

# **COVID-19 Workplace Safety Plan**

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

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



**Federal Retirement  
Thrift Investment Board**

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### 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 Safer Federal Workforce Taskforce guidance and will adjust plans as needed. 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@frtib.gov](mailto:Backto77K@frtib.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 reentry are provided below.

**Information about Vaccination:** FRTIB continues to encourage employees to get vaccinated and provides the <https://www.vaccines.gov/> website to staff to learn more about vaccination locations. Employees receive paid time off to be vaccinated and accompany a family member to be vaccinated. All employees must be fully vaccinated no later than November 22, 2021; except in limited circumstances where an employee is legally entitled to an accommodation due to disability or religion. Employees that believe they may be entitled to an accommodation should contact the Employee Relations Specialist located in the Human Resources Division. FRTIB has requested vaccination proof from federal employees and complies with all applicable laws in collecting this information. Employees legally entitled to an accommodation and therefore not vaccinated participate COVID-19 screening test in accordance with guidance from the Safer Federal Workforce Task Force. Onsite contractors who are not yet contractually required to be vaccinated and decline to provide information about their vaccination status must provide proof of a negative COVID-19 test no later than 3 days prior to entry. Visitors who decline to provide vaccination status need to provide proof of negative COVID-19 test no later than 3 days prior to entry.

**COVID-19 Coordination Team:** The team is comprised of representatives from human resources, security services, 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.

**Levels of Community Transmission:** FRTIB monitors the [CDC COVID-19 Data Tracker](#) to determine the level of community transmission in the District of Columbia where worksite is located. During substantial or high transmission levels employees are required to wear a face mask. FRTIB notifies employees weekly of community transmission levels and requirement to wear face coverings. Prior to removing requirement to wear a face mask community transmission levels must be reduced from high or substantial to moderate or low for at least two consecutive weeks. Furthermore, when District of Columbia requires a face mask to be worn indoors employees must comply.

**Telework and Remote Work:** FRTIB will resume pre-COVID-19 telework policy upon reentry. The policy provides up to 2 days a week telework for regular recurring telework. FRTIB's policy also allows for scheduled day and "floating day" schedule options, as well as situational telework days and "split" telework days. FRTIB's policy also allows for medical telework, as needed, by employees who may need to telework for their own medical condition or the condition of a family member. As part of its space planning in FY22, FRTIB will consider further expansion of telework, including desk sharing and hoteling. FRTIB's telework policy allows for permanent remote work for employees that meet specific criteria. During the pandemic, FRTIB expanded its remote work policy to include a time-limited remote work arrangement under certain circumstances. As part of its future space planning in FY22, FRTIB will consider further expansion of its remote work policy.

**Hours of Work:** FRTIB already offers the 5-4/9 work schedule and gliding arrival and departure times. FRTIB piloted a Maxiflex work schedule option during the pandemic. The pilot was successful, and the schedule option was rolled out to the entire agency in January of 2021. During the transition period to re-entry to the workplace and for a period of time after re-entry, FRTIB modified its hours of work policy to allow for more flexibility for people who plan to come into the building. FRTIB will review and consider more permanent hours of work changes based on feedback during the transition period.

**Health Screening:** Prior to entering the workplace, employees, contractors, and visitors are required to conduct a self-health screening checklist confirming they do not have symptoms identified by the CDC as typical of COVID-19. The checklist is provided to employees in weekly emails. In addition, property management requires all vendors/contractors that are visiting to perform facility related services submit a COVID-19 Safety Plan to ensure best practices are being implemented.

**Face Masks and Physical Distancing:** Per CDC guidance, during substantial or high transmission rates federal all employees must wear a face mask. When transmission rates are below substantial for a at least two weeks, employees have the option to wear a face mask except where required by federal, state, local, Tribal, or territorial laws. Employees with a legally entitled accommodation (e.g.; disability and/or religious) who are, therefore, not vaccinated must always wear a face mask and comply with CDC physical distancing guidance. Signage is placed at entry points of the facility and applicable work areas when a face mask is required.

**Testing:** FRTIB performs COVID-19 screening test in accordance with the Safer Federal Workforce Task Force guidance for federal employees that are legally entitled to an accommodation (e.g.; disability and/or religious) and therefore not vaccinated.

**Contact Tracing:** The FRTIB COVID-19 Coordination Team has established procedures to support contact tracing. If an employee in the building is confirmed to have COVID-19, the Safety Officer informs OSHA and property management. Property management in coordination with FRTIB COVID-19 Team notifies local health department to help identify, track, and manage contacts. All employees are notified of the time and date of when an individual with confirmed COVID-19 was in the building. Those who were in close contact (6 feet for a total of 15 minutes or more within 2 days prior to illness onset) are notified individually and provided with guidance on diagnostic testing. Furthermore, close contacts are advised to follow local/state/CDC guidance for quarantine and isolation requirements as well as to contact their health care provider.

**Travel:** Fully vaccinated federal employees may resume official travel. Federal employees who are not fully vaccinated are limited to mission critical trips. Employees are encouraged to follow CDC and local guidelines for foreign and domestic travel.

**Meetings, Events, and Conferences:** Per Safer Federal Workforce Taskforce, the FRTIB Director, after consultation with the COVID-19 Coordination Team, must approve all in-person onsite meetings, events, and conferences of more than 50 people. All personnel that attend onsite meetings must attest to be fully vaccinated or provide proof of a negative COVID-19 test no later than the previous 3 days.

**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.

**Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19:** FRTIB adheres to CDC guidance concerning employees that have been exposed in the workplace to someone suspected or confirmed to have COVID-19. Federal employees who have been exposed to persons with COVID-19 at work should get a diagnostic test within 5-7 days. The cost of the test will be covered by FRTIB. Employees are advised to follow local/state/CDC guidance on quarantine and isolation requirements following exposure as well as contact their health care provider.

**Confidentiality and Privacy:** 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 in support of reentry to the workplace. The actions implemented to address applicable workplace operation principles are provided below.

**Occupancy Limits:** Per OMB Memorandum M-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,*” occupancy limits are no longer in effect. Currently, the Agency does not have any occupancy limits within its workplace; however, it continues to implement safety guidance from CDC, OSHA, and Safer Federal Workforce Taskforce to mitigate exposure to COVID-19.

**Physical Distancing:** Fully vaccinated employees, contractors and visitors are not required to comply with any physical distancing procedures. In limited circumstances where an employee is legally entitled to an accommodation (e.g.; disability and/or religious) that allows them to not get vaccinated all applicable CDC physical distancing is implemented.

**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. In the event of a suspected or confirmed case of COVID-19 in the workplace, FRTIB will conduct cleaning in accordance with CDC, GSA guidance which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your 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.

**Hygiene:** FRTIB has placed hand sanitizer stations throughout the workplace to include disinfectant wipes in kitchenette areas. FRTIB provides wipes and other EPA-approved disinfectants, as necessary, for employees to wipe down their workstation and related personal property. 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 15 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.