occupancy in bedrooms/sleeping quarters regardless of vaccination status; and 2) offering screening testing for all residents.

**COVID-19 Safety Protocols for Both Options:**

1) All visitors who enter a DOI-controlled shared or congregate housing facility must follow DOI’s policy for Official Visitors, which includes attestation and, if necessary, proof of a negative test result administered at least every three days immediately prior to the date of entry.

2) If a resident has symptoms consistent with COVID-19, has been diagnosed with COVID-19 within the last 10 days, or is subject to self-quarantine due to a close-contact exposure (as outlined in the [DOI Risk Assessment and Decision Matrix for Managers](https://www.doi.gov/140768)), they must follow the protocols prescribed within the [DOI Risk Assessment and Decision Matrix for Managers](https://www.doi.gov/140768). When necessary, Bureaus or Offices must identify and provide single occupancy living quarters with their own bathroom for the entire duration of time required to self-quarantine or self-isolate.

**Implementation Considerations:**

Employees must follow testing protocols as outlined in [DOI’s COVID-19 Employee Screening Testing Program Guidance For Bureaus and Offices](https://www.doi.gov/140768).

Non-employees must use tests approved or authorized by the FDA to detect current infection, such as an antigen (e.g., rapid) or nucleic acid amplification test (e.g., PCR). Antibody tests (serological tests) will not be accepted. To verify the date and result of a test, tests must be able to generate a report with this information to the non-employee for presenting proof for entry.

While employment status may differ, these options provide parameters for Bureaus or Offices to implement safety protocols to respond to changing Safer Federal Workforce Task Force requirements, accommodate physical distancing requirements, and limit the spread of COVID-19 in shared housing situations. The goal is to allow Bureaus or Offices to tailor their safety protocols based on need and facility risk, while keeping in alignment with CDC guidance and Safer Federal Workforce Task Force requirements.


2. Effective Date. This policy will enter into effect as of the date of this bulletin and remain in effect until revoked.

3. Coverage. This policy prescribes recommended actions to integrate COVID-19 safety protocols for volunteers who perform a variety of roles in support of the Department’s missions. Bureaus or Offices may issue implementing procedures consistent with this policy. Bureaus and Offices shall implement these protocols immediately.

4. Background. Several Bureaus and Offices rely on volunteers to perform a variety of roles in support of the Department’s missions.

5. Authority. Volunteers are not Federal employees or contractors, so they are not subject to safety protocols outlined in DOI’s Workplace Safety Plan. The National Park Service under 54 U.S.C. § 102301, the U.S. Fish and Wildlife Service under 16 USC § 742f (c), the Bureau of Land Management under 43 USC § 1737, and the Bureau of Indian Affairs, the Bureau of Reclamation, the U.S. Geological Survey, and the Office of the Secretary under 43 USC § 1475b have broad authority to accept service of volunteers and to prescribe the terms and conditions of such volunteers. Such terms and conditions may be found in applicable Bureau or Office policies and may be supplemented as necessary.

6. Policy. If a DOI Bureau or Office intends to continue the use of volunteers to perform a variety of roles in furtherance of their missions, the DOI Bureau or Offices must select and implement, or delegate authority to local leadership to implement at their individual unit, one of the following two COVID-19 safety protocols set forth below.

COVID-19 Safety Protocol 1: Vaccination requirement for volunteers who are required to enter an indoor DOI-controlled facility while on-duty or who interact at close-contact with other individuals while on-duty.

1) Volunteers who are required to enter an indoor DOI-controlled facility while on-duty or who interact at close-contact with other individuals while on-duty must provide information about their COVID-19 vaccination status prior to being permitted to perform their volunteer duties. To do this, volunteers must fill out and retain the most current Certification of Vaccination Form (OMB Control
No. 3206-0277), until updated by OMB. Prior to engaging in official volunteer activities, the form must be reviewed by a person who needs to know such status to determine the volunteer’s service eligibility under this protocol. While Bureaus or Offices can review a volunteer’s Certificate of Vaccination Form, they may not collect or retain these forms at any time.

- **COVID-19 Safety Protocols for Fully Vaccinated Volunteers**

Only volunteers who attest to being fully vaccinated **WILL** be permitted to serve in an official volunteer capacity for a DOI Bureau or Office when their duties require them to enter an indoor DOI-controlled facility while on-duty or to interact at close-contact with other individuals while on-duty. These individuals must also follow all other applicable DOI safety protocols (e.g., not reporting while experiencing COVID-19 symptoms, abiding by COVID-PB 2022-3, COVID-19 Guidance for All Residents Residing in Congregate or Shared Housing, if they choose to reside in shared or congregate housing, and abiding by return-to-work requirements following illness or exposure).

- **COVID-19 Safety Protocols for Unvaccinated Volunteers**

Volunteers who **DO NOT** attest to being fully vaccinated or who **DECLINE** to disclose their vaccination status **WILL NOT** be permitted to serve in an official volunteer capacity for a DOI Bureau or Office when their duties require them to enter an indoor DOI-controlled facility while on-duty or to interact at close-contact with other individuals while on-duty.

2) Volunteers whose duties **DO NOT** require them to enter an indoor DOI-controlled facility while on-duty or to interact at close-contact with other individuals indoors or outdoors while on-duty **DO NOT** need to provide information about their vaccination status and **MAY** perform their official volunteer duties as long as they **DO NOT** enter an indoor DOI-controlled facility while on-duty or **DO NOT** interact at close-contact with other individuals while on-duty. Volunteers must also follow all other applicable DOI safety protocols (e.g., not reporting while experiencing COVID-19 symptoms, abiding by COVID-PB 2022-3 if they choose to reside in shared or congregate housing, and abiding by return-to-work requirements following illness or exposure).

If at any time an volunteer who has not attested to their vaccination status must enter any indoor DOI-controlled facility while on-duty or interacts at close-contact with other individuals while on-duty (within 6 feet) when the CDC COVID-19 Community Level is MEDIUM or HIGH, they must fill out and retain their Certificate of Vaccination form, and provide proof of a negative test result taken within three days of entry or engagement with other individuals. In areas of LOW CDC COVID-19 Community Level, volunteers **DO NOT** need to attest to their vaccination status. When indoors, they are also required to physically distance from all other individuals regardless of CDC COVID-19 Community Level.
Please note, the requirements for meetings, conferences, events, and trainings with more than 50 people apply to volunteer events. In areas where the CDC COVID-19 Community Level is HIGH, Bureaus and Offices must first seek the approval of the Secretary or her designee, in consultation with the DOI’s COVID-19 Coordination Team, before hosting an in-person event (indoor or outdoor) with 50 or more in-person participants (including volunteers). All requests for 50+ person waivers must be signed by the Bureau Head and the Assistant Secretary prior to submission.

Or Bureaus or Offices can elect to follow COVID-19 Safety Protocol 2.

**COVID-19 Safety Protocol 2: A tiered approach and requirement to serve in certain volunteer job roles/capacities based on vaccination status.**

1) Volunteers who are required to enter an indoor DOI-controlled facility while on-duty or interact at close-contact with other individuals while on-duty must provide information about their COVID-19 vaccination status prior to being permitted to perform their volunteer duties. To do this, volunteers must fill out and retain a **Certificate of Vaccination Form**. Prior to engaging in official volunteer activities, the Form must be reviewed by a person who needs to know such status to determine the volunteer’s service eligibility and required COVID-19 safety measures under this protocol. While Bureaus or Offices can review a volunteer’s Certificate of Vaccination Form, they may not collect or retain these forms at any time.

Based on the vaccination information provided on the **Certificate of Vaccination Form**, Bureaus and Offices should implement the following protocols based on vaccination status:

- **Fully vaccinated volunteers**
  Volunteers who attest to being fully vaccinated **MAY** perform any services or duties as determined by the Bureau or Office as long as the volunteers follow applicable safety protocols (e.g., not reporting while experiencing COVID-19 symptoms, abiding by COVID-PB 2022-3 if they choose to reside in shared or congregate housing, and abiding by return-to-work requirements following illness or exposure).

- **Unvaccinated volunteers**
  Volunteers who attest to NOT being fully vaccinated, or DECLINE to disclose their vaccination status, whose duties DO NOT REQUIRE THEM to enter an indoor DOI-controlled facility while on-duty or to interact at close-contact with other individuals while on-duty **MAY** perform their official volunteer duties as long as the volunteers follow applicable safety protocols (e.g., not reporting while experiencing COVID-19 symptoms, abiding by COVID-PB 2022-3 if they choose to reside in...
shared or congregate housing, and abiding by return-to-work requirements following illness or exposure).

- If at any time an unvaccinated volunteer must enter an indoor DOI-controlled facility while on-duty or interacts at close-contact with other individuals while on-duty when the CDC COVID-19 Community Level is MEDIUM or HIGH, they must fill out and retain their Certificate of Vaccination Form, and provide proof of a negative test result taken within three days of entry or engagement with other individuals. In areas of LOW CDC COVID-19 Community Level, volunteers DO NOT need to attest to their vaccination status. When indoors, they are also required to physically distance from all other individuals regardless of CDC COVID-19 Community Level.

- Volunteers who attest to NOT being fully vaccinated, or DECLINE to disclose their vaccination status, whose duties REQUIRE THEM to enter an indoor DOI-controlled facility while on-duty or to interact at close-contact with other individuals while on-duty must:
  - Physically distance at all times when indoors regardless of CDC COVID-19 Community Level.
  - Follow the requirements for Official Visitors when the CDC COVID-19 Community Level is MEDIUM or HIGH when entering a DOI-controlled facility or interacting in close-contact with any other individual as a requirement of their duties. This includes attesting to their vaccination status by filling out and retaining a Certificate of Vaccination Form and providing proof of a negative test taken within three days of entry or engagement with other individuals.

- When the CDC COVID-19 Community Level is MEDIUM or HIGH, any unvaccinated volunteer, or volunteer who DECLINES to disclose their vaccination status and fails to provide proof of their negative test result, may not enter an indoor DOI-controlled facility while on-duty or interact at close-contact with other individuals while on-duty until they provide such proof, unless the CDC COVID-19 Community Level changes to LOW. In areas of LOW CDC COVID-19 Community Level, volunteers DO NOT need to attest to their vaccination status.

Follow applicable DOI safety protocols (e.g., not reporting while experiencing COVID-19 symptoms, abiding by COVID-PB 2022-3 if they choose to reside in shared or congregate housing, and abiding by return-to-work requirements following illness or exposure).

---

4 Volunteers must use tests approved or authorized by the FDA to detect current infection, such as an antigen (e.g., rapid) or nucleic acid amplification test (e.g., PCR). Antibody tests (serological tests) will not be accepted. To verify the date and result of a test, tests must be able to generate a report with this information to the volunteer for presenting proof for entry.
2) Volunteers whose duties **DO NOT** require them to enter an indoor DOI-controlled facility while on-duty or to interact at close-contact with other individuals while on-duty **DO NOT** need to provide information about their vaccination status and **MAY** perform their official volunteer duties as long as they **DO NOT** enter an indoor DOI-controlled facility while on-duty at any time or **DO NOT** interact at close-contact with other individuals while on-duty indoors or outdoors (within 6 feet). These individuals must also follow applicable COVID-19 safety protocols (e.g., not reporting while experiencing COVID-19 symptoms, abiding by COVID-PB 2022-3 if they choose to reside in shared or congregate housing, and abiding by return-to-work requirements following illness or exposure).

If at any time an unvaccinated volunteer must enter any indoor DOI-controlled facility while on-duty or interacts at close-contact with other individuals indoors or outdoors while on-duty (within 6 feet) when the [CDC COVID-19 Community Level](https://www.cdc.gov/coronavirus/2019-ncov/community/levels.html) is MEDIUM or HIGH, they must fill out and retain their [Certificate of Vaccination](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/certificate-of-vaccination.html) form, and provide proof of a negative test result taken within three days of entry or engagement with other individuals. In areas of [LOW CDC COVID-19 Community Level](https://www.cdc.gov/coronavirus/2019-ncov/community/levels.html), volunteers **DO NOT** need to attest to their vaccination status. When indoors, they are also required to physically distance from all other individuals regardless of [CDC COVID-19 Community Level](https://www.cdc.gov/coronavirus/2019-ncov/community/levels.html).

Please note, the requirements for meetings, conferences, events, and trainings with more than 50 people apply to volunteer events. In areas where the [CDC COVID-19 Community Level](https://www.cdc.gov/coronavirus/2019-ncov/community/levels.html) is HIGH, Bureaus and Offices must first seek the **approval of the Secretary or her designee**, in consultation with the DOI’s COVID-19 Coordination Team, before hosting an in-person event (indoor or outdoor) with 50 or more in-person participants (including volunteers). All requests for 50+ person waivers must be signed by the Bureau Head and the Assistant Secretary **prior to submission**.