

# **COVID-19 Workplace Safety Plan**

**Federal Retirement Thrift Investment Board (FRTIB)**

**77 K Street NE, Washington, DC**



**Federal Retirement  
Thrift Investment Board**

**TABLE OF CONTENTS**

**EXECUTIVE SUMMARY .....2**

**HEALTH AND SAFETY .....3**

COVID-19 Coordination Team.....3

Telework and Remote Work.....3

Health Screening.....3

Face Masks .....3

Testing/Vaccination.....3

Contact Tracing.....3

Travel.....3

Symptom Monitoring.....3

Quarantine and Isolation.....3

Confidentiality.....3

**WORKPLACE OPERATIONS .....4**

Occupancy Limits.....4

Physical Distancing.....4

Environmental Cleaning.....4

Hygiene.....4

Ventilation and Air Filtration.....4

Visitors.....4

Shared Spaces.....4

## EXECUTIVE SUMMARY

The Federal Retirement Thrift Investment Board (FRTIB) developed this Workplace Safety Plan in accordance with Executive Order 13991: Protecting the Federal Workforce and Requiring Mask-Wearing and has updated it to comply with the Office of Management and Budget Memorandum 21-25 “Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment”. In March 2020, FRTIB established a COVID-19 Coordination Team responsible for the development of plans to create a safe environment and continue operations during the pandemic. The objectives of this Workplace Safety Plan include but are not limited to the following:

1. Ensure we take every reasonable precaution to provide a safe environment for employees, contractors, vendors, and visitors.
2. Leverage our capabilities to create a safe environment for employees to continue services.
3. Utilize lessons learned during COVID-19 to modify and/or enhance our operational procedures based on local health conditions and/or governmental requirements.

FRTIB continues to adhere to CDC guidelines and adjust plans as needed to maintain a safe work environment. The agency looks forward to continuing to work with federal, state, and local government in support of the National Strategy for the COVID-19 Response and Pandemic Preparedness. FRTIB employees, contractors, and visitors with questions about this COVID-19 Workplace Safety Plan can contact the following:

- FRTIB employees - Contact [Backto77K@frib.gov](mailto:Backto77K@frib.gov).
- FRTIB contractors - Contact the appropriate FRTIB Contracting Official.
- Visitors - Contact the FRTIB office or point of contact for your visit.

## HEALTH AND SAFETY

The health and safety of the workforce is our highest priority. The FRTIB COVID-19 Coordination Team was established at the beginning of the pandemic to develop plans to protect the workforce during the pandemic. The actions implemented to address applicable health and safety principles for a phased re-entry is provided below.

**COVID-19 Coordination Team:** The team is comprised of representatives from human resources, technology services, facility management, general counsel, and executive leadership. The team meets to review CDC, state and local guidelines and make recommendations to leadership on safety plans and telework/remote working procedures during the pandemic.

**Telework and Remote Work:** FRTIB continues to leverage maximum telework flexibilities at this time. The workforce, including contractors, have the option to telework or come in the building at this time.

**Health Screening:** Employees, contractors and visitors are required to conduct a self-health screening before arriving to the workplace confirming they do not have any symptoms identified by the CDC as typical of COVID-19 at this time.

**Face Masks:** Fully vaccinated employees, contractors and visitors have the option to wear a face mask in the building. Those not fully vaccinated are required to wear a face mask and comply with CDC physical distancing guidance.

**Testing/Vaccination:** FRTIB adheres to the CDC testing plan for federal workforce. FRTIB will provide testing locations to employees who had close contact (within 6 feet for a combined total of 15 minutes) at work or with those that have tested positive for COVID-19 or demonstrating symptoms. FRTIB continues to encourage employees to get vaccinated and shares websites with staff to find vaccination locations.

**Contact Tracing:** The FRTIB COVID-19 Coordination Team has established procedures to support contact tracing programs. The Safety Officer informs OSHA and property management if an employee in the building is confirmed to have COVID-19. Employees and contractors are notified of time and date the individual was in the building and locations. Those who were in close contact with the employee or contractor within past 14 days are notified individually.

**Travel:** Only mission critical business travel is authorized at this time. Mission essential employees must notify their supervisor before business travel, check themselves for COVID-19 symptoms prior to departure and stay home if sick. Employees are encouraged to follow CDC guidelines for personal travel which includes guidance for vaccinated and unvaccinated individuals.

**Symptom Monitoring:** FRTIB adheres to CDC guidance involving an employee that arrives at work and demonstrates COVID-19 symptoms. If an employee arrives at work or becomes sick during the day, they are immediately separated from others, and sent home with instructions and guidance to follow up with their healthcare provider. The areas where employee spent a prolonged period are closed, and after 24 hours, are cleaned and disinfected per CDC guidelines.

**Quarantine and Isolation:** FRTIB adheres to CDC guidance concerning employees that have been quarantined. Employees are notified that they should consult with their health care provider on whether they need to quarantine and for how long to do so before returning to work.

**Confidentiality:** The Human Resource Division is the point of contact for collection any medical information. Information collected is treated in accordance with applicable law.

## WORKPLACE OPERATIONS

The agency continues to adhere to CDC guidelines to mitigate the spread of COVID-19 and support a phased re-entry to the workplace. The workforce, including contractors, continue to maximize telework flexibilities but are authorized to work in the building. The actions implemented to address applicable workplace operation principles for a phased re-entry is provided below.

**Occupancy Limits:** Maximum telework flexibilities is being provided to employees and contractors at this time. The majority of workforce continues to telework, but employees may enter the building to work with no occupancy limits. The COVID-19 Coordination Team established a phased re-entry based on local health situation, and CDC guidance. The COVID-19 Coordination Team leader monitors local health situation, CDC, and Federal Safer Workforce guidance to ensure re-entry plan is consistent.

**Physical Distancing:** Fully vaccinated employees, contractors and visitors are not required to comply with any physical distancing procedures. Those not fully vaccinated are required to wear a face mask and comply with CDC physical distancing guidance.

**Environmental Cleaning:** FRTIB has coordinated with property management to enhance cleaning and disinfectant options specifically for high touch point areas and restrooms. Cleaning is performed frequently throughout the day. Cleaning staff is using cleaning products approved for use against the virus that causes COVID-19.

**Hygiene:** FRTIB has placed hand sanitizer stations throughout the workplace to include disinfectant wipes in kitchenette areas. Property management has installed touchless water faucets, toilet flushers and foot pull openers on restroom doors. In addition, nano septic self-cleaning buttons have been installed in elevators.

**Ventilation and Air Filtration:** Property management and engineering teams are following CDC guidelines and have taken the following measures:

- Increased outside air ventilation where possible including overnight to purge space completely.
- New MERV 13 air filters have been installed on all base building fan systems.
- An independent third party has inspected the base building air and water distribution system.
- Annual air quality inspections are performed.

**Visitors:** Visitors complete a self-health screening questionnaire prior to entering FRTIB workspace. Property management requires all vendors/contractors that are visiting to perform facility related services to submit a safety plan.

**Shared Spaces:** FRTIB has placed disinfectant wipes in shared space areas where equipment is more frequently used or transferred. Signage is placed in all shared space encouraging employees to use disinfectant wipes after touching equipment.