



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

Version 6.0

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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 (E.O.) 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.”

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 Safer Federal Workforce Task Force (Task Force) [guidance](#), including the [Model Agency COVID-19 Safety Principles](#) (updated September 15, 2022), 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 [Task Force](#). This *DOI COVID-19 Workplace Safety Plan* (Plan) may be reassessed over time, as conditions warrant and as guidance and principles are updated.

II. Purpose

The *DOI COVID-19 Workplace Safety Plan* serves as a framework for DOI implementation of the President’s [\(E.O.\)13991 on Protecting the Federal Workforce and Requiring Mask-Wearing](#). Primary requirements and guidance documents informing development of the *DOI COVID-19 Workplace Safety Plan* include Task Force [FAQs](#) and [Model Agency COVID-19 Safety Principles](#), [CDC COVID-19 Guidance](#), and OMB Policies.

III. Background

The overarching goals of the *DOI COVID-19 Workplace Safety Plan* are to:

- A. Prevent and slow 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, contractor employees, and visitors;
and
- C. Sustain the mission of the Department and mitigate impact to the environment, natural resources, economy, and the functioning of society.

IV. Scope & Applicability

DOI Bureaus and Offices are expected to adhere to the principles set forth in this Plan in all DOI workplaces, including DOI-controlled facilities and DOI-controlled lands, and at any DOI-hosted in-person event, 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 Task Force guidance, where a locality has imposed additional requirements related to COVID-19 that are more protective than those set forth in this Plan, those requirements should be followed in all DOI workplaces in that locality. Pursuant to E.O. 13991, CDC guidance in specific settings, including healthcare, must be followed, as applicable. All DOI stakeholders, including federal employees, contractors, official visitors, or members of the public, and other partners accessing DOI facilities, must follow these COVID-19 safety measures at DOI facilities. This does not include private residences in which DOI employees telework or remote work. Some COVID-19 safety protocols may apply to DOI employees outside of DOI workplaces, such as when DOI employees interact in person with others in the performance of official DOI duties (e.g., when oil rig safety inspectors conduct inspections on oil platforms).

V. 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 [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 DOI COVID-19 safety protocols, and policies; considering and—following consultation with the Task Force—implementing potential revisions to the *DOI COVID-19 Workplace Safety Plan*, protocols, and policies consistent with Task

Force and CDC guidance; ensuring the *DOI COVID-19 Workplace Safety Plan*, COVID-19 protocols, and policies are broadly communicated to employees and, as appropriate, onsite contractor employees, official visitors, members of the public, and in person attendees at DOI-hosted meetings, events, and conferences; and evaluating any other operational needs related to COVID-19 workplace safety. To ensure consistency across the Department, the DOI COVID-19 Coordination 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.

VI. Health & Safety Protocols

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 contractor employees, official visitors, members of the public, and individuals interacting with the federal workforce.

A. COVID-19 Vaccination Requirements

COVID-19 vaccines available in the United States can be effective at protecting people from getting seriously ill, being hospitalized, and dying. DOI employees are encouraged to stay up to date with their recommended vaccinations, including recommended boosters, and are encouraged to visit the CDC's [website](#) for additional information on vaccinations.

1. Employees

On September 9, 2021, the President signed Executive Order (E.O.) 14043, [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), which requires each Federal 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. To ensure compliance with a nationwide preliminary injunction, DOI will take no action to implement or enforce the COVID-19 employee vaccination requirement pursuant to Executive Order 14043, *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*, while the injunction remains in effect. Any aspect of this *DOI COVID-19 Workplace Safety Plan* related to the vaccination requirement pursuant to Executive Order 14043 is not in effect and will not be implemented or enforced by Federal agencies while the injunction is in place.

2. Contractor Employees

Executive Order 14042 was signed by the President on September 9, 2021 and published in the Federal Register at FR 86 50985 on September 14, 2021.

One or more court orders currently prohibit the enforcement of requirements of E.O. 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors against certain parties and within certain locations. At this time, consistent with guidance from OMB and the Task Force, DOI will take no action to enforce compliance with any contract clause implementing E.O. 14042, regardless of party or location. See the Task Force website for more information, including the latest guidance regarding the implementation and enforcement of E.O. 14042: [For Federal Contractors Safer Federal Workforce.](#)

B. COVID-19 Vaccination Information

1. Employees

Consistent with E.O. 13991 and Task Force guidance, DOI's COVID-19 workplace safety protocols currently do not vary based on vaccination status or otherwise depend on vaccination information. As a result, DOI does not currently require employees to report and no longer requests or collects information relevant to each employee's COVID-19 vaccination status in the Safety Management Information System (SMIS), DOI's web application for DOI incident reporting and data submission for incident investigations.

Federal laws require DOI to retain the records previously collected in SMIS in compliance with applicable laws governing employee medical information, including the Rehabilitation Act, the Occupational Safety and Health Act, the Privacy Act, the Federal Records Act, and other applicable laws. DOI has (1) taken steps to promote privacy and IT security; (2) consulted with DOI's 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.

a. Employee Leave for Obtaining a COVID-19 Vaccination

Administrative leave should be granted for employees to obtain an FDA-approved or FDA-authorized COVID-19 vaccine dose (including boosters) during work hours. Employees whose

COVID-19 vaccination appointment(s) fall within their regularly scheduled tour of duty should obtain advance approval from their supervisor before using administrative leave for purposes of obtaining a COVID-19 vaccine dose (generally, not to exceed four hours per dose). The administrative leave will cover the time it takes to travel to the vaccination site, receive the vaccine dose, and return to work. If an employee needs to spend less time getting the vaccine dose, only the needed amount of administrative leave should be granted. 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.

b. [Employee Leave Due to Side Effects following Vaccination](#)

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

c. [Employee Leave to Accompany a Family Member for a Vaccination](#)

Generally, up to four hours of administrative leave 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](#).

2. [Onsite Contractor Employees, Official Visitors, and Members of the Public](#)

Consistent with E.O. 13991 and Task Force guidance, DOI's COVID-19 workplace safety protocols currently do not vary based on vaccination status or otherwise depend on vaccination information. As a result, the Department, at this time, does not require or request that onsite contractor employees, official visitors, or members of the public be able to provide information about their COVID-19 vaccination status when in a DOI workplace.

If a member of the public 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 that individual to continue to obtain any Federal Government benefits or services to which they are entitled.

C. Mask-Wearing

1. General Guidance

Where Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements impose more protective COVID-19 related mask wearing requirements, those requirements should be followed in DOI workplaces.

2. DOI mask-wearing protocols based on COVID-19 Community Levels

The following requirements must be implemented indoors in DOI workplaces:

- When the [COVID-19 Community Level](#) is LOW in the county where a DOI workplace is located, Bureaus and Offices **do not require individuals to wear masks or respirators** indoors in that workplace, regardless of vaccination status. Individuals may choose to wear a mask or respirator.
- When the [COVID-19 Community Level](#) is MEDIUM in the county where a DOI workplace is located, Bureaus and Offices **do not require individuals to wear masks or respirators** indoors in that workplace, regardless of vaccination status. Individuals may choose to wear a mask or respirator.
- When the [COVID-19 Community Level](#) is HIGH in the county where a DOI workplace is located, pursuant to E.O. 13991 and consistent with Task Force guidance, Bureaus and Offices must **require individuals to wear high-quality masks or respirators** when indoors in DOI workplaces and while on-duty in other indoor settings, regardless of vaccination status.

Consistent with CDC [guidance](#) and Task Force requirements, all individuals—including employees, contractor employees, official visitors, and members of the public who are 2 years or older—must wear a high-quality mask or respirator 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 specific settings consistent with CDC guidance;
- When required by, and in accordance with, protocols for [post-isolation](#) and [post-exposure](#) precautions;

- Where Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements 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 a high-quality mask or respirator 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 vessels);
- Briefly if asked to lower a mask for identification purposes;
- Outdoors, including 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.

Where individuals are not required to wear a mask indoors, including where the [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 or respirator. When masks are NOT required, Bureaus and Office shall not otherwise require individuals to wear a mask, except where required by Federal, State, Tribal, Territorial, or local laws, rules, regulations, or existing collective bargaining agreements.

3. Definition, Composition, and Use of High-Quality Masks

For the purposes of this Plan, the term “high-quality mask” means a surgical mask, procedure mask, masks that meet a standard (e.g., ASTM), or an international standard (e.g., KN95 and KF94). Cloth masks and similar face covers (e.g., gaiters) are not considered to be high-quality masks.

Use of a high-quality mask is required when the CDC [COVID-19 Community Level](#) is HIGH as outlined in this section and whenever a mask is required after completing [isolation](#) and as part of [post-exposure precautions](#).

When a high-quality mask is required, Bureaus and Offices must make high-quality masks available to employees. Bureaus and Offices may also make high-quality masks available to onsite contractor employees and visitors, such as at building entrances.

When a mask is required, regardless of the type of mask worn by the employee, compliance with this section requires that masks be (1) high-quality; 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. CDC [guidance](#) provides information on selecting a mask that provides the best fit, comfort, and protection for the wearer.

When a mask is not required, including when the [COVID-19 Community Level](#) is LOW or MEDIUM, employees may continue to wear other types of masks. Use of masks should follow [CDC guidance](#). Bureaus and Offices should otherwise avoid limiting the types of masks that can be worn by individuals in DOI workplaces.

a. Respirators

Respirators also meet the standard to be considered a “high-quality mask.” For the purposes of this Plan, respirators are defined as [NIOSH-approved filtering facepiece respirators](#) (e.g., N95 and P100 respirators). Bureaus and Offices may make respirators available to DOI employees in addition to high-quality masks. DOI employees who choose to wear a respirator on a voluntary basis satisfy COVID-19 safety protocols relevant to the use of high-quality masks. Employees may also choose to voluntarily wear a self-provided respirator. **In all cases, the voluntary use of respirators MUST comply with requirements outlined within OSHA’s [Respiratory Protection Standard, 29 C.F.R 1910.134](#)**. Specifically, an employee may choose to wear filtering facepiece respirator 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 and Office policy and training requirements which MUST include the requirement to review [Appendix D of 1910.134, Respiratory Protection](#) prior to wearing a filtering facepiece respirator in any DOI workplace.

b. [Physical Distancing and Avoiding Crowding](#)

Individuals are generally not required to physically distance within DOI workplaces except under the circumstances provided in this Plan, consistent with CDC guidance regarding specific settings in

which physical distancing is appropriate. Nothing in this policy should be interpreted to prohibit an individual from choosing to maintain physical distance from others.

When the [COVID-19 Community Levels](#) are MEDIUM or HIGH, Bureaus and Offices must post signage encouraging individuals, regardless of vaccination status, to consider avoiding crowding and physically distancing themselves from others in indoor common areas, and meeting rooms in DOI workplaces.

E. DOI COVID-19 Employee Testing

1. Authorized Testing

DOI Bureaus and Offices are authorized to provide COVID-19 testing to DOI employees in accordance with [5 C.F.R. § 339.302](#), at no cost to DOI employees under two circumstances: (1) COVID-19 testing following any known exposure on or after day 6; and (2) COVID-19 testing when required in the performance of official business or for official travel. Bureaus and Offices are not authorized to implement any other COVID-19 employee testing program at this time, including serial screening testing in high-risk settings.

2. DOI Approved COVID-19 Tests

As part of DOI's Employee Testing, Bureaus and Offices are authorized to provide employees 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.

3. Handling COVID-19 Test Results

Bureaus and 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. All medical information collected from individuals, including vaccination information, test results, and any other information obtained because of testing and symptom monitoring, will be treated in accordance with applicable laws and policies on confidentiality and privacy, and will be accessible only to those with a need to know. Bureaus and Offices should consult DOI's internal guidance and policies for more information regarding how to handle employee medical information.

4. Protocols Following Positive Test Result

All DOI employees with COVID-19 should follow the applicable safety precautions consistent with Task Force and CDC guidance.

5. Testing in High-Risk Settings

Bureaus and Offices may consider establishing serial and point in time screening testing in “high-risk settings” as outlined by the Task Force ¹. If a Bureau or Office that has a setting that meets the Task Force’s High-Risk Setting criteria and is interested in establishing a serial or point-in-time screening testing program, they must develop a detailed plan outlining the testing program and must consult with the Department’s COVID-19 Coordination Team, who will consult with DOI counsel and the Task Force on the proposal.

To be consistent with Task Force guidance, Bureaus and Offices may not implement COVID-19 serial or point-in-time screening testing in other Federal facilities, or for other settings, roles, and functions within DOI facilities, beyond those identified by the Bureau or Office for high-risk settings absent an approved exception from the Secretary or her designee, following consultation with DOI’s COVID-19 Coordination Team and the Task Force.

As a reminder, when serial or point-in-time screening testing is implemented, Bureaus and Offices may not differentiate among individuals based on their vaccination status. Bureaus and Offices also must not put in place or implement any requirements that any individuals, solely because of their vaccination status, need to be able to provide proof of a negative COVID-19 test to access a DOI workplace or to attend a DOI-hosted meeting, event, or conference regardless of the [COVID-19 Community Levels](#).

F. Symptom Screening, Isolation, and Known Exposure

1. Symptom Screening

If a DOI employee, contractor employee, or visitor has fever or chills, or if they have other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or

¹ For the purposes of Task Force guidance, and consistent with CDC [guidance](#), high-risk settings include certain Federal facilities—or certain specific settings within Federal facilities—where (1) COVID-19 transmission risk is high, and (2) the population present onsite is at high risk of severe outcomes from COVID-19 or there is limited access to healthcare.

unexplained muscle aches, they may not enter a DOI workplace. If an individual suspects that they have COVID-19, such as because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they may not enter a DOI workplace and should get tested if they have not already done so.

All individuals, including federal employees, contractors, official visitors, or members of the public, entering a DOI workplace are expected to complete daily symptom screening prior to entry using the information on [CDC's Symptoms of COVID-19](#), or [CDC's Isolation or Exposure Calculator](#). Symptom screening can be self-conducted and does not need to be verified by Bureau or Office personnel. Official visitors and members of the public will be asked to refer to the signage and complete a symptom screening before entering a DOI workplace. Any individual, regardless of vaccination status, who develops fever, chills, or other new or unexplained symptoms consistent with COVID-19, or who tests positive for COVID-19, while physically present in a DOI workplace or while interacting with others while on-duty must immediately wear a high-quality mask, promptly leave the workplace, and should be encouraged to get tested.

2. Known Exposure

DOI employees who have known [exposure with a person currently infected with COVID-19](#) must follow these post-exposure precautions as soon as possible after notification of exposure from day 0–day 10.

a. Post-exposure precautions

DOI employees who have a known [exposure with a person currently infected with COVID-19](#) must:

- 1) Monitor themselves for [symptoms consistent with COVID-19](#);
- 2) Wear a high-quality well-fitting mask or respirator compliant with the [Mask-Wearing](#) Section of this Plan in indoor DOI workplaces or when interacting indoors with others in person as part of their official responsibilities. Masking must be observed through day 10 following the last known exposure, where day 0 is the date of the known exposure; and
- 3) Take [extra precautions](#) such as avoiding crowding and physically distancing from others while onsite at a DOI workplace or interacting with members of the public in person as part of their official responsibilities.

Please see the [Testing](#) Section of this Plan for testing protocols following a known exposure.

3. Isolation

As outlined in the [Symptom Screening](#) Section of this Plan, any individual with probable or confirmed COVID-19, regardless of their vaccination status, must not enter a DOI workplace or interact with members of the public in person as part of their official DOI responsibilities, consistent with CDC guidance on [isolation](#) and the workplace safety protocols herein and monitor their symptoms. This includes people who have an initial positive diagnostic [viral test](#) for COVID-19, regardless of whether or not they have symptoms, and people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.

Individuals who tested positive for COVID-19 and never developed symptoms may return to working onsite at a DOI workplace or interacting with members of the public as part of their official DOI responsibilities on or after day 6 of their positive COVID-19 test (day 0 being the day the individual was tested).

Individuals who tested positive for COVID-19 and had symptoms may return to working onsite at a DOI workplace or interacting with members of the public as part of their official DOI responsibilities on or after day 6 from the onset of symptoms (day 0 being the day of symptom onset) once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. Note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

Individuals with moderate illness (if they experienced shortness of breath or had difficulty breathing), or severe illness (they were hospitalized) due to COVID-19, or who have a weakened immune system, should refrain from entering a DOI workplace or interacting with others as part of their official responsibilities until after day 10. Employees who are severely ill with COVID-19 (including those who were hospitalized) and employees with compromised immune systems should consult with their healthcare provider regarding when they should physically return to a DOI workplace or interact with others as part of their official duties.

If an individual is allowed to return to a DOI workplace or interact with others as part of their official DOI responsibilities after having tested positive for COVID-19 and isolated, then pursuant to E.O. 13991 and consistent with CDC guidance, Bureaus and Offices must instruct the individual to follow the post-isolation precautions below.

a. Post-isolation precautions

Once an individual has returned to working onsite at a DOI workplace or interacting with members of the public as part of their official responsibilities after having tested positive for COVID-19 and isolated consistent with [CDC guidance on isolation](#), the individual must continue to take precautions consistent with CDC guidance for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individual, including:

- 1) Wearing a high-quality mask or respirator compliant with the mask-wearing requirements under the [Mask-Wearing](#) Section of this Plan when around others indoors through day 10;
- 2) Taking extra precautions such as avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others through day 10; and
- 3) Following the travel restrictions and requirements in the [Travel](#) Section of this Plan.

If an employee cannot comply with these requirements (i.e., cannot wear a high-quality mask or respirator), they must refrain from physically entering a DOI workplace, interacting with others as part of their official duties, and traveling until after day 10.

If at any time an asymptomatic employee develops symptoms consistent with COVID-19 or if a symptomatic employee's COVID-19 symptoms recur or worsen, pursuant to E.O. 13991 and consistent with CDC guidance on isolation, the employee must refrain from entering a DOI workplace or interacting with members of the public as part of their official responsibilities, and may not undertake further travel, and must restart their isolation period over at day 0.

CDC's setting-specific guidance may provide additional recommendations for settings such as the travel and the indoor transportation corridor, schools, health care settings, and correctional facilities. Where there is a conflict with more general guidance, Bureaus and Offices must follow the setting-specific guidance. CDC generally recommends a ten-day isolation period for certain congregate settings (including correctional or detention facilities) that have a high risk of secondary transmission.

G. Travel

1. General

Pursuant to E.O. 13991, [OMB Memorandum M-21-15](#), and as outlined in Task Force [FAQs](#), all individuals traveling on official DOI business 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 (i.e., travel conducted under an official travel authorization) when required. All travelers should [take health and safety precautions](#) and monitor for symptoms and are encouraged to refer to CDC's guidelines for both [domestic](#) and [international travel](#).

There are no Government-wide limits on official travel (i.e., travel conducted under an official travel authorization), regardless of an individual's vaccination status. Bureaus and Offices should develop travel policies and 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 have a known exposure with persons infected with COVID-19 while on official travel. Managers and supervisors considering approving official travel should be aware that return travel may be delayed to observe COVID-19 safety protocols.

If there is a need to accommodate any extension in travel, the emergency travel regulations at [41 C.F.R 301-30](#) can be used by a travel preparer and Bureau or Office leadership to provide lodging and Meals and Incidental Expenses during the additional travel days to accommodate any extensions in travel due to COVID-19 symptoms or a diagnosis as outlined in CDC guidance (generally up to 14 days).

Employees should follow all testing requirements as outlined in the [Testing](#) Section of this Plan and each individual Bureau or Office's COVID-19 testing protocols. Where a foreign jurisdiction requires COVID-19 testing as a condition of entry, DOI will pay for the cost of testing.

Additionally, when applicable, all employees should follow the travel policy of any agency sponsoring their official travel.

2. Official Travel

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

In approving official 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;

- Instruct the traveling individual to check their travel destination's [COVID-19 Community Level](#) before traveling, and to wear a high-quality mask while on-duty and around others indoors at their destination, if the [COVID-19 Community Level](#) in the county where their destination is located is HIGH; and
- Advise the traveling individual to prepare to be flexible during their travel, as restrictions, policies, and circumstances may change during their travel.

3. Travel Requirements Following Known Exposure Before or During Official Government Travel

The following requirements should be applied for all DOI employees before or during official government travel following a recent known exposure. Employees, regardless of their vaccination status, may undertake official travel at any time so long as they follow the pre-travel instructions related to COVID-19 below:

- 1) Remain without COVID-19 symptoms before traveling;
- 2) Undertake official travel consistent with the Bureau or Office's travel policy;
- 3) Wear a high-quality mask or respirator compliant with the requirements in the [Mask-Wearing](#) Section of this Plan the entire time they are on duty at all times in indoors and on public transportation (e.g., trains, airplanes, vessels, buses) for the full duration of their travel and MAY NOT remove their mask when present around others from day 0–day 10; and
- 4) Follow the post-exposure precautions in the [Known Exposure](#) Section of this Plan.

To protect health and safety in DOI workplaces, Bureaus and Offices may offer COVID-19 testing, consistent with the requirements described in the [Testing](#) Section of this Plan and applicable laws, rules, and regulations, to employees after the fifth (5th) full calendar day following known exposure with someone infected with COVID-19. The test must be offered on or after day 6, and Bureaus and Offices do not need to require that employees wait for the results of this test to undertake official travel, including return travel.

If either the test result is positive, or the employee develops symptoms consistent with COVID-19 the employee must immediately follow safety protocols for [isolation](#), as described above. Official travel is no longer permitted until they meet the return to work/travel criteria outlined in the next Section.

If an employee cannot follow these criteria, (i.e., cannot wear a high-quality mask or respirator when required) they may not engage in any form of official government travel until after day 10.

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

Official travel is not permitted at any time for employees who have COVID-19 symptoms and are waiting for an initial diagnostic viral test result, and Bureaus and Offices must not approve official travel for individuals who have tested positive for COVID-19 until on or after day 6 following their first day of symptoms, or after the date of the initial positive diagnostic viral test for asymptomatic individuals.

From day 6 to day 10 day, if an individual who tested positive for COVID-19 meets the requirements to end [isolation](#) and has returned to working onsite at a DOI workplace or has returned to interacting with members of the public as part of their official responsibilities, then Bureaus and Offices may approve travel only if the employee:

- 1) Wears a high-quality mask or respirator the entire time they are on duty and around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation, consistent with Task Force guidance;
- 2) Does not travel on public transportation such as airplanes, buses, and trains if they will not be able to wear a high-quality mask or respirator (such as an N95) when around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation, consistent with Task Force guidance; and
- 3) Follows the [post-isolation precautions](#) in the [Isolation](#) Section of this Plan.

If an employee cannot follow any of these criteria, they may not engage in any official government travel until after day 10.

If after official travel has been approved, an employee develops symptoms or if an employee's COVID-19 symptoms recur or worsen, then pursuant to E.O. 13991 and consistent with CDC guidance on isolation, the employee may not undertake any further official travel, including under any previously approved travel authorization, and may not enter a DOI workplace or interact with members of the public as part of their official responsibilities, restarting at day 0 of isolation protocols.

5. Travel in Single Occupancy Vehicle Following Isolation

If an employee is on official government travel and may not travel on a common carrier due to an asymptomatic COVID-19 infection, the employee may be allowed to drive a single occupancy vehicle in order to return to a location where the employee may safely isolate. Bureaus and Offices may allow and reimburse such travel as long as the employee receives second-level supervisor approval and amends their travel authorization to identify the new method of transportation, and 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.

6. Local Travel

DOI employees, regardless of their vaccination status, who are undertaking local travel on official business (i.e., local travel on official business beyond their commute to and from a designated worksite and that is not conducted under an official travel authorization) and who are notified of having had known exposure to 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 [Post-Exposure Precautions](#) Section of this Plan.

H. Facilities and Safety

1. Entry into DOI Facilities and Workplaces

In accordance with E.O. 13991, [OMB Memorandum M-21-15](#), and this Plan, the responsible manager of each DOI workplace must ensure all individuals physically present in DOI workplaces are aware of the requirements for entry and required COVID-19 safety protocols upon entry.

2. Signage

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. This includes posting physical signage providing notice of the requirement for all individuals to wear a high-quality mask or respirator indoors in the DOI workplaces when the [COVID-19 Community Level](#) is HIGH and posting physical signage that mask wearing is optional when the [COVID-19 Community Level](#) is LOW or MEDIUM.

In addition, when [COVID-19 Community Levels](#) are MEDIUM or HIGH, DOI workplaces will post signage encouraging individuals, regardless of vaccination status, to consider avoiding crowding

and physically distance themselves from others in indoor common areas, meeting rooms, and high-risk settings in Federal facilities.

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 and Office websites and will be regularly communicated to employees, onsite contractor employees, official visitors, and members of the public.

3. Meetings, Events, and Conferences

For DOI-hosted meetings, events, and conferences, there are no DOI-wide restrictions, and Bureaus and Offices do not need to first seek approval of Bureau or Office heads and the Secretary or her designee, regardless of the expected number of in person participants or local [COVID-19 Community Levels](#).

Consistent with E.O. 13991 and Task Force [guidance](#), DOI's COVID-19 workplace safety protocols currently do not vary based on vaccination status or otherwise depend on vaccination information. As a result, DOI does not require or request that in-person attendees at DOI-hosted meetings, events, and conferences be able to provide information about their COVID-19 vaccination status.

4. Occupancy

To be consistent with Task Force [guidance](#), Bureaus and Offices should not establish facility-level occupancy limits solely for the purpose of facilitating physical distancing as a COVID-19 prevention action. When [COVID-19 Community Levels](#) are MEDIUM or HIGH, Bureaus and Offices can consider establishing occupancy limits for indoor common areas and meeting rooms in DOI facilities, and in high-risk settings within DOI facilities, where necessary, including where ventilation and air filtration is challenging to improve despite management efforts to the maximum extent feasible, or crowding cannot otherwise be avoided.

5. Ventilation & Air Filtration

Facility Managers at each indoor DOI facility should consult with building engineers and their servicing safety office/manager to assess, make, and maintain improvements to the facility's ventilation and air filtration systems using the [DOI COVID-19 Building Re-Occupancy Guidance](#), the [CDC Ventilation in Buildings Guidance](#), and the [Environmental Protection Agency's Clean Air in Buildings Challenge](#). 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 COVID-19 particles in the air in indoor spaces. Facility managers may deploy portable high-efficiency particulate air (HEPA) cleaners in indoor common areas and meeting rooms, particularly where ventilation or air filtration is otherwise challenging to improve despite Bureau or Office efforts to the maximum extent feasible, or where crowding cannot be avoided, and in high-risk settings.

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

I. [Collective Bargaining Obligations](#)

In implementing this Plan, Bureaus and 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 Model Agency COVID-19 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 E.O. 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.

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
- Office of the Associate Chief Information Officer (Privacy Officer)

Additional members listed below may 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

- 1/2023 Version 6.0. Updated to align with SFWTF’s updated Model Agency Safety Principles
- 8/2022 Version 5.0-Updated to reflect SFWTF’s changes related to meetings and conferences, physical distancing, close-contact exposure, testing, self-isolation, masks, and travel
- 08/19/2022 Version 4.0- Updated to reflect SFWTF’s changes related screening testing, quarantine, physical distancing, and attestation, and testing
- 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-Updated to latest Safer Federal Workforce Task Force guidance related to attestation, diagnostic testing, levels of transmission, vaccination requirement, reasonable accommodations, and masking, physical distance requirements throughout Plan, and changed format to improve readability
- 7/29/2021: Version 1.3-Update 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 COVID-19 Workplace Safety and Health Risk Reduction Guidelines, DOI COVID-19 Testing Guidance, DOI Employee Guidance for Domestic Travel, Recommendations for Mitigations and Managing COVID-19 Exposures and Illness in Shared and Congregate Housing, DOI’s COVID-19 Testing Guidance, DOI’s Updated Vaccination FAQs for DOI Managers and Supervisors, and mask wearing guidance for vaccinated personnel