EPA Location	City Guidance
GREEN	
	Seattle
Federal Center South Warehouse, Seattle, WA	Mayor Durkin extends stay at home to align with Gov thru 5/31 (5/2)
Region 10, Park Place Blgd, Seattle, WA	
Sea King Industrial Park, Seattle, WA	
	Port Orchard
Manchester Regional Lab, Port Orchard, WA	Mayor Rob Putaansuu has Port Orchard City buildings closed until Phase III of Governor Inslee's four-phase plan for reopening businesses.
	Lacey
Washington Operations Office, Lacey, WA	N/A
	Kansas City, KS
Region 7 Warehouse, Kansas City, KS	See Wyandotte County

Kansas City Science and Technology Center, Kansas City, KS	
FYI KANSAS CITY, MO	***Kansas City, MO***
	Starting May 15th Kansas City, MO Mayor Lucas allows for business to resume subject to 10/10/10 rule

	The 10/10/10 Rule specifies that non-essential Kansas City businesses must limit the number of customers allowed in their establishment at one time to no more than 10 percent of building occupancy or 10 people (whichever is larger). These businesses are encouraged to record the names and contact information of all customers who are on premises and seated for more than 10 minutes. Essential businesses such as grocery stores, medical and dental offices and pharmacies are not subject to the 10/10/10 Rule.
	Lenexa, KS
Region 7 HQ, Lenexa, KS	in line with state
Yellow	
	City & County of Honolulu
Prince Kuhio Federal Office Building, Honolulu, HI	Honolulu Mayor Caldwell proclomation "Restore Honlulu 2.0" This Order is effective on May 13, 2020, and will continue through June 30, 2020,
	All individuals currently living within the City are ordered to stay at their place of residence. (5/15)

	All businesses with a facility in the City, except Essential Businesses (as defined in Section II.F.) and Designated Businesses and Operations (as defined in Section II.G.), are required to cease all activities within such facilities, except Minimum Basic Operations (as defined in Section II.H.). (5/15)^^
	As of May 18th the state of emergency or disaster period relating to the COVID-19 pandemic is extended until July 17, at 3:30 p.m.;
	Portland, OR
Fox Tower, Portland, OR	The City of Portland is coordinating with Multnomah County, regional and state partners to prepare for local impacts of coronavirus.
Park Rose Business Center, Portland, OR	
	Knoxville, TN coordinating with Knox County

Knoxville Resident Office, Knoxville, TN	Knox County and the City of Knoxville will begin a gradual, phased-in reopening of businesses Friday, May 1, 2020. The collaborative plan emerged after extensive work from a joint City / County Task Force convened by the Knox County Health Department. The plan highlights the fact that the community will not be immediately returning to a pre-pandemic "normal", but instead outlines a 3 phase approach to reopening. Each phase will last a minimum of 28 days. https://knoxvilletn.gov/cms/One.aspx?portalId=109562&pageId=16540308

County Guidance	State Guidance
King County	**WA**
King County residents to wear facemasks at indoor offices starting 5/18 (5/11)	WA Dept of Labor & Industries Mandatory General Requirments for Employers (04/2020)
King County employers are required to provide facemasks for employees (5/11)	WA Dept of Labor & Industries General Requirements and Prevention Ideas for Workplaces (04/2020)
	Workplace Safety Guidance for Workers and Businesses (04/2020)
	Department of Labor & Industries-Division of Occupational Safety and Health General Coronavirus Prevention Under Stay Home - Stay Healthy Order (5/15)
Kitsap County	**WA**
In Phase 1 of Gov. Inslee's "Safe Start" Phased reopening, eligible to apply for Phase 2 (5/19)	see above
Kitsap delaying recommendation to begin Phase 2 until 5/28 (5/19)	
Thurston County	**WA**
In Phase 1 of Gov. Inslee's "Safe Start" Phased reopening, eligible to apply for Phase 2 (5/19)	see above
Thurston County will "provide a recommendation to the Board of Health and Board of County Commissioners as soon as possible" on moving to Phase 2 (5/19)	
Wyandotte County, KS and Kansas City, KS are under one unified government	**KS**
Wyandotte County is in the Red Zone until at least 5/25	On April 30, 2020, Governor Laura Kelly presented her detailed framework for gradually, safely re-opening the Kansas economy. Phase One of "Ad Astra: A Plan to Reopen Kansas," took effect on May 4, when the statewide stay-home order officially lifted. On May 14, Governor Kelly signed Executive Order 20-31, which established a new "1.5" Phase, effective May 18.

4 ZONES OF WYANDOTTE COUNTY: 1. Stay at Home a. This is the zone Wyandotte County has been in since March 24. The Stay at Home period in Wyandotte County will end on May 10 at 11:59 PM. Stay at Home requires that only essential businesses remain open. 2. Red Zone a. This zone relaxes the Stay at Home requirements but recommends the highest level of caution for vulnerable community members while providing guidance on how some businesses may open safely, but with certain restrictions. Wyandotte County will enter the Red Zone on Monday, May 11 at 12:00 AM and remain in the Red Zone until at least May 25. 3. Yellow Zone a. This zone relaxes Stay at Home requirements even further while allowing more businesses to open under caution. 4. Green Zone a. This is the least stringent zone, though it retains some restrictions on staffing levels, event attendance, in-person dining, and group gatherings. (5/8 Release)

On May 19, Governor Kelly announced the state would enter into Phase 2 on May 22. Phase 2 will last until Sunday, June 7, assuming the current trends continue. **Phase 3 is expected to begin on Monday, June 8, with mass gatherings of more than 45 individuals prohibited. On-site staffing is unrestricted. Final Phase: "Phase Out" expected to begin June 22 (5/19)**
Reminder: The State sets the baseline. County officials may implement more restrictive guidelines.

From Red-Green Zone Phases Office Settings can be open at 25% capacity w/ social distancing in place
Kansas City, MO is located in the following counties of MO: Jackson, Clay, Cass, Platte
Jackson County Executive Frank White, Jr. has issued an amended Executive Order directing the community to move to Phase 1 of the Eastern Jackson County Recovery Plan. Businesses allowed under Phase 1 will begin to open in a limited capacity while adhering to guidelines laid out in the Recovery Plan. Phase 1 is set to last a minimum of 14 days from May 11. https://www.jacksongov.org/1185/COVID-19-Service-and-Event-Changes

NOTE: This order applies to Eastern Jackson County, dened as all areas of Jackson County outside of the city limits of Kansas City. During, Phase 1 in Jackson County non-essential businesses are Open (25/10% capacity)* * The number of individuals (staff and customers) are limited in the building. For locations smaller than 10,000 sq. feet, limit to 25% occupancy based on fire/building code. Locations larger than 10,000 sq. feet, limit to 10% occupancy based on fire/building code. "• Employees must wash or sanitize hands upon entering and exiting the building and throughout the day. • Each facility must complete and post (visible to customers and employees) a Social Distancing Protocol at each entrance. "https://jacohd.org/files/diseases/recovery-plan.pdf	
Phase 2, Step 1: AMENDED ORDER FOR ONGOING RESPONSE, REOPENING, AND RECOVERY IN PLATTE COUNTY, MISSOURI through 5/31	
Johnson County, KS	
in line with state	
Island of Oahu (run by Honolulu mayor)	**HI**
Facial coverings are required on Oahu when entering an essential or designated business or traveling on public transportation except for those who meet specific exceptions. Employees in Essential and/or Designated Businesses and Operations must wear face coverings when interacting with customers or visitors. Please note, businesses may refuse admission or services to any individual not wearing a face covering. Additionally, Mayor Caldwell and the CDC strongly recommend wearing non-medical face covering while in all public places. Read "Order 5" on page 3 of Mayor's Emergency Order 2020-11. https://www.oneoahu.org/faqs	5/18: Governor David Ige announced at a news briefing this afternoon that the state is now transitioning from the "Safer at Home" phase to the "Acting with Care" "In this phase we start to reconnect Hawai'i's local activities by gradually reopening medium-risk businesses and activities; followed by high-risk businesses and activities. https://health.hawaii.gov/news/corona-virus/hawaii-covid-19-daily-news-digest-may-18-2020/
	Minimum of 14 days of observation between decision points before moving to the next impact level

Multonomah County	**OR**
To be considered for Phase I reopening, Multnomah County must submit a proposal that shows it meets several prerequisites and additional requirements as part of a health region that includes Clackamas, Washington, Clatsop, Tillamook and Columbia Counties (updated Wednesdays at 5pm)	Starting May 15th, new guidelines will take effect for all counties not entering Phase 1 Reopening.
Washington, Clackamas, Multonomah have not applied for reopening and are at baseline (5/20)	Health and Safety Criteria for Phase 1 Reopening-VERY HELPFUL (5/20)
Columbia, Clatsop, Tillamook are approved for Phase 1 (5/20)	A business must Require employees, contractors and volunteers to wear a mask, face shield, or face covering, unless an accommodation for people with disabilities or other exemption applies. (5/15)
	A business must Provide masks, face shields, or face coverings for employees. (5/15)
	Businesses must designate employee or officer to to establish, implement and enforce social distancing (3/23)
Knox County	**TN**

Each organization is asked to select a COVID-19 coordinator for each physical location (4/30)	TN Office Building Safeguarding Guidelines
	General Guidelines for Businesses
	Employees are required to return to work in TN unless they meet a qualified exception (5/13)

State Additional Information	NOTES
The state is currently in Phase 1. Some counties have been authorized to move into Phase 2. On May 1, Gov. Jay Inslee announced the extension of his Stay Home, Stay Healthy order through May 31, 2020 and outlined his phased "Safe Start" approach for resuming recreational, social and business activities.	
Ad Astra: A Plan to Reopen Kansas	

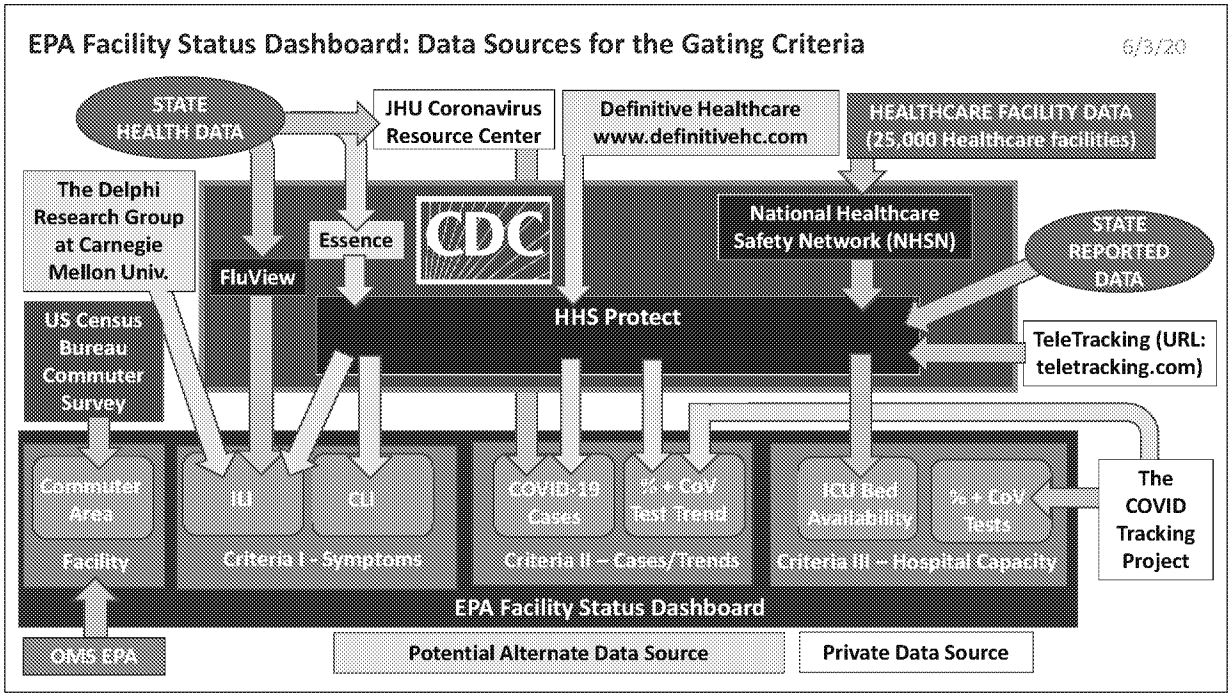
The State will set the regulatory baseline for Kansas local governments in each phase of this framework, allowing local governments to retain the ability to impose additional restrictions that are in the best interest of the health of their respective residents. Any specific guidelines not outlined in the Framework are the jurisdiction of each local government. The state will not force communities to reopen.Under Executive Order 20-34, local units of government cannot be less restrictive than the Governor's plan.
They may not allow businesses or activities explicitly prohibited in each phase of the Governor's plan. The Governor will issue another executive order to move the state's regulatory baseline into Phase Two when appropriate. Until then, local units of government may not move into Phase Two on their own.

KANSAS/MISSOURI COVID-19 Multi-agency Coordination (MAC) Group Summary of Initial Phase of Regional Re-Opening Plans	**<VERY HELPFUL**
KANSAS/MISSOURI GATING CRITERIA-UPDATED 5/15	**<VERY HELPFUL**

PREREQUISITES FOR PHASED REOPENING OF OREGON	Helpful PPT deck from Gov, Brown on reopening (5/7)

http://www.preparemetrokc.org/covid19/safereturnkc.htm

http://www.preparemetrokc.org/covid19/safereturnkc.htm



Non-Governmental Databases
JHU Coronavirus Resource Center: https://coronavirus.jhu.edu/
Definitive Healthcare: https://www.definitivehc.com/
TeleTracking: https://www.teletracking.com/
The Delphi Research Group at Carnegie Mellon University: https://covidcast.cmu.edu/methodology.html
The COVID Tracking Project: https://covidtracking.com/

Federal Databases
US Census
American Communities Survey: https://www.census.gov/programs-surveys/acs
CDC
FluView: https://www.cdc.gov/flu/weekly/fluviewinteractive.htm
Essence: https://www.cdc.gov/nssp/new-users.html
National Healthcare Safety Network (NHSN): https://www.cdc.gov/nhsn/index.html

Links to Organizations Providing Data to the EPA Facilities Status Dashboard

Non-Governmental Databases

JHU Coronavirus Resource Center: https://coronavirus.jhu.edu/
Definitive Healthcare: https://www.definitivehc.com/
TeleTracking: https://www.teletracking.com/
The Delphi Research Group at Carnegie Mellon University: https://covidcast.cmu.edu/methodology.html
The COVID Tracking Project: https://covidtracking.com/

Federal Databases

US Census

American Communities Survey: https://www.census.gov/programs-surveys/acs

CDC

FluView: https://www.cdc.gov/flu/weekly/fluviewinteractive.htm
Essence: https://www.cdc.gov/nssp/new-users.html
National Healthcare Safety Network (NHSN): https://www.cdc.gov/nhsn/index.html

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 6/3/2020 7:55:55 PM
To: Bell, Matthew [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a6616ff106f44338be8f935d4e85c1c5-Bell, Matthew]; Braxton, Marilyn [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a58cfe1e0ce34bdd9ca1678b1a67dab1-MBraxton]; Hitchens, Lynnann [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=76cc2f6436cf45b89d2a09ab6f9fdfb5-Hitchens, Lynnann]
Subject: FW: Region 6 Return to Work Plan
Attachments: R6 Return To Work Plan - 6.3.2020.pdf

From: Gray, David <gray.david@epa.gov>
Sent: Wednesday, June 03, 2020 3:54 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Block, Molly <block.molly@epa.gov>; Brazauskas, Joseph <brazauskas.joseph@epa.gov>
Subject: FW: Region 6 Return to Work Plan

FYI – It's public.

From: Gray, David <gray.david@epa.gov>
Sent: Wednesday, June 3, 2020 2:51 PM
Subject: Region 6 Return to Work Plan

Good afternoon Region 6,

As we continue to make our plans for opening our locations, we wanted to share a copy of our Return To Work Plan with you. The Plan has been informed by many of the questions, ideas and suggestions submitted to the R6RealignComment@epa.gov mailbox. Ken and I appreciate your input and willingness to help us in our planning to open our offices. We have also shared the Plan with our National AFGE counterparts.

In addition to our Plan, EPA Headquarters has posted several planning documents for returning to work including Self-Assessment Questionnaire, Contract Tracing and Notification Guidelines and Facility Management Checklist at https://workplace.epa.gov/covid19. I understand that the extensive list of Questions & Answers has also been updated today.

Renaissance Tower and the Addison Warehouse began a 7-day closure on Monday. Region 6 remains closed.

Thank you for your continued support. If you have questions that have not been raised and answered, we invite you to send them to us at R6RealignComment@epa.gov. We will continue to keep you updated as quickly as information becomes available.

David

EPA Region 6 Return to Work Plan

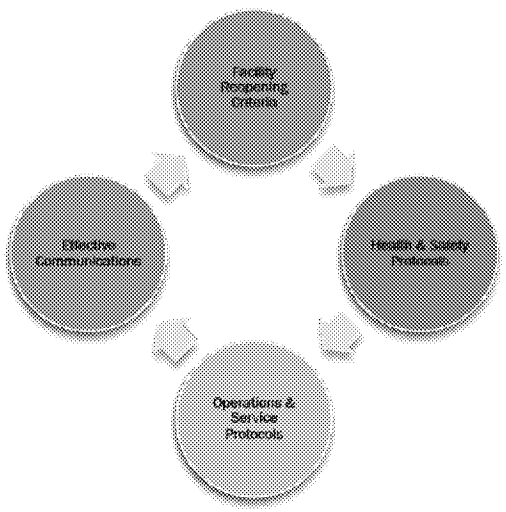
R6 Reconstitution Team | June 2020

Region 6 Return to Work Plan will be modified and updated as necessary to consider new information

Background:

On March 16, 2020, Region 6 entered a voluntary unscheduled telework/unscheduled leave status due to the COVID-19 Pandemic affecting its locations. Shortly afterwards, Region 6 activated its Continuity of Operations Plan (COOP) contingency plan and Pandemic Plan Annex at all its locations and initiated a mandatory telework for employees until further notice. On April 20, 2020, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance on aligning federal agency operations with the national guidelines for *Opening Up America Again (OAA).* As promised, Region 6 Regional Administrator/Deputy Regional Administrator notified all employees on May 28, 2020 immediately upon learning that the Renaissance Tower and Addison locations were meeting national guidelines and would close on June 1, 2020 as an added precautionary measure before entering Phase 1 of the Region 6 Return To Work Plan.

The Return to Work Plan (as part of Region 6 COOP & relative to the COVID-19 Pandemic Annex) has four main components:



- Effective Communications
- Facility Reopening Criteria
- Health & Safety Protocols
- Operations & Service Protocols

Return to work and COOP Reconstitution will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Centers for Disease Control, OPM, OMB & state and local health officials. Gating criteria will be tracked by the Agency at the location level in conjunction with state and local officials and facilities will open in coordination with EPA Headquarters.

Effective Communications

Effective Communications are key throughout the entire planning and implementation process as we prepare to return to work. All communications will reflect the latest information and guidance received from EPA Headquarters, the Centers for Disease Control, the Office of Management & Budget, and the Office of Personnel Management; including reopening procedures, health & safety protocols, facility cleaning information, and applicable timeframes. It is expected that broader Agency related communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates. However, Region 6 will need ongoing clear and accurate information on the details and specifics as we start planning for a phased employee return to our facilities. Frequent, open, and transparent communications will be essential in the management of employee expectations.

Guiding Principles

The following underlying principles will be applied to guide EPA Region 6 leadership in risk related communications relative to the employee re-entry process. Communications that are:

- Transparent, empathetic, respectful, and tailored to employees' concerns
- Timely, regularly updated, shared with union counterparts, and cascaded throughout the management chain
- Responsive to the different geographical locations of R6 employees

Goals

- Convey return to work plans (*When, What, How & Why*) by applying science-based tenets of risk communications and using a phased / "feedback loop" approach that incorporates the principles listed above
- Ensure that employees receive up to date information that engenders trust, builds employee confidence, and increases morale in both the short-term and long-term
- Help employees understand their own personal responsibilities during the reentry process

Communication Channels

Region 6 personnel will be kept apprised of return to work activities using several communication channels. Based on the information that needs to be conveyed and the target audience, Senior Management and/or the R6 Reconstitution team will determine the most appropriate channel(s) to use. R6 communication channels include:

- **EPA COVID-19 employee intranet web page** for links to resources and helpful tips for employees, including Frequently Asked Questions

- **Mass Alert Notification System (MANS) (Everbridge)** – As needed to send important mass notifications and updates to all R6 employees conveying information on R6 facility
- **All Hands Virtual Meetings** – Held weekly by the RA & DRA to convey updates and answer questions
- **Agency Mass Mailers & Region 6 Leadership Emails** – As necessary / as needed
- **Region 6 Email Comment Mailbox** – Employee comments and suggestions
- **Direct Engagement** – Employee to supervisor, manager and/or leadership

Region 6 Location Reopening Criteria

On May 27, 2020, EPA provided all employees with a copy of our Agency-wide adoption of CDC's guidelines for businesses including information for those resuming normal or phased operations. The information on the EPA employee intranet website includes:

- **Return to the Workplace Employee Information**: General overview of the Agency's approach to reopening, including information on telework and work schedules, entry screening, visitors and travel posture.

- **Self-Assessment Questionnaire**: Provides guidelines to employees for self-screening and performing a daily health check before leaving for the office.

- **Contact Tracing and Notification Guidelines**: Provides guidance on contact tracing in instances of positive cases in the office along with communication templates for use by managers.

- **Facility Management Checklist**: Provides guidance to facility managers on reopening building. Our EPA facility managers are following EPA/CDC Cleaning and Disinfecting Guidance and EPA guidance on Maintaining or Restoring Water Quality in Buildings with Low or No Use. Also, General Services Administration (GSA) is following all CDC guidance—including information on improving the building ventilation system—and expects all leased facilities to do the same.

Region 6 will fully implement the Agency's national guidelines to open each of our locations. Return to Work (resumption of facility operations) will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. **Region 6 currently only has guidelines from Texas Department of State Health Services that apply state-wide to non-federal/non-essential businesses in Texas. Harris County Stay Home, Work Safer Order expires on June 10, 2020. All other local and regional public health orders for our Texas locations have expired.**

Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Center for Disease Control, the Office of Management & Budget, and the Office of Personnel Management. Gating criteria will be tracked by the Agency at the location level. This information, in conjunction with state and local health official information and the reopening status of the city and state will inform the reopening decisions by the Administrator.

The *Opening Up America Again (OAA)* guidelines use a 3-phased reopening approach. Our plan for an eventual phased return to EPA offices will take a measured and deliberate approach that ensures your health and safety. The Guidelines define gating criteria that provide for a data driven approach alongside an evaluation of site-specific conditions and state and local health department requirements. Our plan provides for a "rolling reopening," so each facility will enter Phase 1 according to local data and conditions. The gating criteria are:

- **SYMPTOMS**
  - Illnesses (ILI) reported within a 14-day period

  AND
  - Downward trajectory of covid-like syndromic cases reported within a 14-day period

- **CASES**
  - Downward trajectory of documented cases within a 14-day period

  OR
  - Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

- **HOSPITALS**
  - Treat all patients without crisis care

  AND
  - Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

EPA will look at the data for our office locations and continue to monitor the actions of state and local governments. As locations meet the gating criteria to open, EPA will notify employees of the closure of locations for a 7-day period. We are doing this because the coronavirus is rendered inactive after 7 days. In addition, these closures are being conducted as outlined in the EPA/CDC Cleaning and Disinfection Guidance. The next step would be for these locations to enter Phase 1 after a second review of the data.

To guide our decision-making through this process, we have leveraged our own EPA scientific professionals to evaluate data from the Centers for Disease Control (CDC) and other expert sources. As we move through other phases, we will evaluate the status of any guidance of state and local officials and continue to evaluate data from CDC.

It is important to note that the Agency will continue to provide maximum telework flexibilities to all employees through Phase 2, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

The EPA COVID-19 intranet page for links to resources and other helpful information for employees. Resources on this site include:

- Return to the Workplace Employee Information
- Employee Self-Assessment Questionnaire
- Contact Tracing and Employee Notification Guidance
- Facility Management Checklist

Overview of the Return to Work Phases:

Phase 1	Phase 2	Phase 3
No employee is required or expected to return to the office, but they have the option of doing so if they choose.	People who need to take extra precautions or are at higher risks should continue to telework	Ongoing flexibility to those with dependent care issues
Maximum telework and Maximum work schedule flexibilities	Maximum telework is available to all staff	Unrestricted staffing at facilities
Strict social distancing in workplace	Moderate social distancing in workplace	Best workplace and personal hygiene practices
Mission essential travel only	Resume mission critical travel	Unrestricted travel

Phase 1 – Return to Work

In Phase 1, no employee is required or expected to return to the office, but they have the option of doing so if they choose.

EPA will continue to provide maximum telework flexibilities to all employees, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework. Employees will be afforded maximum telework flexibility and longer for those taking care of children and other family members while carrying out our important EPA work.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

- Notification of employees to not access EPA workspace for 7-day closure to render coronavirus inactive. Closure of common areas.
- COOP lifted and Region 6 Reconstitution completed. Supplies readily available in common areas. Signage posted throughout EPA workspace.
- No non-EPA visitors allowed in workspace.
- **No employee is required or expected to return to the office, but they have the option of doing so if they choose.**
- At Renaissance Tower, employees with offices may return to the workplace to maintain strict social distancing in Phase 1.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Anyone meeting the definition of a COVID-19 affected person is directed to contact their first line supervisor or monitor to inform them of their status, and either stay home if they are teleworking or depart the office immediately.
- Employees who appear to have symptoms upon arrival to work or who become sick during the day should immediately be separated from other employees and sent home.
- EPA will trace and notify contacts of infected people in the workplace.
- Mission critical personnel including emergency response personnel, employed by or under contract with EPA, continue access locations to perform essential government functions affecting human health and the environment.
- Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

- There are no mandatory federal, state or local public health requirement for face coverings at our locations. Consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. Employees should consider wearing a face covering when in a common area inside the building.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service. These services will be clearly marked with signage and face coverings will be provided.
- Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. Travel must be approved by the SRO prior to entering the travel authorization into Concur.
- Signage will be posted to notify staff of occupancy limit, seating restrictions, or other restrictions throughout the facility.
- Employees should use virtual meetings when possible. For in-person meetings, rooms where less than 6 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied.
- Continued assessment of implementation and corrective actions, if needed.
- Continue All Employee Information Sessions (weekly).

Returning employees will take the following actions:

- Help reduce the spread of COVID-19
  - Be conscious of what you touch.
  - Frequently and thoroughly wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
  - Cover coughs and sneezes with a tissue, then throw the tissue in the trash, or use your inner elbow or sleeve.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Clean high touch surfaces in your workspace and personal items such as cell phones, key fobs and badges with disinfecting wipes or sprays.
- Follow social distancing office etiquette:
  - Please do not stand in the entrance to people's cubes.
  - Please do not gather in hallways or other shared areas.
  - Please announce your approach to service counters or desks.

- Do not use other employee workstations or equipment.
- Be kind to one another. We all experience stress in different ways. We are in this together.

All occupants must comply with strict workplace social distancing guidelines.

- State of Texas, Dallas County or the City of Dallas has no mandatory requirements for office occupants to wear a face covering inside their workplace. However, CDC recommends occupants wear face coverings. EPA encourages our employees to wear face coverings outside their immediate workstation, in hallways, areas of general use, and high traffic areas and in common areas outside EPA workspace.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders. These services will be clearly identified.
- Elevators should be limited to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. EPA has access to six (6) occupant-only elevators to our workspace at Renaissance Tower
- At Renaissance Tower, stairway access between EPA occupied floors (Floors 4-9) may be accessed using EPA PIV card and social distancing guidelines should be followed in stairways. Stairway entry is not accessible from the main lobby of the Renaissance Tower.
- Follow signage instructions throughout EPA workspace.
- Continue virtual meetings and huddling using Skype for Business, Microsoft Teams and conference calls. Group gatherings within EPA workspace should be avoided.
- Conference and training rooms are closed.
- Do not gather in break rooms/kitchens. However, access to refrigerators will be allowed and should be limited to no more than 1 person at a time.
- Restrooms/copy rooms should be limited to no more than 2-3 individuals at a time, maintaining social distancing.
- Occupants in offices may close their doors.
- See something, Say something. Inform your supervisor immediately.
- Be conscious of interactions during your workday. Contact tracing plays an important role in preventing the spread of COVID-19.

Phase 2– Return to Work

Maximum telework is available to all staff through Phase 2.

Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2. Employees will be afforded maximum telework flexibility though Phase 2 and longer for those taking care of children and other family members while carrying out our important EPA work. Employees return to normal work schedules except for those with dependent care issues.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

Following notification of repeat achievement of gating criteria, Region 6 will move into Phase 2. The following actions will be taken by Region 6 Leadership:

- Notification of employees of procedures to return to EPA workspace.
- Supplies readily available in common areas. Signage posted. Closure of common areas.
- **Maximum telework is available to all staff through Phase 2.**
- At Renaissance Tower, employees in cubicles may enter the facility only on assigned access days to continue maximum social distancing. Employees should contact their supervisor if other arrangements are necessary.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Anyone meeting the definition of a COVID-19 affected person is directed to contact their first line supervisor or monitor to inform them of their status, and either stay home if they are teleworking or depart the office immediately.
- Employees who appear to have symptoms upon arrival to work or who become sick during the day should immediately be separated from other employees and sent home.
- EPA will trace and notify contacts of infected people in the workplace.
- Employees return to normal work schedules except for all those with dependent care issues.
- **Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.**

- At Renaissance Tower, visitors may be allowed in EPA workspace on the 5th floor only. In advance of visits, visitors will complete self-assessment following CDC guidelines. Visitor must not enter EPA workspace if sick. Employee common workspace is restricted from non-EPA visitors. The Agency is establishing a plan for visitor access to the building in Phase 2 and beyond and will share once it is finalized.
- Mission critical travel may resume with evaluation of state and local restrictions and requirements. As with all travel requests, supervisory approval is required. Additional travel guidance will be provided.
- Signage will be posted to notify staff of occupancy limit, seating restrictions, or other restrictions throughout the facility.
- Employees should use virtual meetings when possible. For in-person meetings, rooms where less than 6 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied.
- See something, Say something. Inform your supervisor immediately.
- Be conscious of interactions during your workday. Contact tracing plays an important role in preventing the spread of COVID-19.
- Continued assessment of implementation and corrective actions, if needed.
- Continue All Employee Information Sessions (weekly).

Phase 3 – Return to Work

Employees will be afforded maximum telework flexibility for those taking care of children and other family members while carrying out our important EPA work.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

After notification of repeat achievement of gating criteria, Region 6 will move into Phase 3. The following actions will be taken by Region 6 Leadership:

- Notification of employees regarding procedures for return to the workspace.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Employees return to the workplace and adhere to approved work schedules.
- Visitors allowed in EPA workspace on the 5th floor only. In advance of visits, visitors will complete self-assessment following CDC guidelines. Visitors must not enter EPA workspace if sick. Minimal contact security procedures must be followed.
- Unrestricted travel to support mission critical work.
- See something, Say something. Inform your supervisor immediately.

Roles and Responsibilities:

Senior Leadership Team (RA, DRA)

- Approve overall scheduling plan and determine date for implementation of each phase
- Review progress and approve adjustments to initial plan
- Weekly All Hands Information Sessions
- Weekly Leadership/MIT discussions
- Notifications and Alerts

Reconstitution Team

- Implementation of facilities checklist for locations
- Schedule progress briefings and propose adjustments to plan based on input/evaluation
- Support organization specific needs as they arise
- Evaluate concerns about space availability and crowding
- Contact tracing and disinfecting

OMS Managers and Staff

- Maintain floor seating charts and rosters
- Determine MSD staffing requirements needed to maintain support services for staff physically present in each location
- Weekly Leadership/MIT reviews of new guidelines and protocols

Division Director/Deputy Director(s)

- Identify mission critical employees who may require more regular time in office
- Work with first line supervisors to collect information needed to refine draft attendance plan developed by Reconstitution Team
- Reinforce messaging about health & safety precautions
- Weekly Leadership/MIT discussions
- Follow EPA Contact Tracing Guidance

Supervisors

- Weekly Leadership/MIT discussions
- Immediately elevate employee feedback regarding the implementation of this Return to Work Plan and Procedures
- Gather information from staff needed to finalize attendance plan
- Reinforce health & safety protocols, signage and instructions
- Send reminders to staff about their scheduled days in office
- Communication with Senior Leadership Team / Reconstitution Team about expected visitors (when phased reopen allows for visitors)
- Follow EPA Contract Tracing Guidance

Employees

- Conduct Self-Assessment. Employees should not access EPA locations if ill
- Follow EPA Contact Tracing Guidance
- Notify supervisor immediately if becoming ill
- Follow assigned staggering workplace schedule and procedures for social distancing while present in the office
- Awareness of daily interactions
- See something, Say something

Health & Safety Protocols

Prior to reopening, and as we progress through the 3 phases, the Reconstitution team (and support personnel) will coordinate and implement numerous health & safety protocols at each location. Frequently Asked Questions (FAQs) will be communicated clearly to employees in advance of facility re-openings via the communication methods mentioned above. These important steps are designed to help employees feel safe, confident, and comfortable as they phase back into the office.

Health & Safety Protocols include

- CDC recommended facility cleaning and disinfecting measures before and after reopening
- Employee Screening – Self-Certification
- Posters / signage prominently displayed throughout the facilities on best practices
  - Frequently washing hands, use of hand sanitizers, use of sanitizing wipes, wearing of face coverings, and keeping employee workplaces clean and organized
- Implementing several physical controls to encourage social distancing
  - Closing off common areas and conference rooms, recommendation of wearing face covering in common and pubic areas, and implementing elevator protocols
- Develop staggered workforce scheduling
- Other building considerations
  - Ensuring the safety and operation of building water and ventilation systems - that they are clean and working properly.

Facility Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting our facilities will be an important part of reopening. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

Region locations will have been unoccupied for 7 days or more; therefore in accordance with CDC guidance, normal routine cleaning prior to reopening the facility will occur. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. Once a facility is reopened, we will resume daily cleanings in accordance with CDC guidelines. At this time, the Reconstitution Team is expecting to use current custodial contract services and will request that they do additional extensive daily cleaning.

Posters / Signage

Working closely with GSA and local building management as applicable, the Reconstitution team will coordinate efforts to prominently display a variety of posters, general health & safety reminders, personal hygiene best practices (using sanitizing wipes, hand sanitizer, and wearing facemasks), and Region 6 specific messaging through-out its facilities. The signage will serve to remind employees on a variety of important health & safety measures, while providing direction on new procedures regarding elevator use, bathroom etiquette and more. All occupants should follow signage instructions.

Posters and Signage to consider:

- Entrance & Screening Instructions
- Symptoms of Covid-19
- Important Information About Cloth Face Coverings
- How to best wear a Face Covering
- Stay Healthy!
- How to protect yourself and Others
- Share the Facts
- Prevent the Spread
- Procedures for using the elevators, bathrooms, and kitchenette areas
- Reminders about employees doing their part and respecting the space of others

Physical controls to encourage social distancing

In addition to posters and signage to encourage maximum social distancing, to discourage social congregating, the Reconstitution Team will be working with building and facilities management to physically limit secondary entrances, close off common areas, assign appropriate floor markings, and establish procedures for moving from floor to floor and the safe use of elevators, bathrooms, kitchenette areas and other spaces as necessary.

Although limiting entrance points and closing off common areas may slightly differ in each facility, general considerations are:

- Secondary building entrance points
- Conference & training rooms[1]
- Libraries
- Additional floor specific spaces as necessary

[1] *During Phase 1, conference / meeting rooms will be closed. During Phase 2 and into Phase 3, we will open them, but capacity will be limited to allow for social distancing of 6 ft and floor and chair markings will be implemented*

Elevators:
After employees enter EPA-leased buildings, they should continue to the elevators to access their workspace, as needed/applicable. They should follow designated floor markings and wait to enter onto an available elevator. At Renaissance Tower, EPA employees have access to six (6) EPA occupant-only elevators, equipped with secure badge readers, to our workspace. Employees should limit the number of riders to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. Employees will be reminded to provide priority access to People with Disabilities when using the elevators.

Employee movement from floor to floor:
During Phase 1 & 2, employees should remain in their workspace as much as possible and limit their movements in common and public workspaces. Employees are reminded to maintain social distancing at all times and wash their hands frequently. If employees need to leave their floor, they should be aware of their movements should contact tracing become necessary. Stairway access using government issued PIV cards between EPA leased floors is allowed.

Information Technology for virtual meetings:
Region 6 will continue to fully encourage virtual meetings using Microsoft Skype and Teams as well as the use of audio and video conferencing Common areas will be locked and unavailable for face-to-face meetings. Conference rooms and common areas will be closed during Phase 1.

Staggered Workforce Scheduling

Office building employers have been encouraged to evaluate a phased approach in opening their locations. For EPA Region 6, we will continue to encourage social distancing in the workplace by providing employees working in cubicles access to our location on specified days of the week during the pay period. Each employee will be notified of their schedule to access to workspace and are encouraged to contact their supervisor to discuss alternative schedules.

The Goal of creating Staggered Scheduling:

- Create equitable opportunity for all EPA employees, contractors, and grantees to return to physical workstations at all Region 6 locations.

- Maintain social distancing and other relevant health & safety standards by managing the number of people in each facility and the flow of people through facilities.
- Customize guidelines for each facility to allow for differences in population size and building design.
- Include phases and opportunities to adjust plans to allow expanded access as restrictions are met

Facility Operations & Service Protocols

Preparing our Facilities for Reentry:

At least one week prior to COOP being lifted, the Reconstitution Team shall coordinate through GSA and building management, as necessary, to ensure that the facility space is safe, functional, and fully prepared for re-occupancy. The following items, at a minimum, need to be verified and are required to return to normal operations:

- Environmental Safety
- Operational Telecommunications Systems
- Operational Network Systems
- Appropriate Security
- Operational Heating, Ventilation, and Air Conditioning (HVAC)
- Operational Fresh Water Systems
- Operational Building Water Quality (EPA / CDC)
- Operational Fire Safety Systems
- Debris-free Offices and General Spaces

Prior to reconstitution, the following must occur:

- COOP must be officially lifted, and we must receive an all-clear from authorities having jurisdiction for safe entry or limited entry to the facility. This should include any guidance on what it means for the building to be considered clean, and any timeframes it will take to meet the cleaning requirements.
- Verify with GSA/lessor or O&M Contractor that all inspections, assessments, and remediation contracts are executed according to the lease/contract requirements for:
  - Fire Alarm
  - Lighting and Power
  - Elevators
  - Generators
  - Security/Access systems
  - Electronic switch gear/vaults

- HVAC systems
- Foundations/structural systems
- Building envelope
- Interior architectural elements – carpet, ceilings, walls, furniture
- Utilities – power/gas/fuel oil/water/telephone/sewer
- Environmental concerns

- Establish health & safety protocols, screening procedures, and staggered workforce schedules for phased re-occupancy or full occupancy according to the OAA guidance and the 3-phased gating approach.
- Determine access availability for agency retrieval of files or equipment on a case-by-case basis with safety conditions as a prime consideration. Identify any procedures for employees to bring equipment or files back into the office.
- Identify & communicate relevant procedures for getting MSD support services (GSA vehicle procedures, PIV card resets, IT equipment repairs, HR support, Onboarding, etc.)
- Communicate a cohesive message that will provide periodic updates to all stakeholders including employees, customers, and GSA senior leadership on the status of the reconstitution effort with defined milestones and points of contact for information.
- Plan for regular communication about any local updates on COVID-19 that may impact employees in the facilities including cleaning, shared spaces, social distancing, elevator policies, new COVID cases, etc.

EPA Region 6 Return to Work Plan

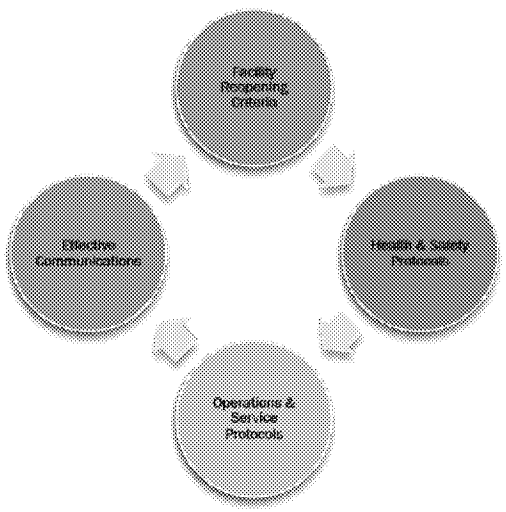
R6 Reconstitution Team | June 2020

Region 6 Return to Work Plan will be modified and updated as necessary to consider new information

Background:

On March 16, 2020, Region 6 entered a voluntary unscheduled telework/unscheduled leave status due to the COVID-19 Pandemic affecting its locations. Shortly afterwards, Region 6 activated its Continuity of Operations Plan (COOP) contingency plan and Pandemic Plan Annex at all its locations and initiated a mandatory telework for employees until further notice. On April 20, 2020, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance on aligning federal agency operations with the national guidelines for *Opening Up America Again (OAA).* As promised, Region 6 Regional Administrator/Deputy Regional Administrator notified all employees on May 28, 2020 immediately upon learning that the Renaissance Tower and Addison locations were meeting national guidelines and would close on June 1, 2020 as an added precautionary measure before entering Phase 1 of the Region 6 Return To Work Plan.

The Return to Work Plan (as part of Region 6 COOP & relative to the COVID-19 Pandemic Annex) has four main components:



- Effective Communications
- Facility Reopening Criteria
- Health & Safety Protocols
- Operations & Service Protocols

Return to work and COOP Reconstitution will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Centers for Disease Control, OPM, OMB & state and local health officials. Gating criteria will be tracked by the Agency at the location level in conjunction with state and local officials and facilities will open in coordination with EPA Headquarters.

Effective Communications

Effective Communications are key throughout the entire planning and implementation process as we prepare to return to work. All communications will reflect the latest information and guidance received from EPA Headquarters, the Centers for Disease Control, the Office of Management & Budget, and the Office of Personnel Management; including reopening procedures, health & safety protocols, facility cleaning information, and applicable timeframes. It is expected that broader Agency related communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates. However, Region 6 will need ongoing clear and accurate information on the details and specifics as we start planning for a phased employee return to our facilities. Frequent, open, and transparent communications will be essential in the management of employee expectations.

Guiding Principles

The following underlying principles will be applied to guide EPA Region 6 leadership in risk related communications relative to the employee re-entry process. Communications that are:

- Transparent, empathetic, respectful, and tailored to employees' concerns
- Timely, regularly updated, shared with union counterparts, and cascaded throughout the management chain
- Responsive to the different geographical locations of R6 employees

Goals

- Convey return to work plans (*When, What, How & Why*) by applying science-based tenets of risk communications and using a phased / "feedback loop" approach that incorporates the principles listed above
- Ensure that employees receive up to date information that engenders trust, builds employee confidence, and increases morale in both the short-term and long-term
- Help employees understand their own personal responsibilities during the reentry process

Communication Channels

Region 6 personnel will be kept apprised of return to work activities using several communication channels. Based on the information that needs to be conveyed and the target audience, Senior Management and/or the R6 Reconstitution team will determine the most appropriate channel(s) to use. R6 communication channels include:

- **EPA COVID-19 employee intranet web page** for links to resources and helpful tips for employees, including Frequently Asked Questions

- **Mass Alert Notification System (MANS) (Everbridge)** – As needed to send important mass notifications and updates to all R6 employees conveying information on R6 facility
- **All Hands Virtual Meetings** – Held weekly by the RA & DRA to convey updates and answer questions
- **Agency Mass Mailers & Region 6 Leadership Emails** – As necessary / as needed
- **Region 6 Email Comment Mailbox** – Employee comments and suggestions
- **Direct Engagement** – Employee to supervisor, manager and/or leadership

Region 6 Location Reopening Criteria

On May 27, 2020, EPA provided all employees with a copy of our Agency-wide adoption of CDC's guidelines for businesses including information for those resuming normal or phased operations. The information on the EPA employee intranet website includes:

- **Return to the Workplace Employee Information**: General overview of the Agency's approach to reopening, including information on telework and work schedules, entry screening, visitors and travel posture.

- **Self-Assessment Questionnaire**: Provides guidelines to employees for self-screening and performing a daily health check before leaving for the office.

- **Contact Tracing and Notification Guidelines**: Provides guidance on contact tracing in instances of positive cases in the office along with communication templates for use by managers.

- **Facility Management Checklist**: Provides guidance to facility managers on reopening building. Our EPA facility managers are following EPA/CDC Cleaning and Disinfecting Guidance and EPA guidance on Maintaining or Restoring Water Quality in Buildings with Low or No Use. Also, General Services Administration (GSA) is following all CDC guidance—including information on improving the building ventilation system—and expects all leased facilities to do the same.

Region 6 will fully implement the Agency's national guidelines to open each of our locations. Return to Work (resumption of facility operations) will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. **Region 6 currently only has guidelines from Texas Department of State Health Services that apply state-wide to non-federal/non-essential businesses in Texas. Harris County Stay Home, Work Safer Order expires on June 10, 2020. All other local and regional public health orders for our Texas locations have expired.**

Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Center for Disease Control, the Office of Management & Budget, and the Office of Personnel Management. Gating criteria will be tracked by the Agency at the location level. This information, in conjunction with state and local health official information and the reopening status of the city and state will inform the reopening decisions by the Administrator.

The *Opening Up America Again (OAA)* guidelines use a 3-phased reopening approach. Our plan for an eventual phased return to EPA offices will take a measured and deliberate approach that ensures your health and safety. The Guidelines define gating criteria that provide for a data driven approach alongside an evaluation of site-specific conditions and state and local health department requirements. Our plan provides for a "rolling reopening," so each facility will enter Phase 1 according to local data and conditions. The gating criteria are:

- **SYMPTOMS**
  - Illnesses (ILI) reported within a 14-day period

  AND
  - Downward trajectory of covid-like syndromic cases reported within a 14-day period

- **CASES**
  - Downward trajectory of documented cases within a 14-day period

  OR
  - Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

- **HOSPITALS**
  - Treat all patients without crisis care

  AND
  - Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

EPA will look at the data for our office locations and continue to monitor the actions of state and local governments. As locations meet the gating criteria to open, EPA will notify employees of the closure of locations for a 7-day period. We are doing this because the coronavirus is rendered inactive after 7 days. In addition, these closures are being conducted as outlined in the EPA/CDC Cleaning and Disinfection Guidance. The next step would be for these locations to enter Phase 1 after a second review of the data.

To guide our decision-making through this process, we have leveraged our own EPA scientific professionals to evaluate data from the Centers for Disease Control (CDC) and other expert sources. As we move through other phases, we will evaluate the status of any guidance of state and local officials and continue to evaluate data from CDC.

It is important to note that the Agency will continue to provide maximum telework flexibilities to all employees through Phase 2, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

The EPA COVID-19 intranet page for links to resources and other helpful information for employees. Resources on this site include:

- Return to the Workplace Employee Information
- Employee Self-Assessment Questionnaire
- Contact Tracing and Employee Notification Guidance
- Facility Management Checklist

Overview of the Return to Work Phases:

Phase 1	Phase 2	Phase 3
No employee is required or expected to return to the office, but they have the option of doing so if they choose.	People who need to take extra precautions or are at higher risks should continue to telework	Ongoing flexibility to those with dependent care issues
Maximum telework and Maximum work schedule flexibilities	Maximum telework is available to all staff	Unrestricted staffing at facilities
Strict social distancing in workplace	Moderate social distancing in workplace	Best workplace and personal hygiene practices
Mission essential travel only	Resume mission critical travel	Unrestricted travel

Phase 1 – Return to Work

In Phase 1, no employee is required or expected to return to the office, but they have the option of doing so if they choose.

EPA will continue to provide maximum telework flexibilities to all employees, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework. Employees will be afforded maximum telework flexibility and longer for those taking care of children and other family members while carrying out our important EPA work.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

- Notification of employees to not access EPA workspace for 7-day closure to render coronavirus inactive. Closure of common areas.
- COOP lifted and Region 6 Reconstitution completed. Supplies readily available in common areas. Signage posted throughout EPA workspace.
- No non-EPA visitors allowed in workspace.
- **No employee is required or expected to return to the office, but they have the option of doing so if they choose.**
- At Renaissance Tower, employees with offices may return to the workplace to maintain strict social distancing in Phase 1.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Anyone meeting the definition of a COVID-19 affected person is directed to contact their first line supervisor or monitor to inform them of their status, and either stay home if they are teleworking or depart the office immediately.
- Employees who appear to have symptoms upon arrival to work or who become sick during the day should immediately be separated from other employees and sent home.
- EPA will trace and notify contacts of infected people in the workplace.
- Mission critical personnel including emergency response personnel, employed by or under contract with EPA, continue access locations to perform essential government functions affecting human health and the environment.
- Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

- There are no mandatory federal, state or local public health requirement for face coverings at our locations. Consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. Employees should consider wearing a face covering when in a common area inside the building.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service. These services will be clearly marked with signage and face coverings will be provided.
- Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. Travel must be approved by the SRO prior to entering the travel authorization into Concur.
- Signage will be posted to notify staff of occupancy limit, seating restrictions, or other restrictions throughout the facility.
- Employees should use virtual meetings when possible. For in-person meetings, rooms where less than 6 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied.
- Continued assessment of implementation and corrective actions, if needed.
- Continue All Employee Information Sessions (weekly).

Returning employees will take the following actions:

- Help reduce the spread of COVID-19
  - Be conscious of what you touch.
  - Frequently and thoroughly wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
  - Cover coughs and sneezes with a tissue, then throw the tissue in the trash, or use your inner elbow or sleeve.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Clean high touch surfaces in your workspace and personal items such as cell phones, key fobs and badges with disinfecting wipes or sprays.
- Follow social distancing office etiquette:
  - Please do not stand in the entrance to people's cubes.
  - Please do not gather in hallways or other shared areas.
  - Please announce your approach to service counters or desks.

- Do not use other employee workstations or equipment.
- Be kind to one another. We all experience stress in different ways. We are in this together.

All occupants must comply with strict workplace social distancing guidelines.

- State of Texas, Dallas County or the City of Dallas has no mandatory requirements for office occupants to wear a face covering inside their workplace. However, CDC recommends occupants wear face coverings. EPA encourages our employees to wear face coverings outside their immediate workstation, in hallways, areas of general use, and high traffic areas and in common areas outside EPA workspace.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders. These services will be clearly identified.
- Elevators should be limited to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. EPA has access to six (6) occupant-only elevators to our workspace at Renaissance Tower
- At Renaissance Tower, stairway access between EPA occupied floors (Floors 4-9) may be accessed using EPA PIV card and social distancing guidelines should be followed in stairways. Stairway entry is not accessible from the main lobby of the Renaissance Tower.
- Follow signage instructions throughout EPA workspace.
- Continue virtual meetings and huddling using Skype for Business, Microsoft Teams and conference calls. Group gatherings within EPA workspace should be avoided.
- Conference and training rooms are closed.
- Do not gather in break rooms/kitchens. However, access to refrigerators will be allowed and should be limited to no more than 1 person at a time.
- Restrooms/copy rooms should be limited to no more than 2-3 individuals at a time, maintaining social distancing.
- Occupants in offices may close their doors.
- See something, Say something. Inform your supervisor immediately.
- Be conscious of interactions during your workday. Contact tracing plays an important role in preventing the spread of COVID-19.

Phase 2– Return to Work

Maximum telework is available to all staff through Phase 2.

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- Employees return to the workplace and adhere to approved work schedules.
- Visitors allowed in EPA workspace on the 5th floor only. In advance of visits, visitors will complete self-assessment following CDC guidelines. Visitors must not enter EPA workspace if sick. Minimal contact security procedures must be followed.
- Unrestricted travel to support mission critical work.
- See something, Say something. Inform your supervisor immediately.

Roles and Responsibilities:

Senior Leadership Team (RA, DRA)

- Approve overall scheduling plan and determine date for implementation of each phase
- Review progress and approve adjustments to initial plan
- Weekly All Hands Information Sessions
- Weekly Leadership/MIT discussions
- Notifications and Alerts

Reconstitution Team

- Implementation of facilities checklist for locations
- Schedule progress briefings and propose adjustments to plan based on input/evaluation
- Support organization specific needs as they arise
- Evaluate concerns about space availability and crowding
- Contact tracing and disinfecting

OMS Managers and Staff

- Maintain floor seating charts and rosters
- Determine MSD staffing requirements needed to maintain support services for staff physically present in each location
- Weekly Leadership/MIT reviews of new guidelines and protocols

Division Director/Deputy Director(s)

- Identify mission critical employees who may require more regular time in office
- Work with first line supervisors to collect information needed to refine draft attendance plan developed by Reconstitution Team
- Reinforce messaging about health & safety precautions
- Weekly Leadership/MIT discussions
- Follow EPA Contact Tracing Guidance

Supervisors

- Weekly Leadership/MIT discussions
- Immediately elevate employee feedback regarding the implementation of this Return to Work Plan and Procedures
- Gather information from staff needed to finalize attendance plan
- Reinforce health & safety protocols, signage and instructions
- Send reminders to staff about their scheduled days in office
- Communication with Senior Leadership Team / Reconstitution Team about expected visitors (when phased reopen allows for visitors)
- Follow EPA Contract Tracing Guidance

Employees

- Conduct Self-Assessment. Employees should not access EPA locations if ill
- Follow EPA Contact Tracing Guidance
- Notify supervisor immediately if becoming ill
- Follow assigned staggering workplace schedule and procedures for social distancing while present in the office
- Awareness of daily interactions
- See something, Say something

Health & Safety Protocols

Prior to reopening, and as we progress through the 3 phases, the Reconstitution team (and support personnel) will coordinate and implement numerous health & safety protocols at each location. Frequently Asked Questions (FAQs) will be communicated clearly to employees in advance of facility re-openings via the communication methods mentioned above. These important steps are designed to help employees feel safe, confident, and comfortable as they phase back into the office.

Health & Safety Protocols include

- CDC recommended facility cleaning and disinfecting measures before and after reopening
- Employee Screening – Self-Certification
- Posters / signage prominently displayed throughout the facilities on best practices
  - Frequently washing hands, use of hand sanitizers, use of sanitizing wipes, wearing of face coverings, and keeping employee workplaces clean and organized
- Implementing several physical controls to encourage social distancing
  - Closing off common areas and conference rooms, recommendation of wearing face covering in common and pubic areas, and implementing elevator protocols
- Develop staggered workforce scheduling
- Other building considerations
  - Ensuring the safety and operation of building water and ventilation systems - that they are clean and working properly.

Facility Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting our facilities will be an important part of reopening. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

Region locations will have been unoccupied for 7 days or more; therefore in accordance with CDC guidance, normal routine cleaning prior to reopening the facility will occur. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. Once a facility is reopened, we will resume daily cleanings in accordance with CDC guidelines. At this time, the Reconstitution Team is expecting to use current custodial contract services and will request that they do additional extensive daily cleaning.

Posters / Signage

Working closely with GSA and local building management as applicable, the Reconstitution team will coordinate efforts to prominently display a variety of posters, general health & safety reminders, personal hygiene best practices (using sanitizing wipes, hand sanitizer, and wearing facemasks), and Region 6 specific messaging through-out its facilities. The signage will serve to remind employees on a variety of important health & safety measures, while providing direction on new procedures regarding elevator use, bathroom etiquette and more. All occupants should follow signage instructions.

Posters and Signage to consider:

- Entrance & Screening Instructions
- Symptoms of Covid-19
- Important Information About Cloth Face Coverings
- How to best wear a Face Covering
- Stay Healthy!
- How to protect yourself and Others
- Share the Facts
- Prevent the Spread
- Procedures for using the elevators, bathrooms, and kitchenette areas
- Reminders about employees doing their part and respecting the space of others

Physical controls to encourage social distancing

In addition to posters and signage to encourage maximum social distancing, to discourage social congregating, the Reconstitution Team will be working with building and facilities management to physically limit secondary entrances, close off common areas, assign appropriate floor markings, and establish procedures for moving from floor to floor and the safe use of elevators, bathrooms, kitchenette areas and other spaces as necessary.

Although limiting entrance points and closing off common areas may slightly differ in each facility, general considerations are:

- Secondary building entrance points
- Conference & training rooms[1]
- Libraries
- Additional floor specific spaces as necessary

[1] *During Phase 1, conference / meeting rooms will be closed. During Phase 2 and into Phase 3, we will open them, but capacity will be limited to allow for social distancing of 6 ft and floor and chair markings will be implemented*

Elevators:
After employees enter EPA-leased buildings, they should continue to the elevators to access their workspace, as needed/applicable. They should follow designated floor markings and wait to enter onto an available elevator. At Renaissance Tower, EPA employees have access to six (6) EPA occupant-only elevators, equipped with secure badge readers, to our workspace. Employees should limit the number of riders to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. Employees will be reminded to provide priority access to People with Disabilities when using the elevators.

Employee movement from floor to floor:
During Phase 1 & 2, employees should remain in their workspace as much as possible and limit their movements in common and public workspaces. Employees are reminded to maintain social distancing at all times and wash their hands frequently. If employees need to leave their floor, they should be aware of their movements should contact tracing become necessary. Stairway access using government issued PIV cards between EPA leased floors is allowed.

Information Technology for virtual meetings:
Region 6 will continue to fully encourage virtual meetings using Microsoft Skype and Teams as well as the use of audio and video conferencing Common areas will be locked and unavailable for face-to-face meetings. Conference rooms and common areas will be closed during Phase 1.

Staggered Workforce Scheduling

Office building employers have been encouraged to evaluate a phased approach in opening their locations. For EPA Region 6, we will continue to encourage social distancing in the workplace by providing employees working in cubicles access to our location on specified days of the week during the pay period. Each employee will be notified of their schedule to access to workspace and are encouraged to contact their supervisor to discuss alternative schedules.

The Goal of creating Staggered Scheduling:

- Create equitable opportunity for all EPA employees, contractors, and grantees to return to physical workstations at all Region 6 locations.

- Maintain social distancing and other relevant health & safety standards by managing the number of people in each facility and the flow of people through facilities.
- Customize guidelines for each facility to allow for differences in population size and building design.
- Include phases and opportunities to adjust plans to allow expanded access as restrictions are met

Facility Operations & Service Protocols

Preparing our Facilities for Reentry:

At least one week prior to COOP being lifted, the Reconstitution Team shall coordinate through GSA and building management, as necessary, to ensure that the facility space is safe, functional, and fully prepared for re-occupancy. The following items, at a minimum, need to be verified and are required to return to normal operations:

- Environmental Safety
- Operational Telecommunications Systems
- Operational Network Systems
- Appropriate Security
- Operational Heating, Ventilation, and Air Conditioning (HVAC)
- Operational Fresh Water Systems
- Operational Building Water Quality (EPA / CDC)
- Operational Fire Safety Systems
- Debris-free Offices and General Spaces

Prior to reconstitution, the following must occur:

- COOP must be officially lifted, and we must receive an all-clear from authorities having jurisdiction for safe entry or limited entry to the facility. This should include any guidance on what it means for the building to be considered clean, and any timeframes it will take to meet the cleaning requirements.
- Verify with GSA/lessor or O&M Contractor that all inspections, assessments, and remediation contracts are executed according to the lease/contract requirements for:
  - Fire Alarm
  - Lighting and Power
  - Elevators
  - Generators
  - Security/Access systems
  - Electronic switch gear/vaults

- HVAC systems
- Foundations/structural systems
- Building envelope
- Interior architectural elements – carpet, ceilings, walls, furniture
- Utilities – power/gas/fuel oil/water/telephone/sewer
- Environmental concerns

- Establish health & safety protocols, screening procedures, and staggered workforce schedules for phased re-occupancy or full occupancy according to the OAA guidance and the 3-phased gating approach.
- Determine access availability for agency retrieval of files or equipment on a case-by-case basis with safety conditions as a prime consideration. Identify any procedures for employees to bring equipment or files back into the office.
- Identify & communicate relevant procedures for getting MSD support services (GSA vehicle procedures, PIV card resets, IT equipment repairs, HR support, Onboarding, etc.)
- Communicate a cohesive message that will provide periodic updates to all stakeholders including employees, customers, and GSA senior leadership on the status of the reconstitution effort with defined milestones and points of contact for information.
- Plan for regular communication about any local updates on COVID-19 that may impact employees in the facilities including cleaning, shared spaces, social distancing, elevator policies, new COVID cases, etc.

EPA Region 6 Return to Work Plan

R6 Reconstitution Team | June 2020

EPA REGION 6 FACILITY MANAGEMENT IMPLEMENTATION MATRIX			
The matrix below follows the EPA Facility Management Checklist and will be used by EPA R6 facilities, offices, laboratories, or sites prior to allowing non-essential employees to return to their EPA physical duty station. Not all items will be applicable to all facilities and/or locations (highlighted in red). This matrix (and all directives outlined within) is subject to updates and changes in accordance with agency guidance.			
Category	**Activity**	**Policy Decision Body**	**Recommended Path Forward**
AV/Conf. Rooms	Determine capability to meet social distancing and disinfecting requirements.	MSD	MSD will develop SOPs based on EPA and CDC guidance to be discussed at SLT for feedback and concurrence.
AV/Conf. Rooms	Continue encouraging virtual meetings and trainings. Provide instructions and signage for encouraging social distancing when required.	MSD	MSD will develop SOPs based on EPA and CDC guidance to be discussed at SLT for feedback and concurrence.
AV/Conf. Rooms	Implement meeting room setups that encourage social distancing (table and chair distances) and room capacity requirements as fully re-open capabilities.	MSD	MSD will develop SOPs based on EPA and CDC guidance to be discussed at SLT for feedback and concurrence.
Badging	Develop procedures for issuing badges to employees who onboarded during office closure.	MSD	Determine level of service to resume. By appointment only to prevent any waiting lines in the hallways.
Badging	Develop equipment cleaning and disinfecting procedures utilizing appropriate disinfectants.	MSD	Security and IT programs should identify and develop standards that should be clearly described. Need to provide face coverings and gloves due to close proximity in the badging office. Also, will provide Hand Sanitizer and wipes.

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Badging	Determine capability to provide services based on EPA, GSA and CDC guidance. Determine level of service to resume.	MSD	Develop an SOP.
Building Prep. & Ops	Place signs throughout buildings encouraging people to maintain social distancing (Phase 1 and 2) in common places like doorways, meeting rooms, elevators (including limiting number of people in elevators), etc.	MSD	MSD will place signage to encourage adequate social distancing in common areas.
Building Prep. & Ops	Determine elevator occupancy limits that incorporate social distancing requirements and place signage as appropriate.	MSD	Lounges will have signage to restrict numbers of people in the room at one time, conference rooms will also have signs to restrict number of people. MSD will adapt to different requirements as we move through these phases. Recommend lounges have no more than 3 people at a time so to maintain 6-foot distances. Conference Rooms will be evaluated upon return for numbers of people that can occupy.
Building Prep. & Ops	Work with building management to evaluate our water, and air circulation and filtering to see whether improvements are possible.	MSD	MSD will work with building management to explore options. GSA has been notified that EPA requires a formal email/letter from Colliers stating the status of the water system for human consumption.
Building Prep. & Ops	Close or restrict access to common areas including, but not limited to, conference rooms, fitness centers, shower and locker rooms, galleys, break rooms and dining areas as appropriate for each phase. Incorporate social distancing requirements in common areas that cannot be closed or restricted.	SLT	MSD will develop SOPs based on EPA and CDC guidance to be discussed at SLT for feedback and concurrence. Recommend fitness center remain closed due to proximity of people in that space and the requirement to wipe down all equipment after use (may not occur if not supervised).
Building Prep. & Ops	Follow agency guidance on when social distancing is not practical such as guard stations, reception areas or the badging office.	MSD	MSD will develop SOPs based on EPA and CDC guidance to address these areas.
Checklist	Use of Checklist: Local facilities managers should use the following checklist to evaluate the operational impacts of returning occupants to the facility. Not all items listed below will be applicable at all facilities. In some instances,	N/A	We will use the EPA HQ facility checklist

	facilities managers will need to work with GSA on decisions and procedures.		
Closing	Facility Closing: The agency will close the facility, or as much space as possible (where non-essential work is not being done), for 7 calendar days prior to reoccupying the worksite and will follow EPA/CDC cleaning guidance.	MSD	MSD will await for EPA HQ Guidance and implement
Closing	In areas not closed for 7 calendar days, conduct comprehensive area cleaning and disinfecting prior to return of campus population in accordance with EPA/CDC guidelines.	MSD	The Region expects to close its space for 7 days with limited exceptions.
Contractors	Continue COVID-19 related social distancing and interactions that have been put into place by the contractor (Phase 1 and 2). Request additional changes per state and local guidelines through contracting office.	MSD	
Contractors	Minimize subcontractor or outside vendor site visits as much as possible. (In Phase 1, facilities are closed to visitors. In Phase 2, facilities are open to visitors for mission-essential work only.)	MSD	MSD will work with building vendors (e.g.: snack machines, etc.) to implement appropriate procedures.
Contracts	Notify appropriate contact to resume services (e.g., contracting office, GSA/FPS).	MSD	
Custodial	Determine key areas of occupation and increase cleaning frequency.	MSD	Work with building management to develop a more frequent cleaning schedule
Custodial	Maintain social distancing – custodial staff should clean vacant areas. If an area is occupied, custodial staff can offer to clean space and politely ask occupant to leave during the cleaning.	MSD	MSD will work with building management to develop cleaning and disinfecting procedures utilizing appropriate disinfectants. Colliers has been cleaning and sanitizing daily which is beyond the requirement.
Custodial	Contact GSA and FPS to ensure or modify current custodial contracts to include daily disinfection of common areas, high touch points and proper disinfection procedures.	MSD	Special focus on lounge areas, water coolers, and restrooms.

Face Coverings	Facemasks or covers: Where a face cover is recommended by a local public health agency, personnel are responsible for providing their own.	SLT	MSD will develop a recommendation for SLT concurrence
Fleet	Consider occupant restrictions which allow for social distancing (Phase 2). When feasible, the use of larger vehicles such as vans is recommended to allow greater physical distance between vehicle occupants.	MSD	MSD will develop procedures based on EPA and CDC guidelines
Fleet	Consider restrictions for essential use only or use privately owned vehicle.	MSD	MSD will develop procedures based on EPA and CDC guidelines
Fleet	Consider implementing a rotation of use schedule to allow for down days after use.	MSD	MSD will develop procedures based on EPA and CDC guidelines
Fleet	Establish a cleaning and disinfection protocol based on level of use, follow CDC guidance.	MSD	MSD will develop procedures based on EPA and CDC guidelines
Health Unit	Determine capability to provide services based on agency and CDC guidance.	MSD	MSD will work with FOH contact to determine capability and services available to EPA staff.
Health Unit	Determine level of service to resume.	MSD	MSD will work with FOH contact to determine capability and services available to EPA staff.
Health Unit	Notify contracting office or FOH to resume services.	MSD	MSD will work with FOH contact to determine capability and services available to EPA staff.
Hygiene	Place hand sanitizer and disinfectant spray or wipes in easily accessible areas. Encourage staff to wipe down conference room tables and chairs (if used) and encourage staff to disinfect all cubicle and office work surfaces daily. Use of common areas and meeting rooms during Phases 1 or 2 should comply with social distancing protocols.	MSD	MSD will procure supplies and equipment to accomplish this task. We have received a partial shipment from HQ's from our requested supplies in May.
Hygiene	Provide sanitizing wipes or disinfectant for use with water fountains and ice makers that require touch to operate and provide caution on use of touchless bottle-fillers.	MSD	MSD will procure supplies and equipment to accomplish this task. The region does not have ice makers and all water coolers are touchless.
Hygiene	Ensure adequate supply of cleaning, disinfectant and drying material and provide adequate supply of hand sanitizer throughout the facilities (>60% alcohol).	MSD	MSD will procure supplies and equipment to accomplish this task
Hygiene	Identify process for disposal of dead plants and spoiled food.	MSD	Dead plants can be disposed of by bringing to the first-floor loading dock.

Hygiene	Implement cleaning procedure for positive COVID-19 case or presumptive positive using latest CDC guidelines.	MSD	
Hygiene	Provide sanitizing wipes or disinfectant in common areas so that employees can clean their own workspaces when possible.	MSD	
IT/Service Desk	Determine guidelines for receiving IT Service Desk support	MSD	MSD will develop SOPs and guidelines
IT/Service Desk	Ensure IT support is provided by appointment-only during Phases 1 and 2, with no cueing allowed in hallways or common areas. Service Desk staff will call employees for in-person service appointments.	MSD	MSD will develop SOPs and guidelines
IT/Service Desk	Service Desk staff and customers will abide by R6 guidelines for social distancing, face covers, and disinfection of equipment when interacting during in-person service appointments. Prior to in-person appointments (include return of mailed-in laptops), customers and Service Desk staff will adhere to equipment disinfection guidance shared by R6.	MSD	MSD will develop SOPs and guidelines
IT/Service Desk	Clear signage posted outside of the IT Service Center and Records Center will remain all customers of R6 safety guidelines.	MSD	MSD will develop SOPs and guidelines
Laboratories	Work with laboratory leadership and health and safety staff to determine if any specific guidance, laboratory practices or personal protective equipment are needed within laboratory spaces.	LSASD/MSD	
Laboratories	Work with laboratory leadership to develop social distancing measures for laboratory usage (Phases 1 and 2).	LSASD/MSD	
Laboratories	Determine lab-specific protocols to align with social distancing measures (Phases 1 and 2).	LSASD/MSD	
Library	No visitors in Phase 1, during Phase 2 the library should be by appointment only.	MSD	MSD will develop guidelines for library services
Library	Consider how the physical space will be used, implement social distancing as required (Phases 1 and 2).	MSD	MSD will develop guidelines for library services

Library	If the physical space will re-open, determine at which level, i.e.: for library staff only, for library staff and patrons, or for patrons only with other services provided remotely	MSD	MSD will develop guidelines for library services
Library	Follow Agency guidelines for public access to library facilities (no visitors in Phase 1).	MSD	MSD will develop guidelines for library services
Library	Determine if the physical collections will be made available to employees or if library staff will "shop the shelves" for patrons.	MSD	MSD will develop guidelines for library services
Library	Prior to contract staff returning to on-site work, consider any contracting needs, such as delivering technical direction/return to work orders.	MSD	MSD will develop guidelines for library services
Mail Room	Develop local operating guidance for mail and package delivery based on agency and CDC guidance.	MSD	Develop SOP to deliver mail to Divisions once we return to work
Mail Room	Centralize operations and limit or restrict mail and package delivery, as needed.	MSD	Develop SOP to deliver mail to Divisions once we return to work
Mail Room	Communicate operational changes broadly	MSD	Publish SOP in R6Net
Mail Room	Implement new approaches for handling customer service requests virtually to minimize in person face-to-face interactions.	MSD	Develop SOP to deliver mail to Divisions once we return to work
Public Transit	Communicate with employees on status of public transit if applicable	PAB	MSD will work with PAD to publish information in the R6Net
Public Transit	Based on conditions, resume provision of transit subsidies based on need and employee usage.	MSD	Transit subsidies are funded for the entire year.
Public Transit	Communicate modified subsidy guidelines and eligibility requirements (as needed).	N/A	N/A
Security	Prop all inner office doors open to avoid the use of doorknobs, if meets business needs.	MSD	We can prop open common access doors; however, this will be a violation of FLS code. MSD will reach out to the local Fire Dept. to request a temporary variance.
Security	Security Staffing Levels: Determine required security staffing levels based on estimated campus/facility return-to-work population.	MSD	MSD will work with FPS to maintain adequate staffing levels. Currently we have adequate staffing levels.

Security	Consider reducing use of multiple entry-points, pin pads, and turnstiles, as long as entryway restrictions do not negatively affect social distancing requirements (i.e., creating long lines).	MSD	Building has limited entry points by design
Security	In multi-tenant buildings, the Facility Security Committee will meet to discuss entry screening procedures for that building.	MSD	MSD will schedule a meeting of the FSC week of June 8
Signage	Install appropriate signage	MSD	Signage will be posted in all areas
Social Distancing	Prior to reopening the Facility: Establish Rules and Requirements for Social Distancing and Use of Face Coverings	SLT	MSD will prepare a recommendation proposal based on EPAHQ guidance for SLT discussion and concurrence. The recommendation will include process and measures to assure compliance.
Social Distancing	Facilities should communicate any social distancing guidance by posting on-site signage and instructions. In Phases 1 and 2, common areas where personnel are likely to congregate (e.g., small meeting rooms, collaboration areas where 6 ft distance cannot be maintained, etc.) should be closed or have access restricted. Common areas that must remain accessible (e.g., large meeting rooms, restrooms, water fountains, printer areas, etc.) should be examined and social distancing protocols incorporated into their use. Phase 1 requires strict social distancing protocols; Phase 2 requires moderate social distancing protocols.	MSD	MSD (Hill) will chair an MSD workgroup to develop and communicate social distancing guidance and procedures. MSD will work with building management to schedule a FSC meeting and develop procedures in common areas. MSD will develop procedures for activities within EPA leased space including conference rooms, break rooms, restrooms, printer areas, etc.
Social Distancing	Implement facility enhancements for increased protection during face-to-face interactions, including meetings and training.	MSD	Develop SOP for appropriate use of space for meetings and training.
Social Distancing	For any staff who share workspace, stagger schedules and schedule sanitization of common space areas between staff worktimes.	SLT	MSD will develop a recommendation for shared workspace and limited occupancy for SLT concurrence.
Social Distancing	Develop guidance on how to maintain social distancing during a building evacuation.	MSD	MSD will develop guidance for building evacuation and shelter in place

Social Distancing	Close smoking shelters or limit the number of people in these areas.	MSD	MSD will work with building management on this issue. Smoking areas are in the sidewalks adjacent to the building

Message

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 6/8/2020 3:30:04 PM
To: Bell, Matthew [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a6616ff106f44338be8f935d4e85c1c5-Bell, Matthew]; Hitchens, Lynnann [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=76cc2f6436cf45b89d2a09ab6f9fdfb5-Hitchens, Lynnann]
Subject: FW: Region 8 Office Operations Update - Phase 1 Begins

See yellow below for facilities – note R8 Lab may ne labeled NEIC

From: Thomas, Deb <thomas.debrah@epa.gov>
Sent: Monday, June 08, 2020 9:33 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Canzler, Erica <Canzler.Erica@epa.gov>; Spence, Sandra <Spence.Sandra@epa.gov>
Subject: FW: Region 8 Office Operations Update - Phase 1 Begins

Msg sent.

From: R8 Mass Mailer <R8_Mass_Mailer@epa.gov>
Sent: Monday, June 8, 2020 7:31 AM
Subject: Region 8 Office Operations Update - Phase 1 Begins

R8 Colleagues,

As indicated in my May 29, 2020, message announcing the office closure and our plans to bring employees back to the workplace, today is the last day of our 7-day closure of the buildings in Region 8 Headquarters, 1595 Wynkoop St, Denver, CO; Region 8 Laboratory, Building 25, Lakewood, CO; and the EPA Emergency Response Warehouse, Arvada, CO. For employees working at the R8 Laboratory, please refer to NEIC Director Erica Canzler's email this morning regarding important information on Building 25 operations.

Tomorrow, June 9, 2020, the buildings will reopen, and we will enter Phase 1 of our workplace return plan.

My decision to enter Phase 1 is based on a combination of factors including: 1) an objective assessment, provided by experts in the Office of Research and Development, on the status of each gating criteria in the commuting area surrounding our facility locations; 2) City, State and County requirements; 3) other local conditions such as mass transit; and 4) my top commitment to provide a safe and healthy workplace.

With all gating criteria trending downward over the past 14 days, with the exception of the number of COVID cases increasing slightly over Memorial Day Weekend, the relaxation of stay at home orders, the requirements of R8's return to work guidance, and continued encouragement of unscheduled telework, we can safely reopen our Colorado offices.

We will remain in Phase 1 for a minimum of two weeks. During this time, we will continue to monitor the gating criteria and actions by state and local governments to assist in our decision-making process. At the end of the two-week period, we will determine whether to move forward into Phase 2, remain in Phase 1, or return to a COOP status.

Facilities will be open and employees have the option to return to the office. However, we continue to encourage all employees to use unscheduled telework and will continue to offer the expanded work hours and workweek flexibilities for those on a Maxiflex schedule. Thank you for notifying your immediate supervisor of your plans to either continue to telework or go into the office. Please work with your supervisor if your plans change. For those of you who go into the office, please self-screen by reviewing the self-assessment questionnaire, and do not enter the building if you answer yes to any of the listed questions.

As a reminder, the City and County of Denver has issued an order requiring face coverings when in public. Adams County and Jefferson County "strongly recommend" wearing face coverings while in public. Additionally, Colorado Governor Jared Polis issued an executive order requiring critical businesses and government offices to wear face covering while at work and serving the public.

Therefore, face coverings must be worn by those entering the Region 8 Headquarters, 1595 Wynkoop St, Denver, CO; Region 8 Laboratory, Building 25, Lakewood, CO; and the EPA Emergency Response Warehouse, Arvada, CO and where social distancing cannot be maintained. Those seeking services (e.g., badging, IT services, mail pickup etc.) must wear a face covering at the time of service regardless of local or state orders. Signage will be posted throughout the facility to notify staff of occupancy limits, seating restrictions, or other restrictions.

Please refer to the June 2020 Wynkoop Facility Returning to the Workplace Employee Guidance and the Reconstitution Best Practices and Health and Safety Policies for Staff Working in Building 25, Denver Federal Center, for detailed information on what to expect as we move through the gating phases.

The Agency will continue to adjust and update its guidance, as appropriate, based on CDC recommendations as well as local guidance. We will provide you with more information as it becomes available. I also encourage you to keep checking the R8 COVID-19 and Reopening Information page on the 8Net for links to resources and helpful tips for employees.

As always, thank you for your commitment to our mission.

Greg Sopkin
Regional Administrator

Message

From: Castro, Denise [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C13FB5A9E5C4420B9F21E7ACE599C9E0-CASTRO, DEN]
Sent: 6/4/2020 9:04:02 PM
To: Braxton, Marilyn [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a58cfe1e0ce34bdd9ca1678b1a67dab1-MBraxton]
CC: Hitchens, Lynnann [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=76cc2f6436cf45b89d2a09ab6f9fdfb5-Hitchens, Lynnann]; Patterson, Nicole [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=496a2a53a4d84dec951413ecc57b04f3-Patterson,]
Subject: Regional Return to Workplace/Reconstitution Plans
Attachments: R3 Reconstitution Plan.05.31.2020.docx; Mass Mailer - Return to Work 5.27.2020.pdf; SNAFC Returning to the Workplace Employee Guidance - May 27 2020.pdf; EPA_COVID19_Self-Assessment.pdf; R6 Return To Work Plan - 6.3.2020 FINAL.pdf; R7 Reconstitution Plan Draft 3.0_FINAL.pdf; R7 Office Reconstitution Briefing FINAL_rev1.pdf; R8 Return To Work Plan - All Staff Phase 1 Vfinal.docx; R10 Reconstitution Plan 06022020.pdf; EPA RTP Return to Workplace.docx

Good Afternoon Marilyn,

Please find the following Return to Workplace/Reconstitution Plans attached. These plans have already been sent to the unions.

- Region 3
  - Reconstitution Plan
- Region 4
  - Mass Mailer-Return to Work
  - SNAFC Returning to the Workplace Employee Guidance
  - EPA COVID-19 Self-Assessment
- Region 6
  - Return to Work Plan
- Region 7
  - Reconstitution Plan
  - Office Reconstitution Briefing
- Region 8
  - Return to Work Plan-All Staff Phase 1
- Region 10
  - Reconstitution Plan
- RTP
  - Return to Workplace Plan

Sincerely,
Denise Castro
Human Resources Specialist
Labor and Employee Relations Division
Office of Human Resources
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC North 6313G
Washington, D.C. 20460
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Subject: Office Operations and Return to the Workplace Guidance

From: Mary S. Walker

Maintaining the health and safety of our workforce while fulfilling our mission responsibilities is our top priority. As indicated in the Administrator's message on May 21, 2020, the Agency's plan to safely return to the office considers scientific data, an evaluation of site-specific conditions, and state and local orders. With communities expected to recover at different speeds, location-specific conditions are driving decisions to ensure people are reoccupying our offices in a way that is safe while having the appropriate protective measures in place. I want to reiterate that our plan is to continue robust usage of unscheduled telework as we transition back to supporting in-office operation.

We are moving forward with our plans to bring employees back to our offices at the Sam Nunn Atlanta Federal Center (SNAFC). Our phased return to normal operations has started gradually, beginning with the 7-day closure, that started on Thursday, May 21, 2020. This closure, as outlined in the EPA/CDC Cleaning and Disinfection Guidance, will render the virus inactive; and once we reopen, we will remain committed to keeping our facilities properly cleaned and sanitized.

I want to provide you with information on what to expect as we move through the gating phases. We are instituting new procedures outlined below during the first two phases as we slowly return to the office. We are undertaking these measures in order to safeguard and prioritize the well-being of our employees. We believe that instituting CDC-recommended social distancing protocols, continuing to leverage telework and work schedule flexibilities, and tightly controlling access to EPA space will better protect our health and safety while ensuring that we are able to continue performing the important work of the agency.

The Agency will continue to adjust and update its guidance as appropriate based on CDC recommendations as well as local guidance. Agency guidance on the new day-to-day procedures that will be in effect during Phase 1 and Phase 2 is below. This information will be updated as more detailed information is available. Specific Region 4 Employee Guidance will be sent to staff in a separate email. I also encourage you to keep checking the EPA COVID-19 page for links to resources and helpful tips for employees.

We understand you may have questions about reopening. We will share more information as it becomes available. In the meantime, please talk to your supervisor if you have questions about your circumstances and work. Thank you for your continued dedication to our mission.

Telework and Work Schedule Flexibilities	**Phase 1** - We encourage all employees to use unscheduled telework and will continue to offer the expanded work hours and workweek flexibilities for those on Maxiflex or Flexitour schedules. Facilities will be open, and employees have the option to return to the workplace. Those who choose to continue to telework should notify their supervisor to allow for coordination of employees entering the building. Employees who the CDC identifies as being at higher risk for severe illness from COVID-19 or pregnant women and those with household members in that population should continue to telework. **Phase 2** - We will continue to encourage all employees to use unscheduled telework, notifying their supervisor if they choose to do so. Facilities will be open,

	and employees have the option to return to the workplace. Employees who the CDC identifies as being at higher risk for severe illness from COVID-19, pregnant women, and those living with members that are part of these vulnerable populations should continue to telework. The expanded work hours and workweek flexibilities will continue to be available to those with dependent care issues and on a Maxiflex or Flexitour schedule. All other employees return to normal work schedules.
Building Access	During Phase 1 and 2, facilities will be open, and employees have the option to return to the workplace. We ask that each employee who goes into the office self-screen by reviewing the attached EPA Self-Assessment questionnaire prior to leaving their residence, and to not enter the building if they answer yes to any of the listed questions.
Social Distancing	Social distancing guidelines will be implemented and maintained between people throughout the facility. Employees should not congregate in these areas, including but not limited to: ▪ Entry and exit doors ▪ Lobbies and foyers ▪ Elevators and stairwells ▪ Hallways and corridors ▪ Restrooms ▪ Pantries, kitchen and break areas ▪ Photocopy and printer areas ▪ Open floor environments (e.g., labs, warehouses, etc.) Signage will be posted to notify staff of occupancy limits, seating restrictions, or other restrictions throughout the facility. Employees should use virtual meetings when possible. **Meeting Rooms**: Rooms where less than 4 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied. Employees seeking services where social distancing is not possible (e.g., badging, IT, and mail services) must wear a face covering at the time of service regardless of local or state orders.
Visitor Access to Buildings	**Phase 1** - Facilities will be closed to visitors. **Phase 2** - Facilities are open to visitors for mission-essential work purposes only. The Agency is establishing a plan for visitor access to the building in Phases 2 and beyond and will share once it is finalized.
Work Travel	**Phase 1** - Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in an acute impact to public health and the environment. Travel must be approved by the Regional Administrator prior to entering the travel authorization into Concur.

	Phase 2 - Nonessential travel may resume with evaluation of state and local restrictions and requirements. As with all travel requests, supervisory approval is required.
Contact Tracing	Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID19.

EPA Region 3 Reconstitution Plan

(Reopening Region 3 Facilities during the Covid-19 Pandemic)

R3 Reconstitution Team | May 2020

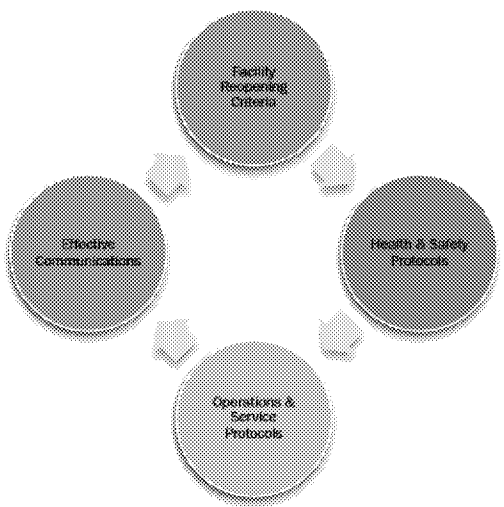
Background:

On March 16th, 2020 Region 3 entered a voluntary telework status due to the COVID-19 Pandemic. In late March 2020 Region 3 activated the Pandemic Continuity of Operations Plan (COOP) contingency at all its facilities and initiated a mandatory telework status until further notice. On April 20th, 2020 the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) [HYPERLINK "https://www.whitehouse.gov/wp-content/uploads/2020/04/M-20-23.pdf"] on aligning federal agency operations with the national guidelines for [HYPERLINK "https://www.whitehouse.gov/openingamerica/"] *(OAA).*

During the week of April 20th, Region 3 assembled a COVID-19 specific Reconstitution Team that will lead and oversee efforts to reopen Region 3's physical workspaces. Region 3 Facilities in scope of this effort:

- The Philadelphia Regional Office
- The Wheeling Field Office
- The Fort Meade Environmental Science Center
- The Chesapeake Bay Program Office

The Reconstitution Plan (as part of Region 3 COOP & relative to the COVID-19 outbreak) has four main components:



- Effective Communications
- Facility Reopening Criteria
- Health & Safety protocols
- Operations & Service protocols

Return to work/Reconstitution shall be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA headquarters, the CDC, OPM, OMB & state and local health officials. Gating criteria will be tracked at the Agency level in conjunction with state and local officials and facilities will open in coordination with EPA Headquarters.

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Effective Communications

Effective Communications will be KEY throughout the entire planning and implementation process. All communications will reflect the latest information and guidance received from [HYPERLINK "https://www.epa.gov/coronavirus"], the [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/index.html"], the [HYPERLINK "https://www.coronavirus.gov/"], and the [HYPERLINK "https://www.opm.gov/policy-data-oversight/covid-19/"]. including reopening procedures, health & safety protocols, facility cleaning information, and [HYPERLINK "https://www.whitehouse.gov/openingamerica/"]. It is expected that broader Agency related communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates. However, Region 3 will need ongoing clear and accurate information on the details and specifics as we start planning for a phased employee return to our facilities. Frequent, open, and transparent communications will be essential as we manage employee expectations.

Guiding Principles

The following underlying principles will be applied to guide EPA Region 3 leadership in [HYPERLINK "https://www.epa.gov/risk/risk-communication"] communications[1] relative to the employee re-entry process. Communications that are:

- Transparent, empathetic, respectful, and tailored to employees' concerns
- Timely, regularly updated, shared with the R3 union, and cascaded throughout the R3 management chain
- Responsive to the different geographical locations of R3 employees

Goals

- Convey reentry plans (*When, What, How & Why*[2]) by applying science-based tenets of risk communications and using a phased / "feedback loop" approach that incorporates the principles listed above
- Continuously monitor employee understanding of communications to ensure follow-up communications are targeted and appropriate in an evolving situation
- Ensure that employees receive up to date information that engenders trust, builds employee confidence, and increases morale in both the short-term and long-term
- Help employees understand their own personal responsibilities during the reentry process

Target Audiences

- R3 Management Community
- R3 Employees (Federal, Contractors, SEEs & Grantees)[3]

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[1] *Relies on a "convergence communication" approach and an iterative process in which R3 leadership (primary communicators) and staff (target audiences) are always in dialog, rather than one-way communications*

[2] ***When** will we reopen? **What** will we do before, during and after reopening? **How** we are implementing new facility protocols? **Why** we are taking actions?*

[3] *Includes OPPTS, who occupy a portion of the facility space at the Fort Meade Environmental Science Center*

- EPA Headquarters[4]

Communication Channels

Region 3 personnel will be kept apprised of COOP / reconstitution activities using several communication channels. Based on the information that needs to be conveyed and the target audience, Senior Management and/or the R3 Reconstitution team will determine the most appropriate channel(s) to use. R3 communication channels include:

- **Mass Alert Notification System (MANS) (Everbridge)** – As needed to send important mass notifications and updates to all R3 employees conveying information on COOP and R3 facility status before and during phased reentry
- **Weekly All Hands "Reservationless Plus" Meetings** – Held weekly by the RA, DRA, & ARA to convey updates and answer questions
- **Reconstitution Intranet Website**[5] – Will provide up to date information on federal guidelines, facility status, health & safety, Agency & R3 mass mailers, scheduling, and frequently asked questions
- **Agency Mass Mailers & R3 Leadership Emails** – As necessary / as needed
- **r3announce** – Used to reinforce / emphasize important Covid-19 & reconstitution information
- **Video Messaging**

[4] *Communications to state and locals officials will be program specific or from the RA*
[5] *Currently under construction*

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Facility Reopening Criteria

Reconstitution (resumption of facility operations) will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from [HYPERLINK "https://www.epa.gov/coronavirus"], the [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/index.html"], the [HYPERLINK "https://www.coronavirus.gov/"], and the [HYPERLINK "https://www.opm.gov/policy-data-oversight/covid-19/"]. Gating criteria will be tracked at the Agency level in conjunction with state and local health officials and Regional facilities will open in coordination with EPA Headquarters[6].

The [HYPERLINK "https://www.whitehouse.gov/openingamerica/"] *(OAA)* guidelines use a 3-phased reopening approach. The gating criteria itemized below must be satisfied at state and local levels before proceeding into, and progressing through the phases:

- A downward trajectory of influenza-like symptoms AND Covid-19 like case reports over a 14-day period
- A downward trajectory of actual documented Covid-19 cases
- Hospitals in the local area have the capacity to treat all patients without crisis care (high stress) and at more normal levels

EPA has implemented an agency-wide gating dashboard[7] that Region 3 will use as we move through the gating criteria and into the 3 phases of reopening. Timelines and schedules may differ for each facility and will be based on mitigating risk of resurgence and site-specific conditions[8]. In the initial 2 phases of the *OAA* plan, OMB and OPM expect telework to be used to the maximum extent possible to ensure the safety of the federal workforce.

Prior to the lifting of COOP status, the R3 Reconstitution team will prepare our facilities by employing several health & safety protocols and developing staggered workforce schedules (***See the "Facility Checklists Section" for complete list of action items).***

Overview of the OAA phases:

Phase 1 *(Satisfy gating criteria and no evidence of resurgence for 14 days)*	**Phase 2** *(Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 1)*	**Phase 3** *(Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 2)*
COOP & mandatory telework lifted	Recommended that vulnerable individuals should continue to telework[9]	
Encourage maximum unscheduled telework		Relaxing of some social distancing controls
Non-mission essential travel will be discouraged	Resume non-mission essential travel[10]	

[6] *Sometime after reconstitution, an "After-Action Report" (AAR) will be prepared by the Regional Reconstitution team to determine the effectiveness of our reentry planning and implementation*
[7] *Currently being developed*
[8] *Additional Factors and Considerations for the Philadelphia Office: Mass transit (Septa, Patco, NJ Transit) and employees feeling safe about commuting. It's expected that city transit systems will implement cleaning, social distancing protocols and staggered schedules / Parking availability may also be an issue*
[9] *Employees are expected to have dependent care issues resolved and be available to return to the workplace*
[10] *During Phase 2, there are no restrictions on travel, but may be subject to supervisor approval*

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Employees will have the option to physically return to the office according to a prescribed & staggered schedule that supports maximum social distancing while in the office	Greater degree of unrestricted staffing at facilities

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Health & Safety Protocols

Prior to reopening, and as we progress through the 3 phases, the Reconstitution team (and support personnel) will coordinate and implement numerous health & safety protocols at each facility. Health & Safety FAQ's will be communicated clearly to employees in advance of facility re-openings via emails and the Reconstitution Intranet site. These important steps are designed to help employees feel safe, confident, and comfortable as they phase back into the office.

Health & safety protocols include

- CDC recommended facility cleaning and disinfecting measures before and after reopening
- Employee Screening
- CDC Posters / signage hung throughout the facilities on best practices
  - frequently washing hands, use of hand sanitizers, use of sanitizing wipes, wearing face coverings, and keeping employee workplaces clean and organized
- Implementing several physical controls to encourage social distancing
  - closing off common areas and conference rooms, keeping doors open, taping floor markings 6 feet apart, discouraging employee movement from floor to floor, and implementing turnstile, elevator, and bathroom protocols
- Develop staggered workforce scheduling
- Other building considerations
  - Ensuring the safety and operation of [HYPERLINK "https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use"] and ventilation systems - that they are clean and working properly[11].

Facility Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting our facilities will be an important part of reopening. EPA has compiled a list of [HYPERLINK "https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2" \h] that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

The Reconstitution team will coordinate with local building managers and custodial service contractors at each site to perform one professional / disinfecting cleaning **2 days** before allowing for the return of employees. This will include the cleaning of high touch surfaces[12] with EPA / CDC approved cleaning & disinfecting products. For facilities that have been unoccupied for 7 days or more, [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html"] recommends a normal routine cleaning prior to reopening the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. Once a facility is reopened, we will resume daily cleanings in accordance with CDC guidelines. At this time,

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[11] *CDC guidance suggests that It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses*

[12] *Tables, doorknobs, light switches, countertops, handles, toilets, faucets and sinks, touch screens, and ATM machines. Employees will be provided sanitizing wipes to clean their desks, phones, keyboards, etc*

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the Reconstitution team is expecting to use current custodial contract services and will request that they do additional extensive daily cleaning[13].

Employee Screening

- Employees who wish to come in (per the assigned schedule) will self-certify via email to their supervisor the night before, or the morning of, using the "***Self-Assessment PDF***" document provided to us by EPA HQ (***See Appendix 1***). This PDF document will be posted in the entry area(s) with a "stop sign" saying "Has your status changed since yesterday-if so, please go home!".
- Employee access lists will be predetermined and provided to the guards or a facility POC as per the "Staggered Workforce Scheduling" approval procedures[14]
- During Phase 1, no visitors will be permitted into the building. During Phase 2 and 3, all visitors must comply with all screening and occupancy requirements, and meetings should be minimized and conducted by phone, skype, teams or other remote methods.
- An optimal entry screening area (or areas) at each facility will be determined. For facilities that have turnstiles, they will be kept open during phase 1 & 2.
- Revise signage as necessary at screening / entry areas to include information on social distancing, hygiene, and face covering requirements consistent with [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html"]
- Develop procedures (using CDC guidance) for what actions to take for employees who have become ill after the facility has reopened

CDC Posters / Signage

Working closely with GSA and local building management as applicable, the Reconstitution team will coordinate efforts to hang a variety of CDC posters, general health & safety reminders, personal hygiene best practices (using sanitizing wipes, hand sanitizer[15], and wearing facemasks[16]), and Region 3 specific messaging through-out its facilities. The signage will serve to remind employees on a variety of important health & safety measures, while providing direction on new procedures regarding elevator use, bathroom etiquette and more.

<u>Posters and Signage to consider[17]:</u>

- [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf"]
- [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf"]

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[13] *If we need to hire an additional professional cleaning service to do a deeper cleaning periodically, we will do so*
[14] *See "Staggered Workforce Scheduling" section*
[15] *The HQ Office of Mission Support purchased sanitizing wipes and hand sanitizer for all EPA facilities. Sanitizing wipes will be available to all employees to wipe down surface areas & hand sanitizing stations will always be kept full so employees can frequently use to clean and disinfect their hands*
[16] *Guidance for the use of facemasks or cloth face coverings will be based on state and local health department requirements and may vary by EPA location and facility. R3 will want to implement protocols to encourage employees to follow current* [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html" \h] *regarding the use of cloth face coverings* ***while in the office when a social distance of 6 feet or more cannot be maintained***
[17] *These are links to the actual posters / signage on CDC's website. The Recon team will recommend which ones to use*

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- [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf"]
- [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf"]
- [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf"]
- [HYPERLINK "https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf"]
- [HYPERLINK "https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf"][18]
- [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf"]
- [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf"]
- *Procedures for using the elevators, bathrooms, and kitchenette areas*
- *Reminders about employees doing their part and respecting the space of others*

Physical controls to encourage social distancing

In addition to posters and signage to encourage maximum social distancing, to discourage social congregating, the Reconstitution team will be working with building and facilities management to physically limit secondary entrances, close off common areas, assign appropriate floor markings, keep internal space doors open to the extent permitted, and establish procedures for moving from floor to floor and the safe use of turnstiles, elevators, bathrooms, kitchenette areas and other spaces as necessary.

Although limiting entrance points and closing off common areas may slightly differ in each facility, general considerations are:

- Secondary building entrance points
- Conference & training rooms[19]
- Libraries – If libraries are open, librarians must remain at least 6 feet from each other or operate on a staggered schedule. Access to the libraries will be by appointment only and Employees using library resources must wear facial coverings
- Fitness centers - will be closed until gyms in PA are reopened, at which time we will consult with the local fitness board members on how to operate when permitted to reopen
- Large common social areas such parts of the 4th floor Philadelphia Employee Activity Center (EAC)[20]
- EPA Employee Store
- Mail / Supply Rooms – will be on a modified schedule and a procedure will be developed and shared prior to reopening
- Additional floor specific spaces as necessary

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[18] *An important part of proper washing is the use of a clean paper towel to dry hands and then turn off the water with the paper towel – avoiding touching the "dirty" faucet with clean hands. This will be emphasized*

[19] *During Phase 1, conference / meeting rooms will be closed. During Phase 2 and into Phase 3, we will open them, but capacity will be limited to allow for social distancing of 6 ft and floor and chair markings will be implemented*

[20] *Open for staff to use vending machines. Sanitizing wipes will be available for use to wipe down vending machines. No eating or congregating will be allowed in the EAC during Phase 1*

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Elevators:

After employees are screened and approved to enter the facility, they may continue to the elevator banks, as needed/applicable. They will be instructed to follow designated floor markings and wait to be permitted onto an available elevator. Depending on the facility and physical size of the elevator, no more than 2-3 individuals shall enter one elevator at a time. Throughout the remaining workday, employees will be reminded using elevator signage not to enter an elevator already occupied by 2-3 individuals.[21]

Bathrooms:

No more than 3 individuals will be permitted to occupy a bathroom at the same time. Each bathroom will have an *occupancy poster* hung outside the open door indicating current use. Each employee will write their initials on a *yellow stickie note* and take it with them to the bathroom. When they arrive at the entrance, if 3 yellow stickies are already affixed to the designated *occupancy poster*, the employee knows that the bathroom is full and should wait until it becomes available[22]. If the bathroom is not full, the employee affixes his/her yellow stickie to the occupancy poster and proceeds in. Once finished, they will reclaim their yellow stickie on their way out before returning to their workstation. Only they will be permitted to touch their stickie. There will be multiple health & safety signs within each of the bathrooms encouraging handwashing and social distancing.

Employee movement from floor to floor[23] –

During Phase 1 & 2, employees are encouraged to stay on their own floor during the workday. If they need to leave the floor, they should remember to swipe their PIV card as they move from floor to floor for contact tracing purposes.

Information Technology for virtual meetings:

After reopening, we will continue to fully encourage virtual meetings using Microsoft Skype and Teams as well as the use of audio and video conferencing. R3 employees have learned to use these tools more proficiently during COOP.

Facility Fact Sheets:

Additional detailed facility specific information will be provided to R3 employees via "Facility Fact Sheets" (***See Appendix 2 for an example***).

Staggered Workforce Scheduling

The Goal of creating Staggered Scheduling:

- Create equitable opportunity for all EPA employees, contractors, and grantees to return to physical workstations at all Region 3 offices
- Maintain social distancing and other relevant health & safety standards by managing the number of people in each facility and the flow of people through facilities
- Establish processes for tracking building attendance that allow for effective response and communication in the event of a Covid-19 illness

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[21] *Wipes will be provided in each elevator. Taking the steps / stairwells to a floor is an option as well – There will be one stairwell for going up, and another for coming down*
[22] *We are discouraging employees from moving from floor to floor whenever possible. Therefore, the employee should wait as opposed to visiting another floor*
[23] *Even though most doors will be propped open during Phase 1 & 2, employees will be required to swipe their PIV card on floor card readers to assist with contact tracing.*

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- Customize guidelines for each facility to allow for differences in population size and building design
- Include phases and opportunities to adjust plans to allow expanded access as restrictions loosen

Roles and Responsibilities:

- Senior Leadership Team (RA, DRA, ARA) –
  - Approve overall scheduling plan and determine date for implementation of each phase
  - Review progress and approve adjustments to initial plan
- Reconstitution Team –
  - Develop scheduling plan and brief Senior Leadership Team
  - Schedule progress briefings and propose adjustments to plan based on input/evaluation
  - Create draft schedule/attendance plan using rosters and floor plan
  - Finalize schedule/attendance plan with Division Director and Deputy Division Director input
  - Manage region-wide attendance plans and records after implementation
  - Support Division Directors with concerns about space availability and crowding
- MSD Managers and Staff
  - Maintain floor seating charts and rosters
  - Determine MSD staffing levels needed to maintain support services for staff physically present in each location
- Division Director/Deputy Director(s) –
  - Identify high priority employees who may require more regular time in office
  - Work with first line supervisors to collect information needed to refine draft attendance plan developed by Reconstitution Team
  - Reinforce messaging about health & safety precautions
  - Maintain accurate attendance records
  - Notify Senior Leadership Team / Reconstitution Team /Region 3 Health & Safety staff about employees who become ill
- Supervisors
  - Gather information from staff needed to finalize attendance plan
  - Reinforce messaging about health & safety protocols
  - Send reminders to staff about their scheduled days in office
  - Communication with Senior Leadership Team / Reconstitution Team about expected visitors (when phased reopen allows for visitors)
  - Notify Division Director and Deputy Director about employees who become ill
- Employees
  - Review guidelines for office entry and certify that they read and understood
  - Follow attendance plan and procedures for social distancing while present in the office
  - Notify supervisor immediately if becoming ill

Workforce Scheduling Guidelines:

The Reconstitution team is recommending using a rotating 4-day schedule (Monday thru Thursday / A – D letter assignments) to limit number of employees present each day while providing equal opportunity to access building(s). Attendance on Fridays will be determined by Division Directors and Deputies but must adhere to same guidelines for the number of people/floor and seating arrangements.

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Guidelines for Assigning days:

- Limit daily attendance to 16 people per floor per day (not including managers with offices) for the Philadelphia Office. Attendance limits for other R3 offices will be determined based on office size, layout and number of personnel in order to maximize social distancing.
- Identify employees who will not need access to office space during each reopening phase
- Identify high-priority and essential employees who require access to building more than one day per cycle
- Maintain maximum physical separation while in dedicated workstations
    - avoid scheduling staff with laptop docking station or main work area along shared cubicle wall on the same day(s)
    - avoid scheduling staff with cubicles that open directly onto each other on the same letter day(s)
- Use empty cubicles and possibly conference rooms for overflow employees

Attendance Plans and Reports:

- Attendance plans will be used to check employees into each facility[24] on their assigned days
- Employees will not be permitted to enter facilities if they are not on the list[25]
- Each division will maintain attendance records[26] throughout the 3 phases of reopening to enable contact tracing and effective communication in the event that someone becomes ill

Attendance Plan and Record Process:

Draft Attendance Plans will be created and distributed by the Reconstitution team in both floor plan and excel formats. Division Directors and Deputies will work with their management teams to review and revise plans. Changes may be made to accommodate for several staff needs:

- More frequent access to building for essential staff
- No plans to enter building

[24] *Will need to determine who will perform the check-in (security guards, EPA employees, etc.)*
[25] *A daily deadline for attendance updates will need to be established and followed*
[26] *Need to determine if this will be delegated to Supervisors and shared up through the DD or just done at the Supervisor level and in coordination with the Reconstitution team*

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- Need for brief/temporary access to building to retrieve items instead of or in addition to scheduled day in the office[27]

Attendance Plans revised and approved by Division Directors and Deputies are due to the MSDD and Reconstitution team lead by a specified date before the beginning of the 2-week attendance period. All revisions will be addressed at least one week prior so that Preliminary Attendance Plans are ready when COOP is deactivated, and Phase 1 begins.

Attendance Plan Implementation:

Attendance plans will be reviewed and finalized on a pay period (PPD) cycle starting with the first full PPD of Phase 1. The schedule and process will be repeated every 2 weeks unless COOP is activated.

Deliverable	Description	Due Date
Draft Attendance Plans created and distributed by the Reconstitution team	Using facility floorplans and letter day designations, the Reconstitution team will create proposed scheduling for the upcoming pay period.[28]	Monday COB prior to new PPD start
Final Division Attendance Plan	Division Directors and Deputies review the plan with their supervisors and acknowledge back to the MSDD and Reconstitution team lead with any proposed changes / revisions. Plan is reviewed and adjusted as needed.	Wednesday COB prior to new PPD start
MSDD / Reconstitution team lead Approved Attendance Plan	Once approved, Division Directors, Deputies and supervisors share the plan with staff.	12PM Friday prior to new PPD start
Staff Notification	Supervisors notify staff of any changes	12PM Friday prior to new PPD start
Rolling Adjustments	Staff may request changes throughout pay period through their supervisors and Deputies. All changes resulting in an additional person accessing the building must be submitted to the Reconstitution team lead and the MSDD for approval.	12 PM daily
Attendance Report	Reconstitution team lead sends final attendance report to Division Director and Deputy w/ CC to the MSDD[29]	Second Friday of the PPD

[27] *Vulnerable employees may coordinate with their Supervisor on a time for picking up/dropping off files or equipment. The Supervisor must notify the Reconstitution Manager must at least one day in advance*
[28] *Individuals who are not on the attendance list will be refused entry*
[29] *The Division Directors will maintain attendance records for their divisions. The ARA & the Reconstitution team lead will keep a copy of all attendance records as well*

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Facility Operations & Service Protocols

Preparing our Facilities for Reentry:

At least one week prior to COOP being lifted[30], the Reconstitution team shall coordinate through GSA and building management, as necessary, to ensure that the facility space is safe, functional, and fully prepared for re-occupancy. The following items, at a minimum, need to be verified and are required to return to normal operations:

- Environmental Safety
- Operational Telecommunications Systems
- Operational Network Systems
- Appropriate Security
- Operational Heating, Ventilation, and Air Conditioning (HVAC)
- Operational Fresh Water Systems
- Operational Building Water Quality ([HYPERLINK "https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use"] / [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html"])
- Operational Fire Safety Systems
- Debris-free Offices and General Spaces

Prior to reconstitution, the following must occur:

- COOP must be officially lifted, and we must receive an all-clear from authorities having jurisdiction[31] for safe entry or limited entry to the facility. This should include any guidance on what it means for the building to be considered clean, and any timeframes it will take to meet the cleaning requirements.

- Verify with GSA/lessor or O&M Contractor that all inspections, assessments, and remediation contracts are executed according to the lease/contract requirements for:

    - Fire Alarm
    - Lighting and Power
    - Elevators

[30] *Or more time as needed*
[31] *According to the R3 COOP plan, authorities having jurisdiction include EPA HQ and/or the Regional Administrator*

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- Generators
- Security/Access systems
- Electronic switch gear/vaults
- HVAC systems
- Foundations/structural systems
- Building envelope
- Interior architectural elements – carpet, ceilings, walls, furniture
- Utilities – power/gas/fuel oil/water/telephone/sewer
- Environmental concerns

- Establish health & safety protocols, screening procedures, and staggered workforce schedules[32] for phased re-occupancy or full occupancy according to the OAA guidance and the 3-phased gating approach.

- Determine access availability for agency retrieval of files or equipment on a case-by-case basis with safety conditions as a prime consideration. Identify any procedures for employees to bring equipment or files back into the office.

- Identify & communicate relevant procedures for getting MSD support services (GSA vehicle procedures, PIV card resets, IT equipment repairs, HR support, Onboarding, etc.)

- Communicate a cohesive message that will provide periodic updates to all stakeholders including employees, customers, and GSA senior leadership on the status of the reconstitution effort with defined milestones and points of contact for information.

- Plan for regular communication about any local updates on COVID-19 that may impact employees in the facilities including cleaning, shared spaces, social distancing, elevator policies, new COVID cases, etc.

[32] *As laid out in this plan & following the facility checklists*

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Facility Checklists

EPA REGION 3 RECONSTITUTION CHECKLIST

The checklist below will be used by the R3 Reconstitution team prior to allowing non-essential employees to return to their EPA physical duty stations. This checklist (and all directives outlined within) is subject to updates and changes in accordance with agency guidance. The R3 Reconstitution team along with Local facilities managers should use the following checklist to evaluate the operational impacts of returning occupants to the facility. Not all items listed below will be applicable at all facilities. In some instances, facilities managers will need to work with GSA on decisions and procedures.

Facility	Action	Category	Description	Comments / Issues of Concern	SOP Needed ?	Due Date	Communication Target
ALL	Facility Closing	Closing	The agency will close the facility, or as much space as possible (where non-essential work is not being done), for 7 calendar days prior to reoccupying the worksite and will follow EPA/CDC cleaning guidance.	Need to determine if all of the ESC lab will close (R3 & OPP).			
ALL	Facility Cleaning - (Pre reopening)	Building Prep. & Ops	All facilities will be cleaned, in accordance with CDC guidelines on cleaning and disinfecting the workplace two (2) days before opening.	In areas not closed for 7 calendar days, conduct comprehensive area cleaning and disinfecting prior to return of facility population in accordance with EPA/CDC guidelines.		Two (2) days before opening & daily thereafter	R3 - All
ALL	Facility Cleaning - (Ongoing)	Building Prep. & Ops	Daily cleaning through all phases and beyond.	Work with local Building Mgmt / custodial services to increase cleaning measures / Determine key areas of occupation and increase cleaning procedures.		Ongoing	R3 - All
ESC	Laboratory space Cleaning	Laboratories	Initial cleaning and continuing cleaning of laboratories and lab space.	Input form lab managers (R3 & OPP) is needed / requested		Two (2) days before opening & daily from first day back.	ESC - All
ALL	Provide Hand Sanitizer & Sanitizing Wipes to employees	Hygiene	Ensure adequate supply of hand sanitizer (>60% alcohol) and disinfecting wipes throughout the facilities	Fill existing hand sanitizer stations and provide disinfecting wipes in easily accessible areas so that employees have easy access to them throughout the day. Encourage staff to disinfect all cubicle and office work surfaces daily. Use of common areas and meeting rooms during Phase 1 or 2 should comply with social distancing protocols. Need to determine who will check and fill periodically.	Yes	Before 6/8	R3 - All
ALL	Provide Sanitizing Wipes in common areas	Hygiene	Provide sanitizing wipes or disinfectant for use with common area surfaces that require touch to operate (water coolers, refrigerator / freezer, bathroom faucets, etc.)	Need to determine who will check and fill periodically.	Yes	Before 6/8	R3 - All
ALL	Disposal of dead plants	Hygiene	Identify process for disposal of dead plants.		Yes	Before 6/8	R3 - All
ALL	Develop Cleaning / Mitigation procedure if employee(s) become ill in the office	Hygiene	Implement cleaning procedure for positive COVID-19 case or presumptive positive using latest CDC guidelines.	Use latest CDC guidance to develop mitigation procedure for if someone gets ill after reopening.	Yes	Before 6/8	R3 - All
ALL	Develop notification procedure if employee(s) become ill in the office	Notifications	Includes internal procedure as well as notifying EPA HQ and state and local organizations as necessary.		Yes	Before 6/8	R3 - All
ALL	Hang Health & Safety Signage	Building Prep. & Ops	Print / Place signs throughout buildings encouraging people to maintain social distancing & practice proper hygiene - (Phase 1 and 2) in common places like doorways, meeting rooms, elevators (including limiting number of people in elevators), etc.	Includes posting CDC signage around the facilities as reminders to support personal hygiene, social distancing, the wearing of face coverings, and keeping workplaces clean and uncluttered. Also includes encouraging the continuation of IT for meetings and how to get MSD support. Where possible, Building Mgmt will provide.		Before 6/8	R3 - All
ALL	Develop Elevator and Stairwell guidance	Building Prep. & Ops	Determine elevator occupancy limits that incorporate social distancing requirements and place signage as appropriate. Also develop guidance for use of stairs and stairwells as necessary.		Yes	Before 6/8	R3 - All
ALL	Develop use of Restroom guidance	Building Prep. & Ops	Determine facility restroom procedures & occupancy limits that incorporate social distancing requirements and place signage as appropriate.		Yes	Before 6/8	R3 - All
ALL	Develop use of Kitchenette area guidance	Building Prep. & Ops	Determine kitchenette area guidance & occupancy limits that incorporate social distancing requirements and place signage as appropriate.				
ALL	Develop guidance on use of door pads / PIV cards	Building Prep. & Ops	Encouraging employees to swipe PIV card on card readers (even though all doors will be open). This is so we can use the PACs system for contact tracing as needed.	CBPO will need separate guidance on use of their door pads. They do not have a PACs system.	Yes	Before 6/8	R3 - All
ALL	Close off common areas	Building Prep. & Ops	Close or restrict access to common areas including, but not limited to, conference rooms, the EAC, fitness centers, EPA Employee store, the library, etc. Incorporate social distancing requirements in common areas that cannot be closed or restricted and use signage and floor markings as needed. Opening these areas will be reconsidered at the end of Phase 1 (for Phase 2 and beyond).	If CBPO elects to keep larger conference room (fish shack) open in Phase 1, they will incorporate social distancing requirements (removing some chairs, and limiting occupancy).		Before 6/8	R3 - All
ALL	Conduct an end-to-end walkthrough of the facility	Building Prep. & Ops	Ensure that every component of the premises has been addressed before opening for ongoing operational purposes. Work with building management to evaluate HVAC and water systems prior to reopening.	Includes flushing water lines and evaluating air circulation and filtering to see whether improvements are possible.		Before 6/8	R3 - All
ALL	Develop Face Coverings Guideline	Hygiene	Guidance for the use of facemasks or cloth face coverings will be based on HQ guidance and state and local health department requirements.	Implement protocols to encourage employees to follow current CDC guidance regarding the use of cloth face coverings while in the office when a social distance of 6 feet or more cannot be maintained.	Yes	Before 6/8	R3 - All
ALL	Encourage Continuation of Virtual Meetings & training	AV/Conf. Rooms	Continue encouraging virtual meetings and trainings. Provide instructions and signage for encouraging social distancing when required.	Using Microsoft Skype & Teams.		Before 6/8	R3 - All
ALL	Modify Conference room setups	AV/Conf. Rooms	Starting in Phase 2, implement meeting room setups that encourage social distancing (table and chair distances, remove some chairs, floor markings, etc) and room capacity requirements.	Incorporate social distancing requirements (removing some chairs, and limiting occupancy). Also provide cleaning supplies as necessary (wipes, etc).	Yes	Before Phase 2	R3 - All
ALL	Establish Clean-Up Day	Hygiene	Encourage cleanup days using shredders and dumpsters.	Encourage all employees to remove office clutter & make it easier for them to maintain a clean workspace. ISB / records guidance should be reminded.	Yes	Before 6/8	R3 - All

ALL	Develop Employee & Visitor Screening Procedures	Screening	Develop screening procedures (questionnaires, checklists, etc.), employee access approval procedures & local visitor restriction levels (all visitors, essential visitors, no visitors, etc.). Includes procedures for Badge support.	Revise signage as necessary at screening areas to include information on social distancing, hygiene, and face covering requirements consistent with CDC guidance. Identify local optimal entry screening areas (Primary/secondary building entrances, lobbies, etc.) & identify entry screening provider (local security, EPA team of employees, contract support, or Self-certification)	Yes	Before 6/8	R3 - All
ALL	Open all Internal doors / turnstiles as necessary	Building Prep. & Ops	Keep all internal doors / turnstiles in the open position to encourage less touch and mitigate spread of virus/germs.	At the ESC, office space only. Doors to labs and lab wings need to remain closed to maintain negative air balance. Very few non-public facing doors in Wheeling (only 4th floor offices/sample prep area and bathrooms). Fire doors must remain unblocked. May need to purchase additional door stops. Hand sanitizer stations should be near each door location.		Before 6/8	R3 - All
ALL	Modify Security Screening and Front Lobby Reception Areas to Enhance Social Distancing	Screening	Install plexiglass or other type similar barrier at Security Screening entrance. Erect barrier in front of lobby security desk to maintain social distance between Security/employees/visitors.	Need to determine purchase point and costs.		Before 6/8	
ALL	Develop procedure for providing PIV cards / badges to new hires	MSD Services	Develop procedures for issuing badges to employees who onboarded during office closure.			Before 6/8	New Hires
ALL	Develop procedures for cleaning and disinfecting PIV cards / badges	Hygiene	Develop equipment cleaning and disinfecting procedures utilizing appropriate disinfectants.	Need to provide guidance so employees do not damage PIV cards / badges	Yes	Before 6/8	R3 - All
ALL	Develop procedures for PIV card resets	MSD Services	Develop procedures for resetting PIV cards for employees.	Facilities staff and customers will both abide by R3 guidelines for social distancing, and face covers when interacting during in-person service appointments. Facilities staff will be provided with disinfectant sprays, cleaners, and sanitizing wipes to perform their duties.	Yes	Week of 5/25	R3 - All
ALL	Restart Building Contracts	Contracts	Restarting many of our contracts that have been placed on hold (FPS, guards, mail services, janitorial, O&M, landscaping, etc).	Notify contracts contact personnel to inform them of reopening dates and any specific guidance that they must follow. Need list of all of them and the order in which they need to be restarted.		Before 6/8	
ALL	Develop Staggered Workforce Scheduling	Social Distancing	Develop a phased employee return strategy (A, B, C, D etc) during Phase 1 & 2 – based on floor plans and maximum social distancing. Includes Mon-Thurs, and a procedure where the Recon Team will let floor supervisors know in advance of a pay period, asking for confirmation and any changes needed.	Maximum Telework will be encouraged through Phase 1 & 2 but staggered schedules will be established and tightly controlled.	Yes	Week of 5/25	R3 - All
ALL	Develop Supervisor Guidance	Notifications	Develop One Page supervisor guidelines, including information on SOPs, Social Distancing protocols, FAQs, links to resources, and important procedures.			Week of 5/25	R3 - Supervisors
ALL	Develop Facility Fact Sheets	Notifications	Develop One Page Facility Information sheets for employees including info on personal responsibility, facility specific SOPs, health & safety protocols, staggered scheduling, and screening.	Will be posted on the R3 Reentry Intranet Site		Week of 5/25	R3 - All
ALL	Develop R3 specific Reconstitution Intranet Site	Notifications	Develop R3 Intranet site for employees to visit to find links to the latest Agency guidances and SOPs, Facility fact sheets, and various H&S procedures.	https://intranet.epa.gov/r3intran/reentry/		Week of 5/25	R3 - All
ALL	Inform Custodial Cleaning Services to practice Social Distancing when performing duties	Custodial	Local cleaning custodial staff should maintain social distancing when performing cleaning services. If an area is occupied when they are to clean, custodial staff can offer to clean space and politely ask occupant to leave during the cleaning.			Before 6/8	
ALL	Communicate reopening dates with employees	Notifications	Through an all-hands call, HQ mass-mailer / R3 email or both, communicate to region 3 employees the reopening dates and details.			Week of 5/25	R3 - All
PHL	Health Unit Reopening Guidance	Health Unit	Determine capability to provide services based on agency and CDC guidance / Determine level of service to resume / Notify contracting office or FOH to resume services.	The health stations ability to be open can help with providing medical advice, assistance and reassurance of safety concerns.		Before 6/8	R3 - All
ALL	Develop Mail Room Services operating guidance	MSD Services	Develop local operating guidance for mail and package delivery based on agency and CDC guidance / Centralize operations and limit or restrict mail and package delivery, as needed / Communicate operational changes broadly / Implement new approaches for handling customer service requests virtually to minimize in person face-to-face interactions.		Yes	Week of 5/25	R3 - All
ALL	Develop Supply Room operating guidance	MSD Services	Develop local operating guidance for Supply Room based on agency and CDC guidance / Centralize operations and limit or restrict supply visits as needed / Communicate operational changes broadly / Implement new approaches for handling customer service requests virtually to minimize in person face-to-face interactions.		Yes	Week of 5/25	R3 - All
ALL	Develop IT/Helpdesk operating guidance	MSD Services	Develop local operating guidance for receiving IT Helpdesk support. Where remote support can not be provided, ensure IT support is provided by appointment-only during Phases 1 and 2, with no employee cueing allowed in hallways or common areas. Helpdesk staff will call employees for in-person service appointments if absolutely necessary. Clear signage will be posted outside of the IT Helpdesk/CSB/ISB areas.	Helpdesk staff and customers will both abide by R3 guidelines for social distancing, face covers, and disinfection of equipment when interacting during in-person service appointments. IT staff will be provided with equipment compliant disinfectant sprays, cleaners, and sanitizing wipes to perform their duties.	Yes	Week of 5/25	R3 - All

ALL	Develop Vehicle / Fleet operating guidance	MSD Services	Develop local operating guidance for the use of GSA / Fleet / Vehicle Mgmt.	Consider occupant restrictions which allow for social distancing (Phase 1 and 2). When feasible, the use of larger vehicles such as vans is recommended to allow greater physical distance between vehicle occupants. Consider restrictions for essential use only or use privately owned vehicles. Consider implementing a rotation of use schedule to allow for down days after use. Establish a cleaning and disinfection protocol based on level of use, follow CDC guidance.	Yes	Week of 5/25	R3 - All
ALL	Communicate Travel Guidelines	MSD Services	During Phase 1 non-mission essential travel is highly discouraged and only opens as we enter into phase 2 & 3.	We will be providing reimbursement for using POVs at the full rate (using POV will help promote social distancing). It will also limit the number of users in GSA vehicles.	Yes	Before 6/8	R3 - All
ESC	Develop Guidance on PPE use in laboratory space	Laboratories	Determine how/when PPE will be used in Lab space.	Guidance may be provided by HQ or just a R3 SOP stating that PPE must be used in lab spaces. Lab Managers input needed.	Yes	Before 6/8	ESC - All
ESC	Specify guidance for laboratory usage and social distancing measures	Laboratories	Determine Lab-specific protocols to align with social distancing measures.	May include floor markings and signage in lab spaces. Lab Managers input needed.	Yes	Before 6/8	ESC - All
ESC	PACS System Update	MSD Services	Update ESC PACs system to allow for staggered workforce scheduling.	Currently only limited access.		Before 6/8	
CBPO	Coordinate with non-EPA organizations (Grantees and contractors) on returning to the office	Notifications	Coordinate EPA/CBPO SOPS / procedures with those non-EPA organizations and agencies that occupy space at the CBPO.	Coordinate with feds/grantees/contractors. Work with Feds through FOD.		The week of 6/1	CBPO - All
ALL	Develop guidance on building evacuations / fire drills	Security / Safety	Develop guidance on how to maintain social distancing during building evacuations and/or fire drills.	Necessary safety measure to have in place in case of an emergency.	Yes	Before 6/8	R3 - All
PHL	Identify Public Parking	Parking	Consider what public parking options will be available to employees who may not wish to take public transit.	Post in Intranet site		Before 6/8	PHL - All
PHL	Determine Credit Union Status	Credit Union	Contact provider to determine status during Phase 1 & 2.	Probably Closed in Phase 1 but need to verify.		Before 6/8	PHL - All
ALL	Transit Subsidy Status	Public Transit	Communicate Transit subsidy information with employees on status of public transit if applicable and as needed			Before 6/8	R3 - All

Appendix 1 (EPA Self-Assessment)

EPA

EPA Self Assessment to Stop the Spread of COVID-19

Please perform the following self assessment prior to Departing for the Office:

Do you feel unwell or have any of the following CDC-idenitifed symptoms of COVID-19 Disease ?

- Temperature at or more than 100.4 degrees F (38.0 degrees C)?
- Fever or Chills?
- Cough or shortness of breath?
- Muscle pain?
- Headache?
- Sore throat?
- New loss of taste or smell?

- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who has an active case of laboratory-confirmed COVID-19?
- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who is ill or demonstrates any of the above symptoms?
- In the last 14 calendar days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?
- Have you traveled outside of the US within the past 2 weeks?

If you answered "yes" to any of these questions, please stay home.

Please notify your supervisor and expect to telework if possible. It is recommended you visit the CDC Coronavirus Disease Internet site on "What to do if you are Sick". You should also stay in touch with your supervisor on your status.

https://workplace.epa.gov/covid19/index.html

Appendix 2 (Example Facility Fact Sheet)

Facility Fact Sheet

Philadelphia Regional Office

Facts and Instructions for Phase 1 Re-entry

- **Facility Cleaning & Disinfecting**
  - 2 days before allowing for the return of employees, local building managers and custodial service contractors will perform one professional / disinfecting cleaning. This will include the cleaning of high touch surfaces with EPA / CDC approved cleaning & disinfecting products.
  - Once the facility is reopened, daily cleanings will be conducted in accordance with CDC guidelines.
  - Employees will be provided sanitizing wipes to clean their desks, phones, and computers when in the office.
- **Building Access**
  - All entrances will be open to employees (Concourse, Arch Street, and 17th Street).
  - Employees who wish to come into the office will coordinate with their supervisors in advance, and only be allowed in the building on designated days.
  - Employees will be required to check-in with the security guards in the lobby prior to gaining facility access.
  - Lobby turnstiles will be kept open; however, employees will be asked to swipe their EPA badge to allow for contact tracing.
- **Elevators**
  - Once cleared by the security guards, employees can continue to the elevator banks and should maintain a distance apart of 6 feet or more. No more than 2 employees shall enter one elevator at a time.

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- Throughout the workday, employees should not enter an elevator already occupied by 2 individuals.

- Designated stairwells will be available to use, and employees should always maintain a distance apart of 6 feet or more.

- **Floors**
  - Entry Doors: Entry doors on every floor will remain open throughout the day. However, employees will be required to swipe their EPA badge on the card readers at each entrance to allow for contact tracing.

  - Conference Rooms: All conference rooms will be closed during Phase 1. During Phase 2 and 3, capacity will be limited, and social distancing will be practiced.

  - Kitchenettes: No more than 2 employees will be permitted in the kitchenette area at a time.
    - Employees must practice physical distancing to the maximum extent possible, but distancing of no less than 6 feet must be followed.
    - Employees must wear face coverings while in the kitchenettes.
    - Water coolers, microwaves, and refrigerators will be available. Employees should wipe down surface contact areas with disinfectant wipes if used.

  - Bathrooms: No more than 3 employees will be permitted to occupy a bathroom at the same time.
    - Each bathroom will have an occupancy poster hung outside the open door indicating current use.
    - Before leaving their workstation, each employee will write their initials on a yellow stickie note and take it with them to the bathroom.
    - If 3 yellow stickies are already affixed to the designated occupancy poster, the employee knows that the bathroom is full, and should wait until it becomes available using social distancing guidelines.
    - If the bathroom is not full, the employee affixes his/her yellow stickie to the occupancy poster and proceeds in.
    - Once finished, the employee reclaims their yellow stickie on their way out before returning to their workstation.

  - The 4th floor Employee Assistance Center (EAC) is only open for staff to use vending machines, the ATM, and the kitchenette area during Phase 1 and Phase 2. Sanitizing wipes will be available for use to wipe down surface areas after use. No eating or congregating will be allowed in the EAC.

  - The Fitness Center will be closed during Phase 1 and 2.

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- Health Center use will be by appointment only.

- Employees using library resources during Phase 1 must wear face coverings and practice social distancing guidelines.

- The Mail and Supply rooms will be on a modified schedule and procedures will be developed and shared prior to reopening.

- Moving from floor to floor: Employees will be encouraged to stay on their own floor during the workday. If an employee needs to leave the floor for any reason, they should swipe their EPA badge on the card readers at each entrance to allow for contact tracing.

Personal Protection

- Hand Sanitizer and Sanitizing Wipes
  - Sanitizing wipes and other cleaning supplies will be available to all employees to wipe down surface areas. Hand sanitizing stations will always be kept full so employees can frequently use to clean and disinfect their hands. Hand washing is the best preferred method per CDC guidelines.

- Face Coverings
  - Face coverings are required for all personnel everywhere within the facility. The only exception is when you are sitting at your desk.

  - If you forget a face covering, there will be a supply at the front desk in the lobby.

Staggered Scheduling

- Workforce Scheduling Guidelines:
  - For those employees who choose to return to the workplace, a Staggered Schedule will be developed to allow them to come into the office on 1 day per week. Each employee will be assigned a specific day of the week (Monday thru Thursday) on which they may work in the building. Staggered scheduling will limit the number of employees present on a floor on a given day, maximize the distancing between occupied workstations, and provide equal opportunity for all employees who want to access the building. Please consult with your supervisor regarding staggered scheduling assignments.

Transit/Travel

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- Mass Transit: For up to date information on mass transit, please see the *"Region 3 REENTRY"* Intranet website @ [HYPERLINK "https://intranet.epa.gov/r3intran/reentry/"] for service schedules and safety protocols.

- Bike Commuting: The basement bike room will be open during Phase 1, but the fitness center shower facilities will be closed.

- Transit Subsidy: Instructions and important transit subsidy information will be provided by the R3 regional comptroller prior to the facility reopening.

- Travel: Non-essential travel will not be permitted during Phase 1.

MSD Support Services

- IT Helpdesk Services: The Computer Services Branch will continue to assist employees with IT issues using remote technology. IT services that require the handling or transferring of physical equipment will comply with social distancing protocols and be arranged by appointment only through the IT Helpdesk.

- EPA Badge / PIV Card resets: PIV card resets will be scheduled by appointment only by calling the Facilities Management & Services Branch Hotline and comply with social distancing protocols.

- GSA Vehicles: The Facilities Management & Services Branch use CDC disinfection procedures for cleaning GSA cars after use. Only essential travel is allowed during Phase 1.

[End of Document]

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EPA Region 6 Return to Work Plan

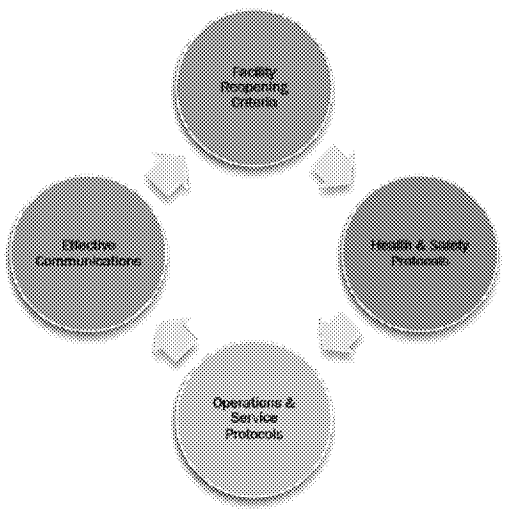
R6 Reconstitution Team | June 2020

Region 6 Return to Work Plan will be modified and updated as necessary to consider new information

Background:

On March 16, 2020, Region 6 entered a voluntary unscheduled telework/unscheduled leave status due to the COVID-19 Pandemic affecting its locations. Shortly afterwards, Region 6 activated its Continuity of Operations Plan (COOP) contingency plan and Pandemic Plan Annex at all its locations and initiated a mandatory telework for employees until further notice. On April 20, 2020, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance on aligning federal agency operations with the national guidelines for *Opening Up America Again (OAA).* As promised, Region 6 Regional Administrator/Deputy Regional Administrator notified all employees on May 28, 2020 immediately upon learning that the Renaissance Tower and Addison locations were meeting national guidelines and would close on June 1, 2020 as an added precautionary measure before entering Phase 1 of the Region 6 Return To Work Plan.

The Return to Work Plan (as part of Region 6 COOP & relative to the COVID-19 Pandemic Annex) has four main components:



- Effective Communications
- Facility Reopening Criteria
- Health & Safety Protocols
- Operations & Service Protocols

Return to work and COOP Reconstitution will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Centers for Disease Control, OPM, OMB & state and local health officials. Gating criteria will be tracked by the Agency at the location level in conjunction with state and local officials and facilities will open in coordination with EPA Headquarters.

Effective Communications

Effective Communications are key throughout the entire planning and implementation process as we prepare to return to work. All communications will reflect the latest information and guidance received from EPA Headquarters, the Centers for Disease Control, the Office of Management & Budget, and the Office of Personnel Management; including reopening procedures, health & safety protocols, facility cleaning information, and applicable timeframes. It is expected that broader Agency related communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates. However, Region 6 will need ongoing clear and accurate information on the details and specifics as we start planning for a phased employee return to our facilities. Frequent, open, and transparent communications will be essential in the management of employee expectations.

Guiding Principles

The following underlying principles will be applied to guide EPA Region 6 leadership in risk related communications relative to the employee re-entry process. Communications that are:

- Transparent, empathetic, respectful, and tailored to employees' concerns
- Timely, regularly updated, shared with union counterparts, and cascaded throughout the management chain
- Responsive to the different geographical locations of R6 employees

Goals

- Convey return to work plans (*When, What, How & Why*) by applying science-based tenets of risk communications and using a phased / "feedback loop" approach that incorporates the principles listed above
- Ensure that employees receive up to date information that engenders trust, builds employee confidence, and increases morale in both the short-term and long-term
- Help employees understand their own personal responsibilities during the reentry process

Communication Channels

Region 6 personnel will be kept apprised of return to work activities using several communication channels. Based on the information that needs to be conveyed and the target audience, Senior Management and/or the R6 Reconstitution team will determine the most appropriate channel(s) to use. R6 communication channels include:

- **EPA COVID-19 employee intranet web page** for links to resources and helpful tips for employees, including Frequently Asked Questions

- **Mass Alert Notification System (MANS) (Everbridge)** – As needed to send important mass notifications and updates to all R6 employees conveying information on R6 facility
- **All Hands Virtual Meetings** – Held weekly by the RA & DRA to convey updates and answer questions
- **Agency Mass Mailers & Region 6 Leadership Emails** – As necessary / as needed
- **Region 6 Email Comment Mailbox** – Employee comments and suggestions
- **Direct Engagement** – Employee to supervisor, manager and/or leadership

Region 6 Location Reopening Criteria

On May 27, 2020, EPA provided all employees with a copy of our Agency-wide adoption of CDC's guidelines for businesses including information for those resuming normal or phased operations. The information on the EPA employee intranet website includes:

- **Return to the Workplace Employee Information**: General overview of the Agency's approach to reopening, including information on telework and work schedules, entry screening, visitors and travel posture.

- **Self-Assessment Questionnaire**: Provides guidelines to employees for self-screening and performing a daily health check before leaving for the office.

- **Contact Tracing and Notification Guidelines**: Provides guidance on contact tracing in instances of positive cases in the office along with communication templates for use by managers.

- **Facility Management Checklist**: Provides guidance to facility managers on reopening building. Our EPA facility managers are following EPA/CDC Cleaning and Disinfecting Guidance and EPA guidance on Maintaining or Restoring Water Quality in Buildings with Low or No Use. Also, General Services Administration (GSA) is following all CDC guidance—including information on improving the building ventilation system—and expects all leased facilities to do the same.

Region 6 will fully implement the Agency's national guidelines to open each of our locations. Return to Work (resumption of facility operations) will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. **Region 6 currently only has guidelines from Texas Department of State Health Services that apply state-wide to non-federal/non-essential businesses in Texas. Harris County Stay Home, Work Safer Order expires on June 10, 2020. All other local and regional public health orders for our Texas locations have expired.**

Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Center for Disease Control, the Office of Management & Budget, and the Office of Personnel Management. Gating criteria will be tracked by the Agency at the location level. This information, in conjunction with state and local health official information and the reopening status of the city and state will inform the reopening decisions by the Administrator.

The *Opening Up America Again (OAA)* guidelines use a 3-phased reopening approach. Our plan for an eventual phased return to EPA offices will take a measured and deliberate approach that ensures your health and safety. The Guidelines define gating criteria that provide for a data driven approach alongside an evaluation of site-specific conditions and state and local health department requirements. Our plan provides for a "rolling reopening," so each facility will enter Phase 1 according to local data and conditions. The gating criteria are:

- **SYMPTOMS**
  - Illnesses (ILI) reported within a 14-day period

  AND
  - Downward trajectory of covid-like syndromic cases reported within a 14-day period

- **CASES**
  - Downward trajectory of documented cases within a 14-day period

  OR
  - Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

- **HOSPITALS**
  - Treat all patients without crisis care

  AND
  - Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

EPA will look at the data for our office locations and continue to monitor the actions of state and local governments. As locations meet the gating criteria to open, EPA will notify employees of the closure of locations for a 7-day period. We are doing this because the coronavirus is rendered inactive after 7 days. In addition, these closures are being conducted as outlined in the EPA/CDC Cleaning and Disinfection Guidance. The next step would be for these locations to enter Phase 1 after a second review of the data.

To guide our decision-making through this process, we have leveraged our own EPA scientific professionals to evaluate data from the Centers for Disease Control (CDC) and other expert sources. As we move through other phases, we will evaluate the status of any guidance of state and local officials and continue to evaluate data from CDC.

It is important to note that the Agency will continue to provide maximum telework flexibilities to all employees through Phase 2, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

The EPA COVID-19 intranet page for links to resources and other helpful information for employees. Resources on this site include:

- Return to the Workplace Employee Information
- Employee Self-Assessment Questionnaire
- Contact Tracing and Employee Notification Guidance
- Facility Management Checklist

Overview of the Return to Work Phases:

Phase 1	Phase 2	Phase 3
No employee is required or expected to return to the office, but they have the option of doing so if they choose.	People who need to take extra precautions or are at higher risks should continue to telework	Ongoing flexibility to those with dependent care issues
Maximum telework and Maximum work schedule flexibilities	Maximum telework is available to all staff	Unrestricted staffing at facilities
Strict social distancing in workplace	Moderate social distancing in workplace	Best workplace and personal hygiene practices
Mission essential travel only	Resume mission critical travel	Unrestricted travel

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Phase 1 – Return to Work

In Phase 1, no employee is required or expected to return to the office, but they have the option of doing so if they choose.

EPA will continue to provide maximum telework flexibilities to all employees, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework. Employees will be afforded maximum telework flexibility and longer for those taking care of children and other family members while carrying out our important EPA work.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

- Notification of employees to not access EPA workspace for 7-day closure to render coronavirus inactive. Closure of common areas.
- COOP lifted and Region 6 Reconstitution completed. Supplies readily available in common areas. Signage posted throughout EPA workspace.
- No non-EPA visitors allowed in workspace.
- **No employee is required or expected to return to the office, but they have the option of doing so if they choose.**
- At Renaissance Tower, employees with offices may return to the workplace to maintain strict social distancing in Phase 1.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Anyone meeting the definition of a COVID-19 affected person is directed to contact their first line supervisor or monitor to inform them of their status, and either stay home if they are teleworking or depart the office immediately.
- Employees who appear to have symptoms upon arrival to work or who become sick during the day should immediately be separated from other employees and sent home.
- EPA will trace and notify contacts of infected people in the workplace.
- Mission critical personnel including emergency response personnel, employed by or under contract with EPA, continue access locations to perform essential government functions affecting human health and the environment.
- Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

- There are no mandatory federal, state or local public health requirement for face coverings at our locations. Consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. Employees should consider wearing a face covering when in a common area inside the building.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service. These services will be clearly marked with signage and face coverings will be provided.
- Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. Travel must be approved by the SRO prior to entering the travel authorization into Concur.
- Signage will be posted to notify staff of occupancy limit, seating restrictions, or other restrictions throughout the facility.
- Employees should use virtual meetings when possible. For in-person meetings, rooms where less than 6 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied.
- Continued assessment of implementation and corrective actions, if needed.
- Continue All Employee Information Sessions (weekly).

Returning employees will take the following actions:

- Help reduce the spread of COVID-19
    - Be conscious of what you touch.
    - Frequently and thoroughly wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
    - Cover coughs and sneezes with a tissue, then throw the tissue in the trash, or use your inner elbow or sleeve.
    - Avoid touching your eyes, nose, and mouth with unwashed hands.
    - Clean high touch surfaces in your workspace and personal items such as cell phones, key fobs and badges with disinfecting wipes or sprays.
- Follow social distancing office etiquette:
    - Please do not stand in the entrance to people's cubes.
    - Please do not gather in hallways or other shared areas.
    - Please announce your approach to service counters or desks.

- Do not use other employee workstations or equipment.
- Be kind to one another. We all experience stress in different ways. We are in this together.

All occupants must comply with strict workplace social distancing guidelines.

- State of Texas, Dallas County or the City of Dallas has no mandatory requirements for office occupants to wear a face covering inside their workplace. However, CDC recommends occupants wear face coverings. EPA encourages our employees to wear face coverings outside their immediate workstation, in hallways, areas of general use, and high traffic areas and in common areas outside EPA workspace.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders. These services will be clearly identified.
- Elevators should be limited to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. EPA has access to six (6) occupant-only elevators to our workspace at Renaissance Tower
- At Renaissance Tower, stairway access between EPA occupied floors (Floors 4-9) may be accessed using EPA PIV card and social distancing guidelines should be followed in stairways. Stairway entry is not accessible from the main lobby of the Renaissance Tower.
- Follow signage instructions throughout EPA workspace.
- Continue virtual meetings and huddling using Skype for Business, Microsoft Teams and conference calls. Group gatherings within EPA workspace should be avoided.
- Conference and training rooms are closed.
- Do not gather in break rooms/kitchens. However, access to refrigerators will be allowed and should be limited to no more than 1 person at a time.
- Restrooms/copy rooms should be limited to no more than 2-3 individuals at a time, maintaining social distancing.
- Occupants in offices may close their doors.
- See something, Say something. Inform your supervisor immediately.
- Be conscious of interactions during your workday. Contact tracing plays an important role in preventing the spread of COVID-19.

Phase 2– Return to Work

Maximum telework is available to all staff through Phase 2.

Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2. Employees will be afforded maximum telework flexibility though Phase 2 and longer for those taking care of children and other family members while carrying out our important EPA work. Employees return to normal work schedules except for those with dependent care issues.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

Following notification of repeat achievement of gating criteria, Region 6 will move into Phase 2. The following actions will be taken by Region 6 Leadership:

- Notification of employees of procedures to return to EPA workspace.
- Supplies readily available in common areas. Signage posted. Closure of common areas.
- **Maximum telework is available to all staff through Phase 2.**
- At Renaissance Tower, employees in cubicles may enter the facility only on assigned access days to continue maximum social distancing. Employees should contact their supervisor if other arrangements are necessary.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Anyone meeting the definition of a COVID-19 affected person is directed to contact their first line supervisor or monitor to inform them of their status, and either stay home if they are teleworking or depart the office immediately.
- Employees who appear to have symptoms upon arrival to work or who become sick during the day should immediately be separated from other employees and sent home.
- EPA will trace and notify contacts of infected people in the workplace.
- Employees return to normal work schedules except for all those with dependent care issues.
- **Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.**

- At Renaissance Tower, visitors may be allowed in EPA workspace on the 5th floor only. In advance of visits, visitors will complete self-assessment following CDC guidelines. Visitor must not enter EPA workspace if sick. Employee common workspace is restricted from non-EPA visitors. The Agency is establishing a plan for visitor access to the building in Phase 2 and beyond and will share once it is finalized.
- Mission critical travel may resume with evaluation of state and local restrictions and requirements. As with all travel requests, supervisory approval is required. Additional travel guidance will be provided.
- Signage will be posted to notify staff of occupancy limit, seating restrictions, or other restrictions throughout the facility.
- Employees should use virtual meetings when possible. For in-person meetings, rooms where less than 6 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied.
- See something, Say something. Inform your supervisor immediately.
- Be conscious of interactions during your workday. Contact tracing plays an important role in preventing the spread of COVID-19.
- Continued assessment of implementation and corrective actions, if needed.
- Continue All Employee Information Sessions (weekly).

Phase 3 – Return to Work

Employees will be afforded maximum telework flexibility for those taking care of children and other family members while carrying out our important EPA work.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

After notification of repeat achievement of gating criteria, Region 6 will move into Phase 3. The following actions will be taken by Region 6 Leadership:

- Notification of employees regarding procedures for return to the workspace.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Employees return to the workplace and adhere to approved work schedules.
- Visitors allowed in EPA workspace on the 5th floor only. In advance of visits, visitors will complete self-assessment following CDC guidelines. Visitors must not enter EPA workspace if sick. Minimal contact security procedures must be followed.
- Unrestricted travel to support mission critical work.
- See something, Say something. Inform your supervisor immediately.

Roles and Responsibilities:

Senior Leadership Team (RA, DRA)

- Approve overall scheduling plan and determine date for implementation of each phase
- Review progress and approve adjustments to initial plan
- Weekly All Hands Information Sessions
- Weekly Leadership/MIT discussions
- Notifications and Alerts

Reconstitution Team

- Implementation of facilities checklist for locations
- Schedule progress briefings and propose adjustments to plan based on input/evaluation
- Support organization specific needs as they arise
- Evaluate concerns about space availability and crowding
- Contact tracing and disinfecting

OMS Managers and Staff

- Maintain floor seating charts and rosters
- Determine MSD staffing requirements needed to maintain support services for staff physically present in each location
- Weekly Leadership/MIT reviews of new guidelines and protocols

Division Director/Deputy Director(s)

- Identify mission critical employees who may require more regular time in office
- Work with first line supervisors to collect information needed to refine draft attendance plan developed by Reconstitution Team
- Reinforce messaging about health & safety precautions
- Weekly Leadership/MIT discussions
- Follow EPA Contact Tracing Guidance

Supervisors

- Weekly Leadership/MIT discussions
- Immediately elevate employee feedback regarding the implementation of this Return to Work Plan and Procedures
- Gather information from staff needed to finalize attendance plan
- Reinforce health & safety protocols, signage and instructions
- Send reminders to staff about their scheduled days in office
- Communication with Senior Leadership Team / Reconstitution Team about expected visitors (when phased reopen allows for visitors)
- Follow EPA Contract Tracing Guidance

Employees

- Conduct Self-Assessment. Employees should not access EPA locations if ill
- Follow EPA Contact Tracing Guidance
- Notify supervisor immediately if becoming ill
- Follow assigned staggering workplace schedule and procedures for social distancing while present in the office
- Awareness of daily interactions
- See something, Say something

Health & Safety Protocols

Prior to reopening, and as we progress through the 3 phases, the Reconstitution team (and support personnel) will coordinate and implement numerous health & safety protocols at each location. Frequently Asked Questions (FAQs) will be communicated clearly to employees in advance of facility re-openings via the communication methods mentioned above. These important steps are designed to help employees feel safe, confident, and comfortable as they phase back into the office.

Health & Safety Protocols include

- CDC recommended facility cleaning and disinfecting measures before and after reopening
- Employee Screening – Self-Certification
- Posters / signage prominently displayed throughout the facilities on best practices
  - Frequently washing hands, use of hand sanitizers, use of sanitizing wipes, wearing of face coverings, and keeping employee workplaces clean and organized
- Implementing several physical controls to encourage social distancing
  - Closing off common areas and conference rooms, recommendation of wearing face covering in common and pubic areas, and implementing elevator protocols
- Develop staggered workforce scheduling
- Other building considerations
  - Ensuring the safety and operation of building water and ventilation systems - that they are clean and working properly.

Facility Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting our facilities will be an important part of reopening. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

Region locations will have been unoccupied for 7 days or more; therefore in accordance with CDC guidance, normal routine cleaning prior to reopening the facility will occur. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. Once a facility is reopened, we will resume daily cleanings in accordance with CDC guidelines. At this time, the Reconstitution Team is expecting to use current custodial contract services and will request that they do additional extensive daily cleaning.

Posters / Signage

Working closely with GSA and local building management as applicable, the Reconstitution team will coordinate efforts to prominently display a variety of posters, general health & safety reminders, personal hygiene best practices (using sanitizing wipes, hand sanitizer, and wearing facemasks), and Region 6 specific messaging through-out its facilities. The signage will serve to remind employees on a variety of important health & safety measures, while providing direction on new procedures regarding elevator use, bathroom etiquette and more. All occupants should follow signage instructions.

Posters and Signage to consider:

- Entrance & Screening Instructions
- Symptoms of Covid-19
- Important Information About Cloth Face Coverings
- How to best wear a Face Covering
- Stay Healthy!
- How to protect yourself and Others
- Share the Facts
- Prevent the Spread
- Procedures for using the elevators, bathrooms, and kitchenette areas
- Reminders about employees doing their part and respecting the space of others

Physical controls to encourage social distancing

In addition to posters and signage to encourage maximum social distancing, to discourage social congregating, the Reconstitution Team will be working with building and facilities management to physically limit secondary entrances, close off common areas, assign appropriate floor markings, and establish procedures for moving from floor to floor and the safe use of elevators, bathrooms, kitchenette areas and other spaces as necessary.

Although limiting entrance points and closing off common areas may slightly differ in each facility, general considerations are:

- Secondary building entrance points
- Conference & training rooms[1]
- Libraries
- Additional floor specific spaces as necessary

[1] *During Phase 1, conference / meeting rooms will be closed. During Phase 2 and into Phase 3, we will open them, but capacity will be limited to allow for social distancing of 6 ft and floor and chair markings will be implemented*

Elevators:
After employees enter EPA-leased buildings, they should continue to the elevators to access their workspace, as needed/applicable. They should follow designated floor markings and wait to enter onto an available elevator. At Renaissance Tower, EPA employees have access to six (6) EPA occupant-only elevators, equipped with secure badge readers, to our workspace. Employees should limit the number of riders to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. Employees will be reminded to provide priority access to People with Disabilities when using the elevators.

Employee movement from floor to floor:
During Phase 1 & 2, employees should remain in their workspace as much as possible and limit their movements in common and public workspaces. Employees are reminded to maintain social distancing at all times and wash their hands frequently. If employees need to leave their floor, they should be aware of their movements should contact tracing become necessary. Stairway access using government issued PIV cards between EPA leased floors is allowed.

Information Technology for virtual meetings:
Region 6 will continue to fully encourage virtual meetings using Microsoft Skype and Teams as well as the use of audio and video conferencing Common areas will be locked and unavailable for face-to-face meetings. Conference rooms and common areas will be closed during Phase 1.

Staggered Workforce Scheduling

Office building employers have been encouraged to evaluate a phased approach in opening their locations. For EPA Region 6, we will continue to encourage social distancing in the workplace by providing employees working in cubicles access to our location on specified days of the week during the pay period. Each employee will be notified of their schedule to access to workspace and are encouraged to contact their supervisor to discuss alternative schedules.

The Goal of creating Staggered Scheduling:

- Create equitable opportunity for all EPA employees, contractors, and grantees to return to physical workstations at all Region 6 locations.

- Maintain social distancing and other relevant health & safety standards by managing the number of people in each facility and the flow of people through facilities.
- Customize guidelines for each facility to allow for differences in population size and building design.
- Include phases and opportunities to adjust plans to allow expanded access as restrictions are met

Facility Operations & Service Protocols

Preparing our Facilities for Reentry:

At least one week prior to COOP being lifted, the Reconstitution Team shall coordinate through GSA and building management, as necessary, to ensure that the facility space is safe, functional, and fully prepared for re-occupancy. The following items, at a minimum, need to be verified and are required to return to normal operations:

- Environmental Safety
- Operational Telecommunications Systems
- Operational Network Systems
- Appropriate Security
- Operational Heating, Ventilation, and Air Conditioning (HVAC)
- Operational Fresh Water Systems
- Operational Building Water Quality (EPA / CDC)
- Operational Fire Safety Systems
- Debris-free Offices and General Spaces

Prior to reconstitution, the following must occur:

- COOP must be officially lifted, and we must receive an all-clear from authorities having jurisdiction for safe entry or limited entry to the facility. This should include any guidance on what it means for the building to be considered clean, and any timeframes it will take to meet the cleaning requirements.
- Verify with GSA/lessor or O&M Contractor that all inspections, assessments, and remediation contracts are executed according to the lease/contract requirements for:
  - Fire Alarm
  - Lighting and Power
  - Elevators
  - Generators
  - Security/Access systems
  - Electronic switch gear/vaults

- HVAC systems
- Foundations/structural systems
- Building envelope
- Interior architectural elements – carpet, ceilings, walls, furniture
- Utilities – power/gas/fuel oil/water/telephone/sewer
- Environmental concerns

- Establish health & safety protocols, screening procedures, and staggered workforce schedules for phased re-occupancy or full occupancy according to the OAA guidance and the 3-phased gating approach.
- Determine access availability for agency retrieval of files or equipment on a case-by-case basis with safety conditions as a prime consideration. Identify any procedures for employees to bring equipment or files back into the office.
- Identify & communicate relevant procedures for getting MSD support services (GSA vehicle procedures, PIV card resets, IT equipment repairs, HR support, Onboarding, etc.)
- Communicate a cohesive message that will provide periodic updates to all stakeholders including employees, customers, and GSA senior leadership on the status of the reconstitution effort with defined milestones and points of contact for information.
- Plan for regular communication about any local updates on COVID-19 that may impact employees in the facilities including cleaning, shared spaces, social distancing, elevator policies, new COVID cases, etc.

Region 7 Office Reconstitution Overview

Safety, Security, Facilities Management Branch

May 28, 2020

Reconstitution Overview – Outline

- Building Access Controls
- Building Access Plan
- Restricted Areas
- Cleaning / Disinfecting Services
- In-office Practices
- Self-screening Questions
- GOVs
- Work Schedule Flexibilities

Reconstitution Overview – Building Access Controls

Phase 1

- Maximum unscheduled telework highly encouraged
- Divisions restrict in-office presence to 12.5% of managers/staff
- Employee Self-Screening prior to office entry
- No outside visitors
- Entry/exit restricted to main entrance; sign-in/out with guards
- Travel: Only w/ RA approval

Phase 2

- Maximum unscheduled telework highly encouraged
- Divisions restrict in-office presence to 25% of managers/staff during week 1; reassess ahead of week 2
- Employee Self-Screening prior to office entry
- Mission essential visitors only
- Entry/exit restricted to main entrance; sign-in/out with guards
- Travel: Only w/ Supervisory approval

Reconstitution Overview – Building Access Plan

- Phase 1 - Restrict in-office presence to a max of 12.5% personnel
- Phase 2 – Restrict in-office presence to a max of 25% personnel for week 1; Reassess for week 2
- Divisional Responsibilities
  - Determine which personnel will report in-person, staying below the percentage cap
  - Send divisional list to Jeff Daise at least 1 day in advance by 2:00 pm; weekly list may be sent
  - Track names of employees reporting to the office each day and keep records
  - Ensure across-the-aisle personnel do not report on same day; Cube neighbors separated by partitions are ok to report same day
  - Stress importance of social distancing
  - Communicate the need for self-screening BEFORE coming to the office
  - Communicate the importance of teleworking unless in-office presence is necessary

Reconstitution Overview – Building Access Plan (cont.)

- Employee/Staff Responsibilities – Important for Contact Tracing
  - Self-screen before leaving home
  - Ensure you are on the list by contacting your supervisor in advance
  - Enter and exit only through main door at guard desk
  - Inform the guard of your name and division
  - Guard will record check-in and check-out times for contact tracing purposes only
  - If you are not on the list upon arrival, you will not be permitted entry
  - Practice social distancing at all times

Reconstitution Overview – Restricted Areas Phases 1 & 2

Limited

- Large conference rooms – follow social distance guidelines (6ft – tables marked w/ tape)
- Exploring options for pedestrian traffic patterns within bldg
- Restrooms – 3 personnel at a time
- Elevators – 1 person at a time
- Kitchenettes

Closed

- Marketplace
- Alcoves
- Enclaves
- Smaller Conference Rooms
- Library
- Common Areas
- Fitness Center
- Water Fountains
- Touch-down Spaces

Signs posted throughout buildings as reminders.

Reconstitution Overview – Cleaning/Disinfecting Svc Phases 1 & 2

"New Normal" Cleaning – Regular Cleaning Crew

- Hourly –
  - Disinfect touch points (door handles, faucets, light switches, etc)
- Daily –
  - Collect trash
  - Clean/disinfect restrooms (2x)
- Weekly –
  - Vacuum walkways & open common areas
  - Dust window ledges, cubicle tops, furniture

Disinfecting (COVID case) - If Needed; Outside Contractor

- Follow CDC/GSA guidelines
- Peroxide mist spot disinfecting
- Disinfected areas reopen 1hr after work complete
- Outside vendor disinfects –
  - Workstation
  - Walkways within wing
  - Restroom within wing
  - Other identified areas as needed

Hand sanitizer and disinfectant/paper towels available in common areas of the building for staff use.

Reconstitution Overview – In-office Practices Phases 1 & 2

Please Do

- Conduct self-screening prior to coming into the office
- Follow social distancing guidelines (6ft)
- Wear a face covering in all situations where 6ft social distancing cannot be maintained (required for services such as IT and badging)
- Make use of provided sanitizing/disinfecting supplies
- Make use of IT tools for meeting participation
- Limit movement to mission essential activities/locations in the bldg

Please Do Not

- Ignore signs/symptoms if you're feeling ill
- Congregate in hallways or other areas throughout the bldgs
- Use standing desks in upright position
- Hoard sanitizing/disinfecting supplies
- Conduct in-person meetings
- Utilize presence in the bldg as a social opportunity

Reconstitution Overview – Employee Self-Screening Questions

- Do you feel unwell or have any of the following CDC identified symptoms of COVID-19 Disease?
  - Fever > 100.3 degrees F, Fever or chills, Cough or shortness of breath, Muscle pain, Headache, Sore throat, New loss of taste or smell
- Within the last 14 calendar days, have you been in close contact (within 6 ft) of someone who has an active case of laboratory-confirmed COVID-19?
- Within the last 14 calendar days, have you been in close contact (within 6 ft) of someone who is ill or demonstrates any of the above symptoms?
- Within the last 14 calendar days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?
- Have you traveled outside of the US within the past 2 weeks?

If you answer "yes" to any of these questions, please stay home. Please notify your supervisor and expect to telework if possible. It is recommended you visit the CDC Coronavirus Disease Internet site on “What to do if you are Sick”. You should also stay in touch with your supervisor on your status.

Reconstitution Overview – GOVs Phases 1 & 2

MSD/SSFM Actions

- Provide supplies –
  - Hand sanitizer (2oz bottle)
  - Disinfecting wipes or spray
  - Paper towels (as needed)
  - Nitrile gloves (1 pair)
- Ensure 72-hr buffer between reservations
- Disinfect keys and dispatch books

Driver Actions Upon Return

- Remove all trash
- Wipe down all touch points
- Close all doors/windows, set heat to high, allow fan to run on full for 15 mins
- Shut off vehicle, turn in keys to designated area
  - DO NOT use exterior turn-in box

Work Schedule Flexibilities

- **Phase 1 Work Schedule Flexibilities:**
  - Telework for Employees is highly encouraged
  - Expanded work hours and work week flexibilities are available for employees on Maxiflex or Flexitour schedules
- **Phase 2 Work Schedule Flexibilities:**
  - Telework for Employees is highly encouraged
  - Expanded work hours and work week flexibilities are available for employees with dependent care issues on Maxiflex or Flexitour schedule (discuss situation with supervisor)
  - All other employees return to normal work schedules
- **Phase 3 Work Schedule Flexibilities:**
  - All employees should return to normal work schedules
  - Employees with continuing dependent care issues should talk to their immediate supervisor – continued extension of work schedule flexibilities have to be approved by the Regional Administrator

*** Employees in a category CDC determines as higher-risk, those who are pregnant, or those living with a higher-risk or pregnant individual, should continue to telework during Phase 1 and Phase 2. During Phase 3, social distancing consideration should be given to members of the vulnerable population who request such consideration.*

Questions?

Contact: Mike Appleby, SSFM, appleby.michael@epa.gov

EPA Region 7 Reconstitution Plan

(Reopening Region 7 Facilities during the Covid-19 Pandemic)

R7 Reconstitution Team | May 2020

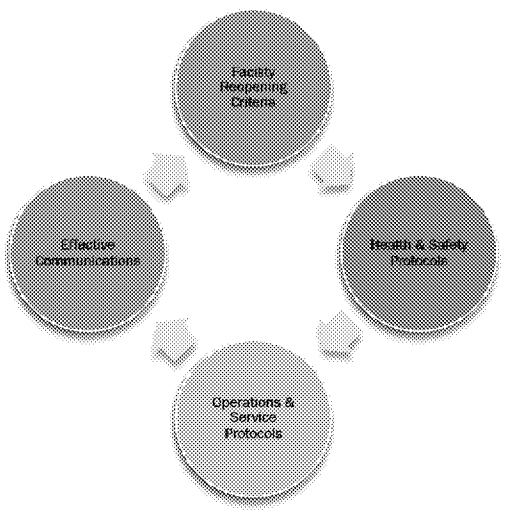
Background:

On March 16th, 2020, Region 7 entered a mandatory telework status due to the COVID-19 Pandemic. On March 24, 2020, Region 7 activated the Pandemic Annex of the Continuity of Operations Plan (COOP) at all its facilities and initiated a mandatory telework status until further notice. On April 20, 2020, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance on aligning federal agency operations with the national guidelines for *Opening Up America Again (OAA).*

Region 7 assembled a COVID-19 specific Reconstitution Team that will lead and oversee efforts to reopen Region 7's physical workspaces. Region 7 Facilities within the scope of this effort include:

- The Lenexa, KS Regional Office
- The Kansas City, KS Science and Technology Center
- The Kansas City, MO Training and Logistics Center
- The Fenton, MO Field Office

The Reconstitution Plan (as part of Region 7 COOP & relative to the COVID-19 outbreak) has four main components:



- Effective Communications
- Facility Reopening Criteria
- Health & Safety protocols
- Operations & Service protocols

Return to work/Reconstitution shall be done in close consultation with EPA Headquarters and will consider and follow applicable state and local orders and guidance. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA headquarters, the CDC, OPM, OMB and state and local health officials. Gating criteria will be tracked at the Agency level in conjunction with state and local officials, and facilities will open in coordination with EPA Headquarters.

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Effective Communications

Effective Communications will be KEY throughout the entire planning and implementation process. All communications will reflect the latest information and guidance received from EPA Headquarters, the Center for Disease Control, & the Office of Management & Budget, and the Office of Personnel Management; including reopening procedures, health & safety protocols, facility cleaning information, and applicable timeframes. It is expected that broader Agency-related communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates. However, Region 7 will need ongoing clear and accurate information on the details and specifics, as we plan and implement a phased employee return to our facilities. Frequent, open, and transparent communications will be essential as we manage employee expectations.

Guiding Principles

The following underlying principles will be applied to guide EPA Region 7 leadership in risk related communications relative to the employee re-entry process. Communications that are:

- Transparent, empathetic, respectful, and tailored to employees' concerns
- Timely, regularly updated, and shared with R7 stakeholders
- Responsive to the different geographical locations of R7 employees

Goals

- Convey reentry plans (*When, What, How & Why*) by applying science-based tenets of risk communications and using a phased / "feedback loop" approach that incorporates the principles listed above
- Continuously monitor employee understanding of communications to ensure follow-up communications are targeted and appropriate in an evolving situation
- Ensure that employees receive up to date information that engenders trust, builds employee confidence, and increases morale in both the short-term and long-term
- Help employees understand their own personal responsibilities during the reentry process

Target Audiences

- R7 Management Community
- R7 Employees (Federal, Contractors, SEEs & Grantees)
- R7 AFGE and NTEU Local Unions
- EPA Headquarters & State/Local Officials

Communication Channels

Region 7 personnel will be kept apprised of COOP / reconstitution activities using several communication channels. Based on the information that needs to be conveyed and the target audience, Senior Management and/or the R7 Reconstitution team will determine the most appropriate channel(s) to use. R7 communication channels include:

- **Mass Alert Notification System (MANS) (Everbridge)** – As needed to send important mass notifications and updates to all R7 employees conveying information on COOP and R7 facility status if necessary, before and during phased reentry
- **Weekly All Hands Virtual Meetings** – Held weekly by the RA, DRA, & ARA to convey updates and answer questions
- **Agency Mass Mailers & R7 Leadership Emails** – As necessary / as needed
- **R7atWork** – Used to reinforce / emphasize important Covid-19 & reconstitution information

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Facility Reopening Criteria

Reconstitution (resumption of facility operations) will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA headquarters, the Center for Disease Control, the Office of Management & Budget, and the Office of Personnel Management. Gating criteria will be tracked at the Agency level in conjunction with State and local health officials and Regional facilities will open in coordination with EPA Headquarters.

The *Opening Up America Again (OAA)* guidelines use a 3-phased reopening approach. The Gating criteria itemized below must be satisfied at State and local levels before proceeding into, and progressing through the phases:

- A downward trajectory of influenza-like symptoms AND Covid-19 like case reports over a 14-day period
- A downward trajectory of actual documented Covid-19 cases
- Hospitals in the local area have the capacity to treat all patients without crisis care (high stress) and at more normal levels

EPA is developing an Agency dashboard that will used as we move through the gating criteria and into the 3 phases of reopening. Timelines and schedules may differ for each facility and will be based on mitigating risk of resurgence and site-specific conditions. In the initial 2 phases of the *OAA* plan, OMB and OPM expect telework to be used to the maximum extent possible to ensure the safety of the federal workforce.

Prior to the lifting of COOP status, the R7 Reconstitution team will prepare our facilities by employing several health & safety protocols and developing staggered workforce schedules (***See the "Facility Checklists Section" for complete list of action items).***

Overview of the OAA phases:

Phase 1 *(Satisfy gating criteria and no evidence of resurgence for 14 days)*	**Phase 2** *(Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 1)*	**Phase 3** *(Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 2)*
COOP & mandatory telework lifted	Recommended that vulnerable individuals should continue to shelter in place	
Maximum unscheduled telework is highly encouraged		Relaxing of some social distancing controls
Non-essential travel will be discouraged		Resume non-essential travel
Employees will have the option to physically return to the office according to a prescribed & staggered schedule that supports maximum social distancing while in the office		Greater degree of unrestricted staffing at facilities

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Health & Safety Protocols

Prior to reopening, and as we progress through the 3 phases, the Reconstitution team (and support personnel) will coordinate and implement numerous health and safety protocols at each facility. Health and Safety FAQ's will be communicated clearly to employees in advance of facility re-openings. These important steps will help employees feel safe, confident, and comfortable as they phase back into the office.

Health and safety protocols include

- CDC recommended facility cleaning and disinfecting measures before and after reopening
- Employee Self-Screening
- CDC Posters / signage hung throughout the facilities on best practices
  - frequently washing hands, use of hand sanitizers, use of sanitizing wipes, wearing face coverings, and keeping employee workplaces clean and organized
- Implementing physical controls to encourage social distancing
  - Examples include closing off common areas and conference rooms, keeping doors open, implementing elevator, & bathroom protocols
- Staggered workforce scheduling with limited in-office manning
- Other building considerations
  - Ensuring the safety & operation of building water and ventilation systems - that they are clean and working properly[i]. anything on HVAC?

Facility Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfection of our facilities will be an important part of reopening. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For facilities that have been unoccupied for 7 days or more, CDC guidance recommends a normal routine cleaning prior to reopening the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. Once a facility is reopened, we will resume daily cleanings in accordance with CDC guidelines. At this time, the Reconstitution team is expecting to use current custodial contract services and will request additional extensive daily cleaning.

Employee Screening

Employees entering the facility are certifying that they have performed the health self-assessment in Appendix A before coming to the office and do not meet any of the criteria for exclusion from in-office work.

CDC Posters / Signage

Working closely with GSA and local building management as applicable, the Reconstitution team will coordinate efforts to place a variety of CDC posters, general health & safety reminders, personal hygiene best practices (using sanitizing wipes, hand sanitizer, and wearing face coverings), and Region 7 specific messaging through-out its facilities. The signage will serve to remind employees on a variety of important health & safety measures, while providing direction on new procedures including elevator use, bathroom etiquette, and more.

Posters and Signage to consider[ii]:

- Entrance & Screening Instructions
- Symptoms of Covid-19
- Important Information About Cloth Face Coverings
- How to best wear a Face Covering
- Stay Healthy!
- Wash Your Hands
- How to protect yourself and Others
- Share the Facts
- Prevent the Spread
- *Procedures for using the elevators, bathrooms, and kitchenette areas*
- *Reminders about employees doing their part and respecting the space of others*

Physical controls to encourage social distancing

In addition to posters and signage to encourage maximum social distancing and to discourage social congregating, the Reconstitution team will be working with building and facilities management to physically limit secondary entrances, close off common areas, keep some doors open, and establish procedures for the safe use of elevators, bathrooms, and other spaces as necessary.

Although limiting entrance points and closing off common areas may slightly differ in each facility, general considerations are:

- Secondary building entrance points
- Meeting rooms, Conference & training rooms, and enclaves
- Libraries
- Game room
- Kitchen and break areas
- Health rooms
- Fitness centers
- Large common social areas such as the Marketplace
- Additional gathering spaces as necessary

Face Coverings:

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure. The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. Though the EPA will not issue masks or face coverings to staff for office use, use of personal face coverings is highly recommended and strongly encouraged by senior staff as an enhanced measurement to protect the Region 7 population.

Badging:

Employees should continue to wear a face covering when in a common area inside the building (e.g. pantries, restrooms, etc.) and those seeking services (e.g., badging, IT services) **must wear a face covering at the time of service regardless of local or state orders.**

Elevators:

If elevator use is necessary, no more than 1 individual should enter the elevator at a time. Anyone waiting to use an elevator should work to maintain a proper social distance, including the time while waiting for an elevator.

Bathrooms:

No more than 3 individuals will be permitted to occupy a bathroom at the same time. Employees are expected to do their best to maintain social distancing in the smaller spaces. There will be multiple health & safety signs within each of the bathrooms encouraging handwashing and social distancing.

Information Technology for virtual meetings:

After reopening, we will continue to fully encourage virtual meetings using Microsoft Skype & TEAMs as well as the use of audio and video conferencing. R7 employees have learned to use these tools more proficiently during COOP.

Marketplace:

The marketplace will be closed until Region 7 returns to normal operations. In-office staff should take this into account in the event they work in the office.

Parking Lots:

In order to maintain social distancing parking spaces in the main parking lots should be staggered, with an empty space between each vehicle if possible.

GOV Use:

EPA Region 7 will continue to provide GSA fleet vehicles for official business purposes. Personally owned vehicles (POVs) may be used as an alternative to Government owned vehicles (GOVs) on a case-by-case basis depending upon the risk factors an individual employee faces. . The COVID-19 Virtual Emergency Operation Center (EOC), managed by SEMD will distribute fleet utilization and cleaning procedures when the Logistics Section send the Deployment notice to approved travelers.

Travel:

During Phase 1, only essential travel will be authorized. What constitutes essential travel will be in the judgment of the supervisor, but generally it is travel necessary to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. When considering a travel request the supervisor should also consider the destination and mode of transportation necessary to reach the destination. Travel must be approved by the appropriate AA or RA, or it may be delegated to the SRO. There are no travel restrictions in Phase 2, but travel is subject to supervisor approval.

Vulnerable Populations and Employee's with Dependent Care Responsibilities

ALL VULNERABLE INDIVIDUALS

- Should continue to shelter in place through phase one and two.
- Members of households with vulnerable residents should be aware that returning to work or other environments where distancing is not practical increases their risk of the virus back home. Precautions should be taken to isolate from vulnerable residents. Questions or concerns about vulnerable status should be directed to your supervisor or HR.

Employees that have dependent care responsibilities because COVID-19 has interfered with existing or planned arrangements and:

- Must provide care for a child in elementary or secondary school (this includes children in grades K-12), and school and/or other normal childcare arrangements are not in effect due to the pandemic;
- Must provide care for a younger child or children who are not of school age, and normal childcare arrangements are not in effect due to the pandemic; or
- Have other individuals (e.g., adult child or elderly parent with special needs) in the home requiring care and supervision and other caregivers are not available due to the pandemic;

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Should continue to telework through Phase 1 and phase 2:

- Expanded work hours
- During phase one and two, the enhanced maxi-flex workhours, to include Saturday as a core workday are still in effect

The Goal of creating Staggered Scheduling:

- Create equitable opportunity for all EPA employees, contractors, and grantees to return to physical workstations at all Region 7 offices
- Maintain social distancing and other relevant health and safety standards by managing the number of people in each facility and the flow of people through facilities
- Establish processes for tracking building attendance that allow for effective contact tracing and response and communication in the event of a Covid-19 illness
- Customize guidelines for each facility to allow for differences in population size and building design
- Include phases and opportunities to adjust plans to allow expanded access as restrictions loosen

Workforce In-office Scheduling

Unscheduled leave and telework are highly encouraged during Phases 1 and 2:

- Staff will have access to the facilities subject to approval from their division director and SSFM notification
- Mail delivery will continue and pickup of essential mail items should be coordinated with the SSFM mail team
- All employees are highly encouraged to utilize unscheduled telework during Phases 1 and 2

Guidelines for In-office Work During Phase one and two:

- Limit daily attendance to no more than 12.5% of divisional staff during phase one and 25% of divisional staff during week one of phase two. Senior management will evaluate the situation and determine the staffing level and timing thereafter.
- Identify employees who will not need access to office space during each reopening phase
- Percentage caps may be reevaluated and revised at any time (up or down) based on conditions
- Maintain maximum physical separation while in dedicated workstations
    - avoid scheduling staff with laptop docking station or main work area along shared cubicle spaces on the same day(s)
    - avoid scheduling staff with cubicles that open directly onto each other on the same letter day(s)

Attendance Plans and Reports:

- Building sign-in and sign-out procedures will continue through at least phase 1
- Each division will maintain attendance records throughout the 3 phases of reopening to enable contact tracing and effective communication in the event that someone becomes ill

Visitor Access to R7 Facilities:

- Region 7 EPA facilities are closed to visitors during phase one
- Region 7 EPA facilities are open to visitors for mission essential purposes during phase two
- Region 7 EPA facilities are open to visitors for all purposes during phase three

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Facility Operations & Service Protocols

Preparing our Facilities for Reentry:

Prior to reconstitution, the following must occur:

- COOP must be officially lifted, and we must receive an all-clear from authorities having jurisdiction for safe entry or limited entry to the facility. This should include any guidance on what it means for the building to be considered clean, and any timeframes it will take to meet the cleaning requirements.
- Establish health & safety protocols, screening procedures, and staggered workforce schedules[iii] for phased re-occupancy or full occupancy according to the OAA guidance and the 3-phased gating approach.
- Determine access availability for agency retrieval of files or equipment on a case-by-case basis with safety conditions as a prime consideration. Identify any procedures for employees to bring equipment or files back into the office.
- Identify & communicate relevant procedures for getting MSD support services (GSA vehicle procedures, PIV card resets, IT equipment repairs, HR support, Onboarding, etc.)
- Communicate a cohesive message that will provide periodic updates to all stakeholders including employees, customers, and GSA senior leadership on the status of the reconstitution effort with defined milestones and points of contact for information.
- Plan for regular communication about any local updates on COVID-19 that may impact employees in the facilities including cleaning, shared spaces, social distancing, elevator policies, new COVID cases, etc.

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Appendix A: Employee Self Screening Checklist

EPA

EPA Self Assessment to Stop the Spread of COVID-19

Please perform the following self assessment prior to Departing for the Office:

Do you feel unwell or have any of the following CDC-idenitifed symptoms of COVID-19 Disease ?

- Temperature at or more than 100.4 degrees F (38.0 degrees C)?
- Fever or Chills?
- Cough or shortness of breath?
- Muscle pain?
- Headache?
- Sore throat?
- New loss of taste or smell?

- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who has an active case of laboratory-confirmed COVID-19?
- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who is ill or demonstrates any of the above symptoms?
- In the last 14 calendar days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?
- Have you traveled outside of the US within the past 2 weeks?

If you answered "yes" to any of these questions, please stay home.

Please notify your supervisor and expect to telework if possible. It is recommended you visit the CDC Coronavirus Disease Internet site on "What to do if you are Sick". You should also stay in touch with your supervisor on your status.

https://workplace.epa.gov/covid19/index.html

Appendix B: LSASD STC Specific Guidance

- Wash hands or use hand sanitizer upon entry into or exit from laboratory corridors
- Use gloves while working in laboratory spaces
- NOTE: All laboratory rooms are considered unoccupied spaces until personnel enter in the space. Once that space is occupied it will follow CDC guidelines for cleaning and disinfection. For a room to be considered "clean" the laboratory will follow cleaning protocols OR wait 7-days until occupying the space again.
- Single Occupant Rooms
    a. Follow CDC guidelines for cleaning and disinfection.
    b. Personnel required to wear proper PPE for the hazards of the laboratory.
    c. Restrict the access of other personnel
    d. Chemist/Analyst that uses the room is responsible for disinfecting the frequently touched surfaces in the laboratory. (computer components, printers, instrument, door handles, drawers, cabinets, light fixtures, etc)
    e. Post signage for social distancing protocols
    f. Ensure routine cleaning as per contract is occuring from custodial staff
- Shared Occupant Rooms
    a. Follow CDC guidelines for cleaning and disinfection
    b. Personnel required to wear proper PPE for the hazards of the laboratory.
    c. Follow social distancing protocols and restrict the need for cohabitation of personnel in lab.
        i. Accomplished through workload reduction, workload reassignment, assigned instrument use, phased instrument use (seven-day interval).
        ii. Stagger work periods.
    d. If personnel need to share equipment it is recommended to wear gloves and other appropriate PPE and wipe down shared equipment prior to and after use with EPA approved chemicals that are compatible with instrument surfaces and sensitivities and that will not contaminate samples.
    e. Reduce access of personnel that do not need admittance into the lab. Post signage to show authorized personnel.
- Multiuse rooms
    a. Follow CDC guidelines for cleaning and disinfection
    b. Personnel required to wear proper PPE for the hazards of the laboratory.
    c. Restrict access to shared equipment to as few personnel as possible.
    d. Personnel recommended to wear gloves and other appropriate PPE and wipe down shared equipment prior to and after use with EPA approved chemicals that are compatible with instrument surfaces and sensitivities and that will not contaminate samples.
- Sharing of instruments shall be limited. If not possible, shared instruments shall be wiped down after use
- In order to maintain social distance in hallways and corridors follow "One Way" instructions and signage
- Package, mail, and sample receipt procedures shall be followed

Updated June 2, 2020

Region 8 MSD

EPA Region 8

Wynkoop Facility
Returning to the Workplace
Employee Guidance
June 2020

INTRODUCTION

The following guidance is intended to provide information to Region 8 employees working in the Wynkoop facility regarding returning to work after being in an extended continuity of operations plan (COOP) status during the COVID-19 pandemic. The information contained in this guidance is subject to change. For more information on items that may have impacted this report, please see the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) [HYPERLINK "https://www.whitehouse.gov/wp-content/uploads/2020/04/M-20-23.pdf"] issued on April 20, 2020, which establishes criteria for federal agencies to assess before reoccupying facilities. You may also reference [HYPERLINK "https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf"]

Phases of the Region 8 Return to Work Plan

The three phases for Region 8's Return to Work Plan are listed below. The phases will be enacted after a building closure of 7 days. Building closure was enacted because the coronavirus is rendered inactive after 7 days. In addition, these closures are being conducted as outlined in the [HYPERLINK "https://www.epa.gov/newsreleases/epa-cdc-release-guidance-cleaning-and-disinfecting-spaces-where-americans-live-work-and"]

Employees should keep in mind the agency will continue to provide maximum telework flexibilities to all employees through Phase 2. In addition, we will provide maximum work schedule flexibilities (e.g., Maxiflex scheduling, altered core hours, etc.) to all employees during Phase 1. Employees who the CDC identifies as being at higher-risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

Employees will be notified via email and All Hands Meeting notifications regarding the movement between phases. If there are any questions or concerns, please reach out to your supervisor. ***We will be evaluating all operations during phase 1 and will adjust as necessary.***

Phase 1

1. **Telework and Work Schedules:** Employees will be afforded maximum telework flexibilities along with maximum work schedule flexibilities.
   - All employees may continue to use expanded work hours (5am to 11:30pm) and the expanded work week (Monday to Saturday) if on a Maxiflex or Flexitour schedule. Employees choosing the option to telework in Phase 1 should notify their immediate supervisor.
   - Employees in a category the CDC determines as higher-risk, those who are pregnant, or those living with a higher-risk or pregnant individual, should continue to telework during Phase 1.
   - Employees with dependent care responsibilities because COVID-19 has interfered with existing or planned arrangements should also continue to telework during Phase 1.

2. **Employees have the option to return to the workplace**. For coordination purposes, those wishing to return to the office should work with their supervisors. ***We will operate on a limited occupancy basis on each floor to provide maximum social distancing.***

3. **Building Entry Guidelines:** Before entering the building, employees are asked to adhere to the following:
   - Complete the Self-screen assessment each day before leaving for the office (see attached EPA Self-Assessment).
   - Work with their supervisor and follow the process for entering the building during Phase 1.
   - Limit the areas of the building they visit to the greatest extent possible.

4. **Visitors:** Visitors are not allowed in the facility during Phase 1.

5. **Social Distancing Guidance**:
   - Employees should, to the maximum extent possible, adhere to a strict social distance protocol in all building areas. This means maintaining a distance of 6 feet from other employees.
   - Please read and comply with the signage posted around the office.
   - Employees should not congregate in common areas.
   - Conference calls and video meetings are encouraged.

6. **Face Coverings:**
   - Employees are encouraged to bring their own face coverings to the office. In the event that a staff member forgets, we will have face coverings available.
   - In all areas where it is not possible to social distance, and in all common areas, such as elevators, hallways, breakrooms, etc. employees are required to wear a face covering.
   - Employees seeking services where social distancing is not possible (e.g., badging, IT services, mail retrieval, etc.) must wear a face covering at the time of service regardless of local or state orders.
   - When in their own cubicle or office, employees may remove their face covering.
   - Face covering wear is expected to comply with [HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html"] including:
     - Keep the covering on your face the entire time you're in public
     - Put it over your nose and mouth and secure it under your chin
     - Try to fit it snugly against the sides of your face
     - Make sure you can breathe easily
     - Don't put the covering around your neck or up on your forehead
     - Don't touch the face covering, and, if you do, wash your hands

7. **Floor Guidance:**
   - Staff are encouraged to:
     - Follow signage protocols for distance spacing on EPA Region 8 floors.
     - Stay on the floor of their designated workspace to the greatest extent possible.
   - We will provide cleaning supplies (disinfecting gel, sprays, etc.) during Phase 1.
   - We will work with building management to increase frequency of cleaning on high touch/contact areas.

8. **Building Facilities:**
   - For areas listed as open or closed, appropriate signage will be posted.

9. **What is open?** The following areas are open with the specified safety guidelines:
   - Elevators – no more than 2 per elevator.
   - Lobby/Atrium – open but not available for meetings. Encourage social distancing while in the lobby.
   - Stairwells – employees encouraged to maintain 6 feet between each other.
   - Restrooms – limited to 1 person at a time occupancy.
     - There will be multiple health & safety signs within each of the restrooms encouraging handwashing and social distancing.
     - Printer Rooms – One person at a time, no queuing in the hallway.
     - Breakrooms – Occupancy restricted to 2 persons at a time. Note tables and chairs have been removed.
     - The following services are provided by appointment only. Employees seeking services where social distancing is not possible (e.g., badging, IT services, mail retrieval, etc.) must wear a face covering at the time of service regardless of local or state orders.
       - IT Helpdesk – Remote assistance available. In-person needs will be prioritized and addressed by appointment only.
       - Mail Room – Centralized pick up only at the Mail/Copy Room window.
       - Badging – Remote assistance available. In-person needs will be prioritized and addressed by appointment only.

10. **What is closed?** The following areas are closed due to safety concerns:
    - All conference rooms, including distributed conference rooms and teaming rooms. Conference rooms may be available on a very limited basis, and where need justifies the use of them.
    - Records Center – remote services only.
    - Library – remote services only.
    - Fitness Center – Closed during phase 1.
      - For staff electing to bicycle to work, we will make available the gender-neutral restroom and the guard restroom and shower near the guard checkpoint by the loading dock. These are designed for a one-person occupancy and will be used until the Fitness Center reopens. Please contact the facilities staff if you have any questions about these facilities.

11. **Travel status:** Essential travel only upon approval from the Regional Administrator or designee. Staff returning from international travel will be subject to a 14-day quarantine period.

Phase 2 & 3

Guidance regarding Phase 2 and Phase 3 policies is being developed and will incorporate lessons learned from Phase 1.

Who to contact if you have any questions?

We understand questions will arise during this process. Employees are encouraged to reach out to their management for questions and concerns. Management will then direct questions and comments to the appropriate senior management staff.

Appendix 1:

Operations Guidelines for Best Practices and Health and Safety Policies for the EPA Region 8 Laboratory, Denver Federal Center, Building 25

The R8 Lab will follow the R8 reconstitution telework policies and harmonize operations with the R8 reconstitution plan. The Lab staff will review the plan in its entirety. Any lack of compliance regarding health and safety requirements should be communicated to the branch chief and the lab safety officer.

- Building 25 Access
  a. Until further notice, all R8 staff will enter bldg. 25 through EPA only entrances to limit contact with other building occupants.
  b. Staff will contact the Laboratory Branch Chief and Division Director if they plan to come into the office.

- Employee Screening Policy
  a. Employees should review and comply with the Agency Employee Screening Policy
  b. Employees that are sick, presumed sick, or are around sick family members must report this immediately to management and must not come to work.
  c. Consult personal health care provider for instructions. Continually maintain communications with management to share information.

- Use of Face Coverings
  a. In late April, GSA required all occupants in building 25 to wear a face covering in hallways, general use, and high traffic areas.
  b. Employees are to wear face coverings in building 25 except when working in their assigned offices. This includes wearing face coverings when working in laboratories.
  c. To maintain proper face covering use and care, employees are directed to the following Nebraska Medicine video. [HYPERLINK "https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Flist%3DRDCMUCkC6cn6cXy_1eWD7ZlMAIuA%26v%3Dz-5RYKLYvaw%26feature%3Demb_rel_end&data=02%7C01%7CNakatsu.Jason%40epa.gov%7C5be60be0465847c0e2cf08d7f02bfc3a%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637241944009363749&sdata=3ux%2FXB%2FdG2W3CRZbQbxbzKnj5Kfs6OK0FOmkXkN6XgU%3D&reserved=0"]

- Social Distancing and Meetings
  a. Employees must comply with CDC guidelines on maintaining social distancing.
  b. Please do not stand in the entrance to people's cubes.
  c. Please do not gather in hallways or other shared areas.
  d. Break rooms/kitchens/restrooms/copy rooms should be limited to no more than 1 individual at a time.
  e. Employees should minimize any unnecessary gatherings and utilize conference calls when possible for meetings including those hosted by employees at the Wynkoop facility.
  f. All staff meetings or gathering will be held outside while maintaining social distancing or by phone. If possible, choose open spaces such as outside areas where staff can stand or sit without utilizing tables or chairs.
  g. If a gathering of 2 or more is required, a space large enough to maintain at least 6 feet of distance between attendees should be chosen along with the required use of face coverings.

- Laboratory Health and Safety/Chemical Hygiene Management Rules
  a. All occupants must comply with all health, safety and chemical management and use rules and precautions for laboratory operations.
  b. All occupants must comply with social distancing as described above.
  c. All occupants must comply with proper hand hygiene etiquette.
     i. Please use good hand washing practices before and after you handle all documents that will be transferred between staff.
     ii. Frequently and thoroughly wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
  d. All occupants must comply with all coughing and sneezing etiquette.
     i. Cover coughs and sneezes with a tissue, then throw the tissue in the trash, or use your inner elbow or sleeve.
  e. All occupants must comply with glove use and disposal requirements.
     i. Gloves must be worn while working in laboratories and must be removed and disposed of prior to exiting the room.
     ii. Employees are directed to the CDC guidelines on how to properly remove and dispose of gloves.
  f. Employees should avoid touching eyes, nose, and mouth with unwashed hands.
  g. Employees should clean high touch surfaces in workspace and personal items such as cell phones, key fobs and badges with disinfecting wipes or sprays.
  h. Continue to follow proper hand hygiene practices before and after glove use and throughout the workday.
  i. Lab staff will follow the agreed upon cleaning and cooler receiving procedure.

- Office Space
  a. In order to minimize any chances of "cross-contamination", cubicle sharing, or space sharing is not permitted.
  b. Individuals located in shared cubicles will be temporarily relocated to new offices to accommodate enough social distancing space between neighbors.

- In-office Mission Critical Work/Teleworking
  a. All individuals coming to the lab during Phases I and II must notify their manager prior to working in Bldg. 25.
  b. Individuals with underlying health issues or who are vulnerable should contact the Branch Chief to determine a feasible combined in-person and telework schedule to minimize unnecessary person to person contact when completing in-office mission critical work. For example, the use of other minimally used spaces (offices) should be repurposed for individuals in this category. See CDC guidelines to determine if you are in a vulnerable category.

- Use of Laboratory Government Vehicles
  a. During Phase I, mission essential travel must be approved by the Regional Administrator. Contact your Branch Chief/Division Director to determine if your travel is mission essential and follow the approval process.
  b. Employees should reduce the amount of gov't vehicle usage. If you must drive a gov't vehicle, clean/decon the vehicle according to the SSD vehicle cleaning guidelines. (this is pending discussion with INF on cleaning supplies etc. etc.).
  c. Follow the Region 8 Reconstitution Plan for vehicle use as applicable.

- Helpful Resources

a. [HYPERLINK "https://covid19.colorado.gov/prevention"]
b. [HYPERLINK "https://covid19.colorado.gov/safer-at-home"]
c. [HYPERLINK "https://covid19.colorado.gov/safer-at-home/safer-at-home-office-based-business"]

EPA Region 10 Reconstitution

Return to the Workplace Plan

June 2020

Plan Contents

1. Introduction
2. R10 Regional Emergency Operations Center Activation for COVID Response
3. Opening Up America Again Criteria
4. EPA Office Operations Plan by Phase
   4.1 Telework and Work Schedule Flexibilities by Phase
5. Building Operations & Workplace Reentry Preparation
   5.1 Physical Controls to Promote Social Distancing
   5.2 Support Services
6. Building Access & Amenities
7. Health & Safety Protocols
8. Cleaning and Disinfection Protocols
9. Work Travel and Field Activities
10. References
11. Appendix: Regional 10 Facility-Specific Plans
12. Supporting Documents

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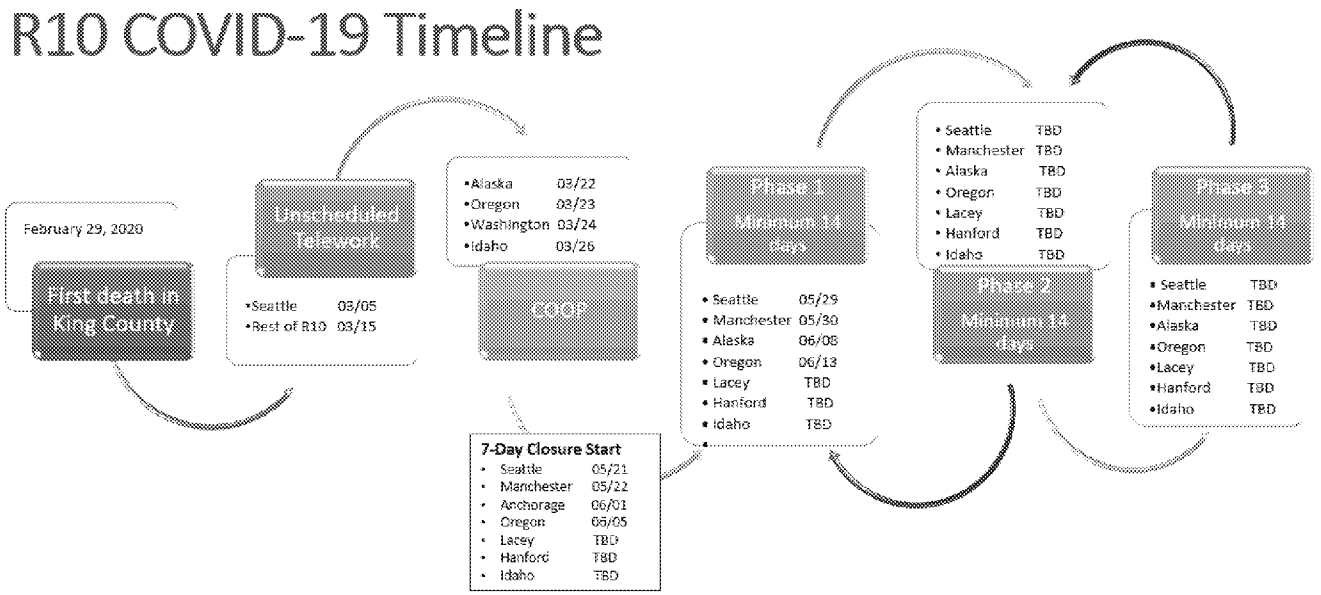
1. Introduction

"Maintaining the health and safety of our workforce while fulfilling our mission responsibilities is our top priority." *Chris Hladick, Regional Administrator, Region 10*

This plan provides the framework for allowing Region 10 employees to reoccupy Region 10 facilities while keeping appropriate protective measures in place to safeguard and prioritize the well-being of Region 10 employees. Implementing EPA guidance, Center for Disease Control (CDC) recommended social distancing protocols and other relevant guidance while continuing to leverage telework will protect the health and safety of our workforce while performing the important work of the Agency. Region 10's return to the workplace shall be done taking into consideration local government and health directives, as well as the recommendations of Regional Federal Executive Boards and Facility Security Committee decisions. Region 10 facility-specific plans will be provided in the Appendix as they are developed. As the reopening process is dynamic, additional guidance will be incorporated into the plan.



Background	In early March, Region 10 operations entered voluntary unscheduled telework due to the COVID-19 Pandemic. Throughout March we activated the Pandemic Continuity of Operations Plan (COOP) for all Region 10 facilities and instituted mandatory telework. Region 10 stood up the Regional Emergency Operations Center (REOC) in an innovative application of the Incident Command System generally used for Emergency Response activities to support the Region 10's pre-COOP, COOP and Reconstitution of COVID-19 Response.

Federal Agency Guidance for Opening Up America Again	On April 20th, 2020 the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance to align federal agency operations with the national guidelines for Opening Up America Again (OAA). As directed by EPA Administrator Wheeler, Region 10 began the reopening process for a subset of Region 10 facilities on May 21, 2020: the Park Place office and the Superfund Emergency Response Logistics Center in Seattle, and the Manchester Lab in Port Orchard. Additional Region 10 facilities will reopen as directed by EPA Headquarters.
Reconstitution	Reconstitution following COOP and resumption of facility operations will evolve as new information and guidance becomes available from EPA headquarters, the Center for Disease Control (CDC), Office of Personnel Management (OPM), Office of Management & Budget (OMB) & state and local health officials. Gating criteria will be tracked at the Agency level and Region 10 will be informed as facilities change phase. The Region's Reconstitution Team consists of regional management and with support from the Mission Support Division (MSD) and the REOC.
Return to Previous Phase	Consistent with the gating criteria, if during any phase, a Region 10 location encounters a significant increase in the gating criteria trends or hospitals return to crisis care, the Administrator will determine if the facility should return to the previous phase.
Updates to the Reconstitution Plan	This plan will be augmented with facility-specific plans as Region 10 facilities enter Phase 1. The plan will be reviewed and updated with changes needed between Phases 1 and 2. Based on the Agency's Return to the Workplace guidance, in Phase 3 the workplace status resumes to the level that existed prior to instituting pandemic response actions, with some exceptions on a case-by-case basis for employees needing special accommodations. Health and safety protocols will be maintained to slow the spread of the virus. This plan will be revised accordingly, as appropriate.
Communication	Effective communication with the workforce is key for safe and successful reopening of Region 10 facilities. All communications will reflect the latest information and guidance received from EPA Headquarters, the CDC, OPM and OMB, health & safety protocols, facility cleaning information, and applicable timeframes. Frequent, open, and transparent communications will be essential as we convey reentry plans, help employees understand their own personal responsibilities during the reentry process, and help set reasonable employee expectations.

Our goal is to foster on-going staff/managment dialog to answer questions and address issues throughout this evolving situation.

While we anticipate broader Agency-wide communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates, Region 10 will need ongoing clear and accurate information on the details and specifics as we plan and implement a phased return to our facilities.

In addition to the HQ mass mailers and COVID19 intranet page, Region 10 is committed to providing timely communication with staff and managers through a variety of methods including All staff calls, Division-level meetings, email, Mass Alert Notification System (MANS/Everbridge), MSD Updates, and info page. Staff are encouraged to send questions to the COVID19 email box.

2. Regional Emergency Operations Center Activation for COVID Response (Pre-COOP, COOP, and Reconstitution)

Region 10 stood up the Regional Emergency Operations Center (REOC) in an innovative application of the Incident Command System generally used for Emergency Response activities to support the Region 10's pre-COOP, COOP and Reconstitution of COVID-19 Response.

On May 20th, 2020, the Region learned it would be soon entering Phase 1 for Seattle and the Manchester Lab. The REOC quickly pivoted to Reconstitution planning in order to implement the EPA Administrator's decisions and guidance to reopen Region 10's physical workspaces. The REOC encompasses a broad span of Reconstitution topics, including Health & Safety Protocols, Workplace Re-Entry Preparation, and Field Activities Preparation. There is a diagram of the current structure of the REOC in the Appendix section.

3. Opening Up America Again Criteria

OAA Gating criteria must be satisfied at state and local levels before proceeding into and progressing through the phases:

- A downward trajectory of influenza-like symptoms AND COVID-19 like case reports over a 14-day period
- A downward trajectory of actual documented COVID-19 cases
- Hospitals in the local area have the capacity to treat all patients without crisis care (high stress) and at more normal levels

Phase One	Phase Two	Phase Three
Satisfy gating criteria and no evidence of resurgence for 14 days	*Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 1*	*Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 2*

4. EPA Office Operations Plan By Phase

On May 21, 2020, Administrator Wheeler outlined EPA's plan for eventual phased return to EPA offices in alignment with the Guidelines for Opening Up America Again. The plan takes a measured and deliberate approach that ensures employee health and safety using the gating criteria in a data-driven approach alongside an evaluation of site-specific conditions and state and local health department requirements.

Each EPA facility will enter Phases according to local data and conditions as determined by the Administrator after completing a seven-day closure.

	EPA Office Operations Plan by OAA Phase		
	Phase One	Phase Two	Phase Three
Workplace Access	Limited return to work in phases, implement EPA health screening protocol		Resume unrestricted staffing of worksite
Telework	Continue to encourage maximum unscheduled telework		Return to normal telework for most staff [1]
Work Schedules	Expanded work hours and work week for employees on a maxiflex schedule	Return to normal work hours and work week except for employees on a maxiflex schedule with continued dependent care challenges	Employees with continued dependent care challenges require RA approval for schedule deviations
Vulnerable Individuals	Consider special accommodations for personnel who are either members of or living with a member of a vulnerable population		Consideration will be given to individuals with ongoing requests
Work Travel	Essential travel only RA/DRA or SRO approval required	Non-essential travel can resume with prior management review	No restrictions
Social Distancing	Follow CDC and local social distancing and public health & safety protocols		Relaxed social distancing controls based on local H&S guidance
Building Visitors	No visitors	Mission-essential visitors only	No visitor restrictions
Workplace Amenities	Closed: Library multi-purpose room (former Seattle fitness center), floor pantries, break rooms, and small conference and meeting rooms		All areas open with possible capacity restrictions

1 The availability of mass transit may require locations to develop mitigation plans for workforce flexibility or continuation of modest unscheduled telework.

Region 10 Facility 7-Day Closure and Reopening					
Facility	**City**	**County**	**State**	**7-Days Begins**	**Reopen Date**
Park Place Building	Seattle	King	WA	5/21/2020	5/29/20
Federal Center South Warehouse	Seattle	King	WA	5/21/2020	Unoccupied space
Seattle Emergency Response Logistic Center (Sea King)	Seattle	King	WA	5/21/2020	5/29/20
Washington Operations Office	Lacey	Thurston	WA	TBD	
Manchester Regional Lab	Port Orchard	Kitsap	WA	5/22/2020	6/1/20
Oregon Operations Office (Fox Tower)	Portland	Multnomah	OR	6/5/20	
Portland ER Logistic Center (Parkrose)	Portland	Multnomah	OR	6/5/20	
Anchorage Operations Office	Anchorage	Anchorage	AK	6/1/20	
Anchorage ER Logistics Center	Anchorage	Anchorage	AK	6/1/20	
Hanford Project Office	Richland	Benton	WA	TBD	
Coeur d'Alene	Coeur d'Alene	Kootenai	ID	TBD	
Idaho Operations Office (Banner Bank)	Boise	Ada	ID	TBD	

4.1 Telework and Work Schedule Flexibilites By Phase

"Please remember, you have my commitment that employees will be afforded maximum telework flexibility though Phase 2 and longer for those taking care of children and other family members while carrying out our important EPA work."

Administrator Adminstrator Andrew Wheeler, 5/21/20, Office Operations During the COVID-19 Pandemic

Telework and Work Schedule Flexibilities	**Phase 1:** At the termination of each facility's COOP, all employees are encouraged to use unscheduled telework whenever possible and feasible with business operations. Phase 1 will continue to maximize the expanded work hours and workweek flexibilities for those on Maxiflex schedules. Facilities will be open with tightly controlled access for social distancing and employees have the option to return to the workplace. ○ Those who choose to continue to telework should notify their supervisor. ○ Staff identified by the CDC as being at higher risk for severe illness from COVID-19, pregnant women, and those living with

people that are part of these vulnerable populations should continue to telework.

Phase 2: Region 10 will continue to encourage all employees to use unscheduled telework and to notify their supervisor if they choose to do so. Facilities will be open and employees have the option to return to the workplace, as long as social distance can be maintained.

- Employees identified by the CDC as being at higher risk for severe illness from COVID-19, pregnant women, and those living with people that are part of these vulnerable populations should continue to telework.
  Expanded work hours and workweek flexibilities will be available to those with continuing dependent care issues.
- All other employees return to normal work schedules in Phase 2.

Phase 3: Employees will return to normal work and telework schedules. Health and safety protocols will be maintained to slow the spread of the virus.

- Employees are expected to have dependent care issues resolved and be available to return to the workplace in Phase 3.
- If an employee has unresolved dependent care issues, they should work with their immediate supervisor regarding an extension of teleworking and an expanded workday and workweek.
- The RA or his designee must approve any extension of teleworking, work hours or workdays in Phase 3.

5. Building Operations & Workplace Reentry Preparation

Building Operations	Please see Appendix for specific information about Region 10 building operations at each facility.

5.1 Physical Controls to Promote Social Distancing

Social Distancing in Phase 1 and 2	Social distancing guidelines will be implemented, and physical distancing should be maintained between people throughout Region 10 facilities. Employees should not congregate in these areas, including but not limited to: ▪ Entry and exit doors ▪ Lobbies and foyers ▪ Elevators and stairwells ▪ Hallways and corridors ▪ Restrooms (limit use to one person at a time) ▪ Photocopy and printer areas ▪ Open floor environments (e.g., labs, warehouses, etc.) ▪ Pantries, kitchen and break areas will be closed ▪ Small meeting rooms will be closed
Social Distancing Signage	Signage will be posted throughout the Region 10 facilities to notify staff of occupancy limits, traffic patterns, conference and kitchen/break room occupancy limits and other restrictions throughout the facility needed for social distance.
Social Distancing in Phase 3	Social distancing considerations should be given to employees who are at higher risk for severe illness from COVID-19, pregnant women, and those living with people that are part of these vulnerable populations.
Maximum Occupancy Floorplans: Phase 1 and Phase 2	Using a standard floor plan, we will work with each Division Director and Operations Office Director to establish the appropriate occupancy. For planning purposes, we are estimating a maximum of 10% for Phase 1 and a maximum of 25% for Phase 2.
Restroom Occupancy	Restroom signage will limit restroom occupancy based on the size of the space. Relevant face covering requirements will apply in this common space.

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Closed Areas in Phases 1 and 2	Please see the Appendix for each location for specific closed areas. In general, social distancing will require closure of small conference rooms, non-essential spaces such as the multi-purpose room (former Seattle fitness center), pantries and kitchenettes.
Minimize Touch Points in Phases 1 and 2	Employees should try to minimize touch points. ○ Interior doors in some locations may be able to be left open without compromising security (for example large conference rooms). ○ Use the touchless water bottle filler at water fountains to avoid touching the controls. ○ Do not use refrigerators, microwaves or other shared appliances. (Lunchrooms will be closed.)

5.2 Support Services

Park Place On-Site Support Services in Phase 1 and 2	Please see Park Place Appendix for specific information about Region 10 support services such as IT Helpdesk, USAccess badging, etc. Please see individual location Appendices for additional on-site support information.
Use and Cleaning and Disinfection of GOVs in Phase 1 and 2	Region 10 is limiting the use of GOVs and encouraging POVs or rental cars to ensure health and safety. In the limited circumstances where a GOV use is approved, all employees must follow the EPA GOV Guidance. Note: There is a 72-hour waiting period before reuse. See individual facility Appendix for information about GOV use and cleaning.

6. Building Access & Amenities

Building Access	During Phases 1 and 2 all employees, contractors, grantees, and building management staff with approved access to EPA space must complete a self-screen by reviewing the EPA Self-Assessment questionnaire prior to leaving their residence, and to not enter the building if they answer yes to any of the listed questions. In addition, employees entering the building must complete the sign-in/out log when accessing each floor or controlled EPA space. This information is essential for contact tracing, workplace cleaning and sanitizing, and ensuring occupant safety in the event of a building emergency.
Visitor Access to Region 10 Buildings	**Phase 1** - Facilities will be closed to visitors. **Phase 2** - Facilities are open to visitors for mission-essential work purposes only. The Agency is establishing a plan for visitor access to the building in Phases 2 and beyond and will share once it is finalized. **Phase 3** – No restrictions
Regional Library (located in Park Place Building)	**Phase 1**– Library remains closed to all customers. Some library staff may return to work to prepare for resuming operations and social distancing parameters. If library materials are needed during this phase they will be delivered in a no-contact method to the customer. **Phase 2**– Reopen physical library to Region 10 EPA staff utilizing new social distancing parameters. Employees will need to make an appointment with library staff prior to visit. No public visitors are allowed onsite. High touch surfaces will be disinfected. **Phase 3**– Library is fully operational and open for patrons while encouraging public visitors to make an appointment. Social distancing must be maintained.

7. Health & Safety Protocols

Health and safety protocols will be adapted and maintained to protect employee health. Each facility will be prepared by a Building Reentry team that will install social distancing and CDC signage, distribute cleaning and disinfecting supplies, remove tables and chairs, and remove and discard spoiled food/containers prior to workforce reentry.

EPA COVID-19 Self-Assessment In Phase 1 and 2	Employees must perform a self-health check each day before leaving home for the office or beginning travel each day using the EPA Self-Assessment to Stop the Spread of COVID-19. Employees must not enter the building if they answer yes to any of the listed questions. Employees observed in the workplace by management as being symptomatic, will be directed to go home.
EPA Contact Tracing and Notification	Throughout all Phases, Region 10 will use EPA Guidance for COVID19 Contact Tracing and Employee Notification for EPA Managers and Supervisors to trace and notify coworkers when an employee has tested positive for COVID19. This guidance provides information and email templates for communication and reporting in response to COVID-19.
Minimize Employee Movement in Phase 1 and 2	Employees are expected to primarily remain on their assigned floor/work area to minimize the potential spread of the virus and related contact tracing and cleaning/disinfection needs.
Personal Health & Safety	Employees will use CDC Guidance: How to Protect Yourself & Others. Employees should continue to practice good hygiene. • Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. • Avoid touching your face. • Sneeze or cough into a tissue, or the inside of your elbow. • Disinfect frequently used items and surfaces as much as possible. • Wear face coverings while in public if you cannot maintain social distance or when using mass transit.
Face Coverings Required in Phases 1 and 2	Please see the individual plan for each Region 10 facility for local guidance regarding face coverings. The CDC strongly encourages the use of face coverings in their guidance Recommendation Regarding the Use of Cloth Face

	Coverings, Especially in Areas of Significant Community-Based Transmission.
Face Coverings	Face Coverings will not be provided for use in EPA facilities. Employees are expected to provide their own face coverings. A limited number of face coverings may be available for employees who forget their face covering. If local health authorities require face covering for common areas and the employee fails to bring and wear a face covering, they may be sent home.

8. Cleaning and Disinfection Protocols

Seven Day Closure, Disinfection & Cleaning	Region 10 offices will be closed for seven days prior to reopening (See table above or individual facility plans for more details.) This closure, as outlined in the EPA/CDC Cleaning and Disinfection Guidance, will render the virus inactive; once we reopen, janitorial contractors will strictly clean and sanitize the building according to the EPA/CDC guidance.
Routine Cleaning and Disinfection	Region 10 facility janitorial staff are following the CDC/GSA cleaning guidance for routine cleaning and disinfection. Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.
Cleaning and Disinfection Supplies	Cleaning and disinfection supplies will be provided in centrally-located areas in the workplace using disinfectants approved by EPA to be effective against SARS-CoV-2, the virus that causes COVID-19. If staff chose to disinfect surfaces in their cubicles or common spaces, they may use the disinfectant sprays provided by EPA for this purpose. Staff should not bring in cleaning supplies from home.

9. Work Travel and Field Activities

Work Travel and Field Activities	**Phase 1:** Only travel that is determined by the supervisor to be essential is allowed. Essential travel is defined generally as needed to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. In addition to the usual supervisory approval, **travel must be approved by the Regional Administrator (RA), Deputy (RA) or Senior Resource Official (SRO) prior to entering the authorization into Concur**. When considering a travel request the supervisor should also consider the Phase of the destination, local conditions and the mode of transportation necessary to reach the destination. **Phase 2 & 3:** Nonessential travel may resume with evaluation of state, local and tribal restrictions and requirements. As with all travel requests, supervisory approval is required.
Health and Safety for Work and Field Travel	Staff and supervisors must review and revise their Health and Safety Plan (HASP), Work Control Plan (WCP) and Personal Protective Equipment (PPE) requirements as appropriate to reflect local conditions. Revised plans by must reviewed and approved by the R10 Safety & Health Officer prior to implementation of field work.
Mass Transit for Work Travel in Phase 3	The availability of mass transit to Region 10 facilities will continue to be evaluated.
Getting to work	A mass transit mitigation plan may be needed to provide workforce flexibilities or an ongoing need for unscheduled telework in Phase 3.

10. References

1. Guidelines for Opening Up America Again
2. Aligning Federal Agency Operations with the National Guidelines for *Opening Up America Again*
3. EPA Administrator Wheeler's message on May 21, 2020.
4. EPA Return to the Workplace: Employee Information
5. CDC Guidance: How to Protect Yourself & Others
6. EPA Self-Assessment questionnaire
7. CDC Guidance: Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission
8. CDC Guidance: People Who Need to Take Extra Precautions
9. CDC Guidance: Social Distancing
10. CDC Guidance: Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
11. EPA Guidance: Disinfectants for Use Against SARS-CoV-2
12. EPA COVID-19 page for links to resources and helpful tips for employees.
13. EPA/CDC Cleaning and Disinfection Guidance
14. EPA COVID-19 Contact Tracing and Notification Guidance (PDF 5pp)
15. EPA OMS-SSD Vehicle Utilization, Cleaning, and Disinfecting Recommendations
16. Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
17. CDC Decision Tree guidance
18. EPA guidance on Maintaining or Restoring Water Quality in Buildings with Low or No Use
19. National Library Guidance

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Appendix - Region 10 Facility-Specific Plans

Region 10 has a number of facilities in GSA-leased and owned properties across four states and numerous counties. Each location with specific information to convey has prepared an appendix to augment this Reconstitution plan as needed. The Manchester Laboratory has a separate plan due to the unique needs of the facility. No appendix is included for facilities with single-occupancy or no occupancy.

1. **Park Place, Seattle**
2. **Manchester Laboratory**
3. **Oregon Operations Office**
4. **Alaska Operations Office**
5. **Washington Operations Office**
6. **Idaho Operations Office**
7. **Hanford Office**
8. **Superfund Emergency Response Logistics Centers**

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EPA Region 10 Reconstitution Plan Appendix 1:

Park Place Building Seattle, WA

Introduction

The Region 10 Reconstitution Plan provides the framework for allowing Region 10 employees to reoccupy Region 10 facilities while keeping appropriate protective measures in place to safeguard and prioritize the well-being of Region 10 employees. Region 10 facility-specific plans are provided for more specific information how we will implement headquarter and CDC guidance to protect the health and safety of our workforce while performing the important work of the Agency. As the reopening process is dynamic, additional guidance will be incorporated into the plan and appendices as needed.

5. Building Operations & Workplace Reentry Preparation

Park Place Building Lessor	EPA Region 10 leases space in the Park Place Building in Seattle through GSA from the Urban Renaissance Group (URG), a private lessor company that also leases floors to non-EPA tenants. The building has a Facility Security Committee (FSC) composed of EPA R10 (Chair), ASTDR, GSA, FPS, and URG that meets to implement common approaches in Park Place.

5.1 Physical Controls to Promote Social Distancing

Local Health Directives	Starting on May 18, 2020, King County residents are directed to wear face coverings in most public settings. Everyone is strongly encouraged to wear face coverings when in any indoor or outdoor public space within 6 feet of someone who does not live with them. However, there are some people who are unable to wear face coverings for good reasons, including people with disabilities and those with specific health or safety concerns.
Social Distancing Signage	URG will post a "New Building Standards" sign at each entrance which all tenant and visitors should review prior to entering. Additional signage will be posted throughout the building in common areas as a reminder of the new operating standards.

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	EPA Signage will be posted throughout EPA floors to notify staff of occupancy limits, traffic patterns, conference and kitchen/break room closure, occupancy and usage, and other restrictions throughout the facility needed for social distancing.
Park Place Common Area Social Distancing	As lessor, URG has developed building access procedures including URG employee sign in, social distancing signage to encourage appropriate physical spacing while waiting for elevators, limited elevator occupancy and stairwells dedicated to up and down movement. • While in common areas, tenants are required to wear a face covering, consistent with King County guidance. • Hand sanitizer has been made available at all building entrances. • Tenants are directed to maintain a 6' physical distance from other occupants to the extent possible while in the common areas.
EPA Special Space Closed in Phases 1 and 2	The following areas will be closed on a typical Region 10 Park Place floor: • Small meeting rooms • Floor Pantry seating area ○ Lunchrooms, vending machines, refrigerators, microwaves, hot water pots, and other appliances will not be available for use. • Community computers The following special spaces will be closed: • Library (Floor 1) – Phase 1 only • Multi-purpose room (former fitness center) (Floor 2) • Break Room seating area (Floor 21) • Grab N Go Store (Floor 16) • During Phases 1 and 2 vending machines are not accessible and will not be maintained by service vendors
Restroom Occupancy for Phases 1 and 2	In EPA space, ADA restrooms are limited to occupancy of 1 person. Larger restrooms are limited to 2 occupants at a time. Relevant face covering requirements will apply in this common space. Occupancy signage and access procedures will be posted on the exterior restroom door. For all other restrooms in Park Place common areas, URG has posted occupancy signage.
Appointment Required for In-Person Access to Services in Phases 1 and 2	To minimize exposure risk for on-site Region 10 Mission Support staff and contractors and to ensure social distancing, face coverings and appointments will be required to access the following services. See below in section 5.2.

5.2 Support Services

Support Services Center (Floor 11)

Support Services staff are on-site in the Park Place Building to provide Shipping and Receiving, Scanning, and Printing services. During Phases 1 and 2 the Service Counter will be closed. Employees should contact the SSC by completing a Facilities Help Desk ticket, sending an email or calling (206) 553-4049 to request services.

Service	Service Support Plan
Mail	Support services will notify staff electronically of receipt of any mail or packages. Skype appointments will be established with division mail coordinators to review mail and will forward mail and packages to staff's home upon request.
GOVs	Region 10 is limiting the use of GOVs and encouraging POVs or rental cars to ensure health and safety. In the limited circumstances where a GOV use is approved, all employees must follow the EPA GOV Guidance. Note: There is a 72-hour waiting period before reuse. All employees must follow the EPA OMS-SSD Vehicle Utilization, Cleaning, and Disinfecting Recommendations. Checkout and use procedures will include social distancing protocols for the use of GOVs.
Supplies	Complete a Facilities Help Desk ticket, send an email or call (206) 553-4049 to request services.
Copying	Complete a Facilities Help Desk ticket, send an email or call (206) 553-4049 to request services.
Graphics	Complete a Facilities Help Desk ticket, send an email or call (206) 553-4049 to request services.

EPA Security & Badging Office (Floor 21)

In-person support is by appointment only during Phases 1 and 2. Employees should contact Devon Scarey, R10 Security Office to schedule an appointment.

R10 Computer HelpDesk (Floor 11)

In-person support for Phases 1 and 2 is by appointment only. Send an email to R10Helpdesk@epa.gov for IT assistance. If PC Helpdesk determines a need for an in-person appointment, one will be scheduled. There should be no expectation of same-day appointments.

Regional Records Center (Floor 16)

In-person support for Phases 1 and 2 is by appointment only. Employees should contact the Records Center by email or phone to schedule an appointment

Library (Floor 1)	The R10 Library will be closed to staff and visitors during Phase 1. During Phase 2, the library will be open to staff by appointment only.

6. Building Access & Amenities

Controlled Building Access to EPA Space in Phase 1 and 2	Until further notice access to the Park Place building entrance is restricted to 24/7 card key access only. Doors will remain locked to the general public.
Sign-in Process	During Phases 1 and 2 all employees, contractors, grantees, and building management staff with approved access to EPA space must complete the sign-in/out log when accessing each floor or controlled EPA space Park Place. This information is essential for contact tracing, workplace cleaning and sanitizing, and ensuring occupant safety in the event of a building emergency.
Building entrance and exits	Tenants will be restricted to the 1st Floor and 2nd Floor entrances/exits. People entering from the parking garage will be directed to the 1st floor main lobby to access elevators.
Parking Garage	Normal operations continue. The garage will be open from 6:30AM to 6:00PM Monday through Friday. Hours for the on-site parking attendant have been reduced due to current low occupancy demand. If stalls are available, parking is subject to the current rates.
1st and 2nd Floor Lobbies	Lobbies will be divided into two walkways for entering and exiting. Floor markings will identify 6-foot physical distancing, beginning at the interior common area running through the lobbies.
Stairwell Traffic	**South Stairwell (Up Only):** The south stairwell will be designated with signage as a one-way path for accessing floors going up. **North Stairwell (Down Only):** The north stairwell will be designated with signage as a one-way path for accessing floors going down. NOTE: In case of emergency, both stairwells should be used for evacuation regardless of signage.
Vendors:	EPA vendors providing services must pre-registered for access, complete the EPA Health Screening on the date of arrival, wear face coverings and be escorted while in EPA space. During Phases 1 & 2 deliveries of food and flowers will not be accepted.
Deliveries	During Phases 1 and 2 flower and food deliveries will not be accepted.
Building Amenities	Occupancy for some building amenities has been reduced by URG in adherence to physical distancing guidelines.

	Elevator Occupancy: Elevator occupancy is reduced to two passengers at a time to maintain physical distancing. Occupants must wear face coverings when in the elevators. Limited capacity may impact wait times and availability; consider arriving/departing outside peak hours or using stairwells instead. • Freight elevator access will be limited to two occupants and is limited to use by URG Property management and their vendors. **Lobby Seating** has been reduced. **Shower Facilities**: The FSC will limit use of the Park Place 2nd floor shower space to one person at a time due to the inability to provide adequate social distancing. URG has stopped towel service for the space until further notice. **Bike Storage**: The bike storage room is open but social distancing will need to be maintained. The lessor has indicated no more than 5 people can be in the bike storage room at a given time. Region 10's Multi-purpose room (former fitness center) will not be open. **URG 6th Floor Conference Room**: The room will remain temporarily closed.
Building Water Systems Safety	The Park Place Building property manager, URG, has maintained building water handling systems for tenant safety and have been flushing building fixtures as part of ongoing operational responsibilities.
HVAC Modifications	The Heating, Ventilation and Cooling (HVAC) system will continue to operate per building standards with the following additional considerations: The building is equipped with floor by floor air handlers which have MERV 13 main filters and MERV 8 prefilters. Each air handler has supplied outside air from the roof as well as floor relief. This allows the building to open the outside air dampers and provide maximum outside air to each floor while the return air is relieved outside. This is called "flushing the building" and is meant to give us as many air changes per floor as possible. Maximum outside air will be incorporated into the system depending upon current weather conditions while maintaining acceptable indoor temperature requirements during business hours. The building will be purging the system each morning at 100% damper position between • 2:00 AM and 4:00 AM, Monday through Friday

- 4:00 AM and 6:00 AM on Saturdays and Sundays.

Air filter changes will continue as scheduled.

The building will continue to consult the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHREA) operating guidance and standards to reduce novel coronavirus transmission.

7. Health & Safety Protocols

Face Coverings Required in Phases 1 and 2 in Park Place	The Seattle Regional Office is located in King County which has issued a health directive requiring face coverings when in public. The building owner, URG also requires that face coverings be worn in building common areas. Therefore, face coverings must be worn by those entering the Park Place Seattle office building and where social distancing cannot be maintained. Face Coverings will not be provided for use in EPA facilities. Each employee seeking access to regional facilities that require face coverings must provide their own face covering. Employees should continue to wear a face covering when in a common area inside the building (e.g. Large conference rooms, hallways, etc.) Employee should wear a face covering when seeking Mission Support Division support services, such as badging, mail or IT services regardless of local or state orders. Employees will be notified when a facility changes the requirements for face coverings.

9. Cleaning and Disinfection Protocols

Routine Cleaning and Disinfection	Park Place Building janitorial staff are following the CDC/GSA cleaning guidance for routine cleaning and disinfection. Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. Janitorial cleaning products and procedures adhere to the CDC and EPA's criteria for use against the novel coronavirus. Daily Janitorial Services (Monday through Friday): Additional day porter staff has been added to account for enhance cleaning measures. The day porter will perform periodic cleaning with disinfectant solution in common areas and high-touch surfaces such as: security reception countertops, doors, handles, drinking fountains, restroom faucets and countertops, toilet seats and flushers, elevator kiosks, call buttons and elevator

	handrails, stairwell handrails, mailboxes, bike lockers, shower room lockers, light switches, and parking ticket dispenser. Nightly Service (Sunday through Thursday): Janitorial staff will focus on cleaning and disinfection of high touch surfaces, high density areas, and shared spaces.
Cleaning and Disinfection Supplies	Cleaning and disinfection supplies for staff use will be distributed in Park Place by EPA. Cleaning and disinfection supplies are approved by EPA to be effective against SARS-CoV-2, the virus that causes COVID-19. Staff should not bring in cleaning supplies from home.

EPA Region 10 Reconstitution Plan Appendix 2:

Manchester Environmental Laboratory, Port Orchard, WA

Manchester Environmental Laboratory (MEL) COVID-19 Reconstitution Plan R4
May 29, 2020

1. Overview

This Reconstitution Plan documents the steps that will be taken during the initial reconstitution of the Manchester Environmental Laboratory as the Lab transitions from our Continuity of Operations Plan (COOP) to sustained operations. Upon implementation, this Plan will remain in place until the EPA and Ecology management team agree that it is no longer needed. The Plan will be modified and/or adjusted as needed to address changes in EPA guidance for its facilities.

Safe operation for all MEL staff will be the primary focus of the EPA, Ecology and Contractor management teams. We ask that all MEL staff actively contribute to helping make our workplace safe for all of our MEL colleagues.

FIG. 1.1 GUIDELINES FOR ALL PHASES (FOR STAFF)

CONTINUE TO PRACTICE GOOD HYGIENE

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public, and particularly when using mass transit.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- Do not go to work or school.
- Contact and follow the advice of your medical provider.

Orders to return to work for EPA employees will be issued by EPA Region 10 in coordination with EPA Headquarters. EPA's decision to reconstitute its offices and labs will be based on CDC guidance provided in their **Guidance for Opening Up America Again in conjunction with the April 20, 2020 Memorandum *Aligning Federal Agency Operation with the National Guidelines for Opening up America Again*** (1) together with State and local guidance. Reference 1 is also provided for convenience at the end of this document as Appendix G (due to its length). General guidance from the CDC contained in this document are captured in Figures 1.1 and 1.2. This document describes three phases each with specific Gating Criteria that must be met with a minimum of 2 weeks separating phases. EPA's Office of Research and Development is assessing these criteria for each of our facilities and will determine when we meet the criteria for opening. The Department of Labor resources applicable to EPA employees can be found here https://www.osha.gov/SLTC/covid-19/.

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The State of Washington has a similar but different approach, which is documented in their **Safe Start Washington, A Phased Approach to Recovery** (2). Like the federal guidance, the State also has a 3-phase approach, but their phases cycle on a minimum 3-week assessment cycle. The State's process for evaluating readiness to return to the workplace involves additional considerations. These are described, tracked, and updated on their **Washington State Coronavirus Response COVID-19 Risk Assessment Dashboard** (3).

The State also provides guidance applicable to our Ecology members in **Safe Start Washington, A Phased Approach to Recovery.** This guidance is included as Appendix A of this plan. Washington's guidance is similar to the federal guidance, but it has additional requirements. Relevant to this plan, the State provides guidance for employers regarding social distancing and required protective face coverings during all phases outlined in their plan. This is further addressed by Washington's Department of Labor and Industries in **WA Department of L&I, Coronavirus Hazard Considerations for Employers** (4). This guidance is further discussed in Section 5.1 below.

FIG. 1.2 GUIDELINES FOR ALL PHASES (FOR EMPLOYERS)

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- Social distancing and protective equipment
- Temperature checks
- Sanitation
- Use and disinfection of common and high-traffic areas
- Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

2. Personal Practices to Keep Staff Healthy and Entry Screening

Personal practices for hygiene and guidance regarding employees that feel sick are outlined in Figure 1.1 (1). Additional guidance from Washington State are included in Appendix A (2). Much of this is common sense, but management will reinforce these principles.

Keeping the workplace healthy is the responsibility of all staff. It is important that staff are vigilant in assessing their personal health and ability to work at MEL. Staff that are sick or feel sick are asked to stay at home. Any staff member that come to the workplace displaying symptoms will be asked to leave MEL. Any staff that has symptoms of the COVID-19 virus

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(Figure 2.1) should contact their medical provider immediately and follow their advice regarding return to the workplace. Staff are encouraged to share this information with their supervisor. This information will be kept confidential at all times.

FIG. 2.1 CDC COVID-19 SYMTOMS

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

2.1. Daily Health Screening

Ecology and EPA have both implemented daily health screening for staff that report to MEL. Ecology's employee health screening is conducted by the employees' supervisor via Skype using video (Appendix B). EPA's screening is conducted by the employee prior to departing for the workplace (Appendix C). EPA screening procedures will also be required of EPA contractors, and grantees.

3. Considerations and Steps to Prepare the Facility for Operations

3.1. Occupancy and Cleaning During COOP

During the COOP, occupancy to the facility has been strictly limited. Contracts were minimized to reduce on-site staff to one janitor, one Operations and Maintenance (O&M) staff and the security team. EPA also granted access to one chemist and one supervisor to keep instruments operational. The facility manager accessed the site only when necessary, and all non-urgent maintenance was suspended. Other building access was approved by the Region 10 Mission Support Division Director, but all approvals were conditioned on being deemed "mission critical"

3.2. Seven-Day Shutdown Prior to Re-Occupancy

In *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes* (5) the CDC provides the following guidance:

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If a business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

Just prior to re-occupancy the lab will further limit facility access to keep as many areas of the lab unoccupied for a 7-day period as feasible by taking the following steps:

- The Janitorial Services contract will be discontinued
- The O&M staff member will access the boiler rooms from exterior doors and not enter the Lab
- The Security Guard on duty will do perimeter inspections and will only enter the lab (3 rooms) and the warehouse to record refrigerator/freezer temperatures. Each time the same, shortest path will be taken to each room.
- Access by the chemistry staff members will be suspended.

The areas accessed during the 7-day period by the guard and security staff will be disinfected by the Janitorial contractor in accordance with the procedures listed in Section 4.1 the night prior to re-occupancy.

3.3. Heating Ventilation Air Conditioning (HVAC) System

Laboratory: All areas of the Lab are supplied by single-pass air, labs have a minimum air exchange of 8-12 times per hour during occupied hours and 4-8 time per hour during unoccupied hours. The air intake has a pleated MERV 13 pre filter, which removes particulates and smoke. There is a secondary bag filter system with a MERV 14 rating. No modifications are therefore necessary to the Lab HVAC system.

Office Buildings: All office buildings are heated and cooled by heat pumps using a mixture of return and fresh air. The air intake currently uses MERV 13 filters in all office buildings, which will be replaced by MERV 14 filters prior to staff return. According to American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) "MERV 13 filters are efficient at capturing airborne viruses, but MERV 14 rated filters are preferred" (6). The outside air dampers (economizer) will be locked open to the extent possible, and the fans programed to run 24/7. This will maximize the air movement through the filter and draw in more fresh air. Additional information regarding our office heat pumps is provided below:

- **South Office**- 3 heat pumps 50/50 outside air and return air, no damper.
- **North Office** – 3 heat pumps with dampers. The outside air dampers have been adjusted to 100% open.

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- **West Annex** – 1 heat pump, the outside air damper has been adjusted to 75% open.
- **Field storage and Wet Lab** – Two furnaces with outside air dampers. Both have been adjusted to 100% open. It should be noted that the microscopy lab portion of the Wet Lab has HEPA filtration on the supply air, which is more efficient than MERV 16 filters providing even more protection.

3.4. Potable and Domestic Water Systems

All potable water systems are flushed weekly to prevent the risk of Legionnaires' disease and lead contamination. Heating and cooling water in the lab infrastructure utilize closed systems that operate either below or above the growth range for Legionella (77-108°F, 25-42°C). Our heating and cooling loops are chemically treated and re-circulated. In addition, these systems are a closed with no direct contact between the outside, re-circulated air, or employees.

4. Maintaining Facility Cleanliness

Studies of the stability of COVID 19 on surfaces vary. A distinguished group of scientists from the CDC, the National Institute of Allergies and Infectious Disease, Princeton and UCLA reported recently in a letter to the editor of the New England Journal of Medicine (7) that the COVID19 has a half-life in air (as an aerosol) of about one hour, and that no virus was detected on various surfaces in their studies after: 4 hours on copper, 24 hours on cardboard and 72 hours on stainless steel and plastic surfaces.

Virus stability and persistence is factored into our plan to disinfect and maintain facility cleanliness for our staff. This section describes the procedures that will be followed by the Janitorial staff upon reconstitution, disinfection supplies that will be provided by EPA to all on-site staff to disinfect laboratory and office areas, and the roles and responsibilities of staff members in keeping the facility clean.

4.1. Regular Disinfection of Common Areas

In addition to the routine cleaning of the work site, Janitorial staff will perform disinfection of areas as recommended by the CDC each weekday during the pandemic. These areas include:

- tables,
- doorknobs,
- light switches,

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- countertops,
- door handles,
- toilets, faucets and sinks,
- common area:
    - desks
    - computer screens, and keyboards, and
    - phones (including those in the labs)

Disinfection will be done with either a bleach solution (1/3 cup per gallon) or an alcohol solution (70% aqueous) and have been selected based on EPA and CDC recommendations (5). Janitorial staff will not be required to disinfect lab areas, like countertops, computer keyboard, etc. They will also not be required to disinfect offices or cubes.

4.2. Disinfection Supplies

Supplies for disinfection will be procured and supplied by EPA. This includes supplies used to clean laboratory areas and office spaces. Each office building will have two spray bottles containing either a bleach or alcohol solution for use by staff to disinfect their personal office areas if interested. Disposable gloves, disinfectant wipes and paper towels will also be available.

Similarly, each wing in the Lab, the Warehouse and the Wet Lab will have disinfectant bottles. The analytical wings will have a total of 4 bottles each, which will be divided between Ecology and EPA and kept in central areas.

4.3. Disinfection of Labs and Office Areas – Roles and Responsibilities of MEL Staff

Non-routine cleaning of Labs and individual office spaces will not be conducted by the Janitorial staff. It is the responsibility of each bench-level staff member to clean and disinfect their laboratory area each day at the end of their shift. This is required in all Laboratory areas of all staff and is particularly important in areas that are used by more than one staff member. Areas that require disinfection include, but are not limited to, counter tops that were used as well as any common equipment like instruments, sample preparation equipment, and laboratory computers and keyboards.

If staff choose to disinfect surfaces in their cubicles, they may use the disinfectant sprays and wipes provided by EPA in each office building for this purpose.

5. Construction Project During the Pandemic

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5.1. General Construction Projects

General construction projects that are not necessary will be postponed if possible unless they don't present an exposure risk. Contractors that are allowed site access will be requested to use face coverings and maintain social distancing.

5.2. South Office Refresh

5.2.1. Preparing for Construction

EPA and Ecology will develop a schedule that allows staff to access the South Office building to pack their belongings. The schedule will be structured to allow staff to social distance and provide maximum separation during this activity. During this time, staff will be requested to confine their activities to the South Office building.

5.2.2. Construction

Expiration of funds at the end of the fiscal year will require that EPA proceed with the South Office refresh project. This project is being done in phases. Phase 1 involves the East half of the building. As part of the project, construction activities will be physically cordoned off with plastic sheeting (Visqueen). The air returns on the east side will be capped to prevent any return air from the construction zone to be recirculated by the building HVAC. Additional cautions regarding filtration described above will also be implemented.

Construction staff will be asked to enter the South Office building through the access door on the back (south) of the building and will be prohibited from entering the main laboratory.

6. New Requirements During the Early Phases of Reconstitution: Increased Telework, Social Distancing at the Workplace, Staff Sign-in at Front Desk, and Recommendations for Face Coverings

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As mentioned above, Federal and State guidelines differ somewhat on their approach to reconstituting the workplace. Both organizations have common recommendations regarding telework, social distancing and facial coverings. These are described below.

FIG. 6.1 CDC DEFINITION OF VULNERABLE POPULATIONS

1. Elderly individuals.

2. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

6.1. Increased Telework

The Federal plan instructs employers to "encourage telework whenever possible and feasible with business operations" and to "strongly consider special accommodations for personnel who are members in a vulnerable population in Phases 1 and 2. The decision will be made on a case-by-case basis by EPA's Headquarters in conjunction with the Regional Office/Lab. EPA staff at MEL will follow all telework policies as implemented by Region 10 EPA. Telework will also be encouraged by Ecology into Phase 3 of their plan, and Ecology staff will follow their guidance. Both management teams at MEL will work with their staff within the confines of their specific guidance to reinforce maximum use of telework to minimize potential exposure of staff at MEL. This will include strongly encouraging staff to accomplish work that can be done from their home environments in early phases of reconstitution and may require the development of strict schedules for staff occupancy at the lab and/or office areas where social distancing is not easily achieved. In shared lab space, theses schedules will be developed jointly by the management team in consultation with their technical leads and staff.

6.2. Staff Sign-In Procedures

During Phases 1 and 2 all employees, contractors, grantees, and building management staff with approved access to EPA space must complete the sign-in/out log when accessing MEL facilities. This information is essential for contact tracing, workplace cleaning and sanitizing, and ensuring occupant safety in the event of a building emergency. To facilitate this requirement, staff are to access and leave the building through the front door. Alternate entry doors that are activated by employee key cards will be deactivated for entry during this period. Office and out-building doors will not be deactivated, but staff are asked to first report in at the front desk in the Lab.

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While on site at MEL, staff are asked to limit their movement within the facility to Laboratory areas specifically required to support their work functions during Phases 1 and 2.

6.3. CDC Recommendation on Facial Coverings and Washington State Requirements

Recommendations on face coverings has evolved as our understanding of the COVID-19 virus has increased. The CDC's current recommendation on facial coverings and social distancing is provided in Figure 6.2 (8). In general, the current state-of-the-science recognized by CDC addresses the benefit that facial coverings provide regarding slowing the transmission of the virus by infected individuals. Because individuals can transmit this virus prior to displaying symptoms, social distancing and facial coverings are key to keeping MEL staff safe once operations resume, particularly during early phases of reconstitution.

For the reasons above, EPA is requiring face coverings in shared, common and/or public areas until it is indicated by EPA that this is no longer required. This requirement applies to all personnel on-site at the MEL campus, including all employees, contractors and grantees. These requirements are similar to the guidance implemented in the EPA Region 10 Office. Ecology has adopted similar guidance regarding when face coverings are required for their staff. This is included as Appendix D. The Ecology guidance is based on guidance provided by the WA Department of L & I (Appendix E). It is up to the MEL

FIG. 6.2 CDC'S CURRENT GUIDANCE ON FACE COVERINGS

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.

It is critical to emphasize that maintaining 6-feet social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health

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management team to ensure their staff follow these requirements by ensuring they are properly protected with the required personal protective equipment (PPE). All MEL staff share in this responsibility.

6.4. Implementing Social Distancing and Facial Coverings at MEL

6.4.1. Hallways and General Areas

As discussed above, the practice of social distancing is required throughout the MEL campus until lifted by EPA. All MEL staff are required to wear a face covering when moving through parts of the Lab (common areas) where they might encounter other staff members. This includes all interior areas other than their personal office.

6.4.2. Labs

For multiple occupancy labs, it is required that all staff wear facial coverings, particularly if others are working in the same lab. This will provide an additional margin of safety if social distancing cannot be maintained at all times. This also protects others by minimizing the risk of spreading the virus for staff that may be infected but not displaying symptoms.

6.4.3. Conference Rooms

During the early phases of reconstitution, it is strongly recommended that staff do not use conference rooms. Teleconferencing and remote conferencing, which have been practiced during the COOP, should be continued. Conference rooms will be reconfigured to reduce chairs and indicate proper placing that allows for social distancing. If more than one staff member is in a conference room at any time, face coverings are required.

6.4.4. Lunchrooms

During at least the first two phases of reconstitution, the lunchrooms on-site at MEL will be closed for use. The use of all common lunch-room appliances (refrigerators, coffee pots, microwaves, etc.) will also be prohibited during this period. This practice is consistent with practices being implemented at the EPA Region 10 Office.

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6.4.5. Bathrooms

According to CDC, bathrooms represent a higher risk area for virus transmission. Nightly cleaning and disinfection will minimize this risk, but it can be further mitigated with additional practices. We have purchased and installed trash cans near the exit door of all the bathrooms on site. Staff are encouraged to keep the paper towel they use to dry their hands and use it to open the door prior to discarding it in the receptacle. In addition, for the four large bathrooms in the main lab, staff are asked to check for occupancy prior to entering the bathroom so that only one staff member is in the bathroom at a time. In addition, like the other common areas, facial coverings must be worn in these areas.

7. Sample Receipt During the Pandemic

EPA has developed a sample receipt procedure that will be used during the early phases of the pandemic. This procedure will be used campus-wide until further notice.

8. Mail Receipt and Handling During the Pandemic

8.1. General Mail

Place mail in a tray or bin dedicated for incoming mail. Wear gloves to sort mail. Leave mail that is not urgent in a separate tray to be distributed after 7 days. Open mail that is urgent with gloves. With the help of a second person wearing gloves, remove internal contents. Discard outer envelope after contents have been removed. Wipe down the trays holding the mail.

After handling mail, wash your hands with soap and water for at least 20 seconds.

8.2. Parcel/Package Receipt and Handling

Leave packages on loading dock. Wear gloves to receive and open packages. Remove contents from cardboard boxes or outer containers using a clean pair of gloves that have not touched the outside of the package. Discard outer container. Place contents of packages on table inside the laboratory in the hallway near the loading dock. Contents in coolers or styrofoam containers with ice should be disinfected with at least 70% alcohol solution (or similar EPA-recommended disinfectant) prior to transporting items into laboratory freezers or refrigerators for storage.

Wash hands with soap and water for at least 20 seconds when complete.

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9. Government Vehicle Use During the Pandemic

Each organization will provide guidance on appropriate vehicle disinfection procedures. EPA's current guidance is included as Appendix F in this plan.

Ecology will assign a single driver to each of the two vehicles and will NOT be shared. After using the vehicle, the driver will disinfect surfaces following similar procedures as cubicles.

10. References

1. **CDC Guidelines for Opening Up America Again,** https://www.whitehouse.gov/openingamerica/

2. **Safe Start Washington, A Phased Approach to Recovery,** https://www.governor.wa.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf

3. **Washington State Coronavirus Response COVID-19 Risk Assessment Dashboard,** https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard

4. **WA Department of L&I, Coronavirus Hazard Considerations for Employers,** https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationsemployers.pdf

5. **Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes, CDC Web site at:** https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

6. **ASHRAE Web Site on Filtration and Disinfection During the Covid-19 Pandemic,** https://www.ashrae.org/technical-resources/filtration-disinfection

7. **Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1,** New England Journal of Medicine, April 16, 2020 (N Engl J Med 2020; 382:1564-1567) https://www.nejm.org/doi/full/10.1056/NEJMc2004973

8. **Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission, CDC Web Site at:** https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html

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11. Appendix A – Washington State Individual Guidance and Employee Requirements (applicable to Ecology Employees)

Guidance for Individuals All phases – Individuals should continue to:

• Engage in physical distancing, staying at least six feet away from other people

• Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance) • Stay home if sick • Avoid others who are sick

• Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available)

• Cover coughs and sneezes

• Avoid touching eyes, nose and mouth with unwashed hands • Disinfect surfaces and objects regularly

All phases – Employers are required to:

• Maintain the six-foot physical distancing requirements for employees and patrons. Adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task.

• Provide services while limiting close interactions with patrons.

• Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.

• Ensure frequent cleaning and disinfection of the business, particularly of high-touch surfaces.

• Identify personal protective equipment (PPE) and cloth facial coverings in accordance with L&I requirements on facial coverings and industry specific COVID-19 standards. Provide the necessary PPE and supplies to employees.

• Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and potentially restricting employees who were directly exposed to the COVID-19 positive employee. Follow CDC cleaning guidelines to deep clean after reports of an employee with suspected or confirmed COVID-19 illness. This may involve the closure of the business until the location can be properly disinfected.

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• Educate employees about COVID-19 in a language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent its spread.

• On a case-by-case basis, as directed by federal, state and local public health and workplace safety officials, implement other practices appropriate for specific types of businesses, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.

• Follow requirements in Governor Inslee's Proclamation 20-46 High-Risk Employees – Workers' Rights.

• Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Coronavirus Prevention Under Stay Home, Stay Healthy Order and the Washington State Department of Health Workplace and Employer Resources & Recommendations.

• Challenge Seattle and the Washington Roundtable have developed a business checklist which is a great starting point for businesses as they prepare for a Safe Start. Our shared goal is to establish clear requirements that everyone can understand and apply — employers, workers and customers. Businesses are also expected to implement any additional requirements developed specifically for their industry, such as those that have been established for construction.

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12. Appendix B – Ecology Screening Procedure for Employees for COVID-19 Symptoms

Screening Employees for COVID-19 Symptoms prior to beginning Field Work or entering an Ecology building

1 Determine timing and resources for screening

Communicate with the employee to determine whether the screening will be conducted immediately prior to the employee leaving their residence the day of field work or within the 12 hours before the employee begins field work. For employees not working in the field, the screening must be completed the same day the employee plans to enter the Ecology building **and** prior to entry.

- If screening is completed within the 12 hours before departing for field work, employee must also conduct self-screening using the questions below immediately prior to leaving their residence.
- Screening should be done using video connection, such as FaceTime, Skype or other video call. If the employee or supervisor has limited connectivity for video calls, an audio call can be used. Another option is to conduct the screening from a mobile device after the employee has left home and has an improved signal but before they arrive at Ecology facility to retrieve equipment or on-site for field work.
- Employee must have a thermometer take their temperature prior the screening. If the employee does not have a thermometer, field work or entry to an Ecology building must be delayed until they have one.

2 Ask these screening questions*

1. Since your last day of work, have you experienced a new cough that you cannot attribute to another health condition?
2. Since your last day of work, have you experienced new shortness of breath that you cannot attribute to another health condition?
3. Since your last day of work, have you experienced at least two of the following symptoms that you cannot attribute to another health condition?
   - Fever**
   - Chills
   - Repeated shaking with chills
   - Muscle pain
   - Headache
   - Sore throat
   - New loss of taste or smell
4. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? *(Note: Close contact is defined as being within 6 feet for more than 10 consecutive minutes.)*

*Based on DOH Guidance as of April 30, 2020

**Fever is defined as a temperature at or above 100.4°, a significant indicator that your body is fighting illness.

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3 Log the screening result and follow-up

If the employee passes the screening (no *"Yes"* answers):

- Document the employee has been authorized for field work for the day or to enter the Ecology building. (Follow program protocol for documenting the employees who have been authorized for field work).
-

If the employee does not pass the screening (one or more *"Yes"* answers):

- Tell the employee that they didn't pass the screening due to one or more "Yes" answers, and will need to telework or use leave if they don't' feel well enough to work. They are not authorized to conduct Ecology work outside of their home.
- Provide the employee with the "Follow-up to Health Screening Questionnaire" via email.

FAQ and Guidance for Supervisors:

Why do I need to do the screening using a video connection?

- We are requesting video connection as the preferred approach to screening, realizing that it won't be possible in all cases. A face to face meeting is more likely to yield accurate results – you know your people, their daily demeanor and appearance at work, and may notice any changes. When you do the screening it's also a chance to see how they're weathering the long period of telework and Staying Home, Staying Healthy.

What should I do if the employee is resistant to the health screening?

- Remind the employee that health screenings are an integral part of Ecology's COVID-19 safety plan and a primary tool for ensuring we limit the risk of a potential exposure for other employees or anyone the employee may have contact with during their field work.
- Health screenings are highly recommended by Washington Department of Health and the Centers for Disease Control for all employers.
- We are not asking for information about any medical conditions or details about symptoms. The questions are intended to only be answered by a Yes or No. We do not need any additional information. We are not documenting answers – only that the employee is either authorized or not authorized for field work.

What should I do if I suspect the employee is not being forthcoming about symptoms?

- Screeners should only ask the questions listed in #2 above. Do not ask any for an additional detail – just a Yes or No. If you have any concerns about the employee's response to the questions, contact your program's assigned HR Consultant.

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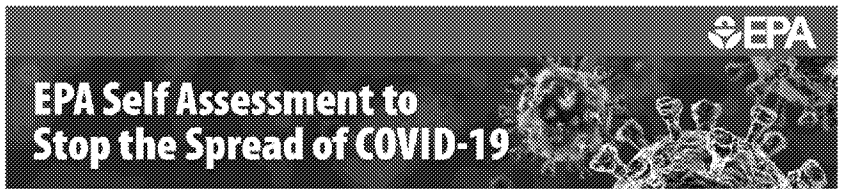
13. **Appendix C – EPA Screening Procedures for Employees for COVID-19 Symptoms**



Please perform the following self assessment prior to Departing for the Office:

Do you feel unwell or have any of the following CDC-idenitifed symptoms of COVID-19 Disease ?

- Temperature at or more than 100.4 degrees F (38.0 degrees C)?
- Fever or Chills?
- Cough or shortness of breath?
- Muscle pain?
- Headache?
- Sore throat?
- New loss of taste or smell?

- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who has an active case of laboratory-confirmed COVID-19?
- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who is ill or demonstrates any of the above symptoms?
- In the last 14 calendar days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?
- Have you traveled outside of the US within the past 2 weeks?

If you answered "yes" to any of these questions, please stay home.

Please notify your supervisor and expect to telework if possible. It is recommended you visit the CDC Coronavirus Disease Internet site on "What to do if you are Sick". You should also stay in touch with your supervisor on your status.

https://workplace.epa.gov/covid19/index.html

14. Appendix D – Respiratory Protection Requirements for Ecology Work

Work situation	Social distancing#	Respiratory protection
Working within office and cubicle areas Taking walks outside during breaks	The number of staff present allows for at least 6 foot distance to be **easily maintained fulltime** and only broken intermittently in passing up to several time a day.	None required; Cloth face covering is strongly recommended if more than one person is in the immediate work area.
Working within office and cubicle areas with greater number of workers OR workstations are closer together.	Social distance **is mostly maintained** but with job tasks that **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Work that requires employees to be within less than 3 feet apart	Social distance **is not maintained** and includes job tasks **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
Conventional meetings and trainings in conference rooms	Social distance **is not maintained** and includes job tasks **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
High traffic areas within the building, e.g. coffee bars, vending machine areas, entrance/exit points.	Social distance **is mostly maintained** (with care) but sharing space could mean several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Screening incoming employees at Ecology offices	Social distance **is mostly maintained** (with care) but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Moving, cleaning and inspecting equipment used by staff who are healthy/asymptomatic.	N/A	None required; Cloth face covering that fully covers mouth and nose or higher protection strongly recommended.
Moving, cleaning and inspecting equipment used by staff with suspected or confirmed COVID-19.	N/A	Required: N95 or KN95 respirator mask or filtering facepiece respirator.

Work situation	Social distancing#	Respiratory protection
Field work (not working near, traveling or meeting with others)	Employee working alone.	None required; Cloth face covering that fully covers mouth and nose or higher protection, if more than one human present.
Travel to field location alone	Employee traveling alone.	None required.
Work in field locations with other workers where each staff member works independently, e.g. crews	The work situation allows for at least 6 foot distance to be **easily maintained fulltime** and only broken intermittently in passing up to several time a day Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	None required if social distance is maintained. Required: Dust mask or medical procedure mask.
Traveling together to work site in work vehicle, where 6 foot distance can be maintained.	Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask. Confirmed in conversation with L&I consultant 5/11/20.
Traveling together to work site in work vehicle, in close contact with other workers. Work on boats and research vessels. Air travel: Marine monitoring flights	Social distance **is not maintained** and includes job situation **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
Inspections and work situations/sites without potential for airborne chemical contaminants above the Permissible Exposure Limits.	Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day. Social distance **is not maintained** and includes job situation **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: Dust mask or medical procedure mask. Required: N95 or KN95 respirator mask.

Work situation	Social distancing#	Respiratory protection
Work situations/sites with a potential for airborne chemical contaminants above the Permissible Exposure Limits.	Worker can avoid zones where chemical contamination may rise above PELs, *and* Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Category includes SPPR, some HWTR, SWM, TCP, possibly others. See WAC 296-841-20015 Requirements for respirators & WAC 296-842 Respiratory protection chapter.	Worker can avoid zones where chemical contamination may rise above PELs, *and* Social distance **is not maintained** and includes job situation **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
	Worker cannot avoid zones where chemical contamination may rise above PELs.	Air Purifying Respirators (APRs)** with "combination" cartridges that filter both chemicals and particulates (including coronavirus.)

#Social distancing ≡ Any close contact inside of 6 feet is limited to less than 10 minutes.

Notes: This is a living document. Requirements above are consistent with L&I guidance of May 2, 2020.

Questions? Contact Walter Bennett or Janet Hyre.

15. Appendix E – Washington State Department of L&I Coronavirus Hazard Considerations for Employers (applicable to Ecology)

Washington Coronavirus Hazard Considerations for Employers (except hospitals/clinics)
Face Coverings, Masks, and Respirator Choices

May 2, 2020

Washington State Department of Labor & Industries

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Health status of the people around you	Healthy/Asymptomatic (no COVID-19 symptoms)	Healthy/Asymptomatic	Healthy/Asymptomatic	Healthy/Asymptomatic	Probable or known COVID-19 human source
**Examples of worksite conditions*, **	Employee working alone, or, all outside or 1-9 total persons inside building/structure with outside or HVAC air, where at least 6 foot distance is **always maintained**. Tools are not shared or are sanitized between different users.	Crews outside on large worksite where at least 6 foot distance is **easily maintained fulltime** and only broken intermittently in passing up to several times a day. Tools are not shared or are sanitized between different users.	Large crews outside where at least 6 foot distance is **mostly maintained** but with job tasks that require several minutes of 6 foot distance broken several times a day. Tools are shared and sanitized between different users.	Work consists of close quarters, such as multiple occupancy confined space work **or** inside room presence of more than 10 humans where at least 6 foot distance **is not maintained** and includes job tasks **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Transporting/caring for symptomatic clients with probable or active COVID-19 patient within 6 feet in vehicle; or non-hospital setting or a residence with no sanitization protocols in place.
	Worksite with controlled and low public interaction, where at least 6 foot distance **always maintained** and only broken in passing once or twice a day.	Work is inside in structure/office where number present allows for at least 6 foot distance to be **easily maintained fulltime** and only broken intermittently in passing up to several times a day.	Work is inside in structure/office where at least 6 foot distance is **mostly maintained** but with job tasks that **require** several minutes of 6 foot distance broken several times a day.	Work is cleaning and sanitization of surfaces and floor after known active COVID-19 infection employee was present in area.	

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Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Number of people and conditions in work vehicle	Vehicle operation: employees ride alone and vehicles are sanitized between different drivers.	Vehicle with more than one occupant but can maintain 6 foot distance and only broken intermittently up to several times a day. Vehicles must be sanitized between different drivers and occupants.	Vehicle with more than one occupant but **mostly maintain** 6 foot distance with job tasks that require several minutes of 6 foot distance broken several times a day. Vehicles must be sanitized between different drivers and occupants.	Vehicle with more than one occupant where at least 6 foot distance **is not maintained** and include job tasks requiring close together (less than 3 feet apart) work for more than 10 minutes in an hour. Vehicles must be sanitized between different drivers and occupants.	Vehicle with more than one occupant where at least 6 foot distance is **not maintained** and include job tasks requiring close together (less than 3 feet apart) work for more than 10 minutes in an hour at least once a day. Vehicles must be sanitized between different drivers and occupants.
Minimum required mask or respiratory protection for employees without additional engineering controls or PPE ***	None required unless and except under Governor ordered agreement.	None required unless and except under Governor ordered agreement.	Dust mask, foreign system non-NIOSH approved filtering facepiece respirator (such as KN95), or medical procedure masks.	Elastomeric ½ or full face respirator with particulate filters **** --OR-- PAPR with particulate filter. (Tight fitting respirators must be fit-tested and the wearer must be clean-shaven. No fit-testing is required for loose fitting systems.) --OR-- Industrial use N95, R95 or P95 or foreign system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****)	FDA approved surgical mask or healthcare N95 filtering facepiece respirator**** or elastomeric respirator with particulate filters. Tight fitting respirators must be fit-tested and the wearer must be clean-shaven. PAPR with particulate filter may be used; no fit testing is required for loose fitting models. When feasible, client with COVID-19 should also wear an FDA approved surgical N95 or surgical mask.

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Strongly recommended worksite protections	Cloth face covering that fully covers mouth and nose or higher protection, if more than one human present.	Cloth face covering that fully covers mouth and nose or higher protection.	Use multiple engineering and administrative controls together to reduce frequency and risk of touch and airborne transmission between humans. Ask workers for suggestions on further improvements to controls.	Minimize number of workers present in high risk work tasks. Use multiple engineering and administrative controls together to reduce frequency and risk of touch and airborne transmission between humans. Ask workers for suggestions on further improvements to controls and look for ways to accomplish the work without people in close proximity.	Add face-shield or eye goggles to half face disposable respirators and non-permeable disposable upper body coverings; Powered Air Purifying Respirator System, Elastomeric full face respirators with particulate filters or higher protection.
Comment	**Employees should be strongly encouraged not to carpool to and from work unless wearing facial covering or mask protection. This is suspected as a source of several national outbreaks.**				

***Social Distancing is at least 6 feet apart between employee - employee or employee to any other human;**
****Other respirators or PPE may be required due to other hazards such as chemical exposures or projectile exposures. The PPE ensemble must protect the worker from all hazards that are not otherwise controlled.**
***** Without additional engineering controls or PPE for employees like barriers or face shields or local ventilation.**
****** Particulate filtering respirators are rated by NIOSH for oil mist resistance (N, R, or P) and filtering efficiency (95, 99, and 100). An N-95 respirator is the least resistant to oil mists and lowest filter efficiency. For protection from the COVID-19 virus, an N-95 rated respirator is sufficient and any other particulate respirator can be substituted. Foreign certified respirators below may be used:**

- Australia: AS/NZS 1716:2012
- Brazil: ABNT/NBR 13694:1996; ABNT/NBR 13697:1996; and ABNT/NBR 13698:2011
- People's Republic of China: GB 2626-2006; and GB 2626-2019
- European Union: EN 140-1999; EN 143-2000; and EN 149-2001
- Japan: JMHLW-2000
- Republic of Korea: KMOEL-2014-46; and KMOEL-2017-64
- Mexico: NOM-116-2009

16. Appendix F: EPA's Guidance on Disinfecting Vehicles EPA OMS-SSD Vehicle Utilization, Cleaning, and Disinfecting Recommendations 4/27/20

Part I. EPA VEHICLE CLEANING & DISINFECTION

Part II. NON-GSA-LEASED VEHICLE DISINFECTION (OEM SPECIFIC)

Part I.

EPA VEHICLE CLEANING & DISINFECTION

The Safety and Sustainability Division (SSD) has received several questions about cleaning vehicles during the COVID-19 pandemic. Surfaces can be a source of COVID-19 exposure and sharing vehicles can result in different people touching the surfaces of the vehicle. However, effective cleaning of EPA Fleet vehicles can help minimize the likelihood of exposure to COVID-19. The information below details vehicle cleaning procedures and administrative controls which are based on guidance from the Centers for Disease Control and Prevention (CDC) and General Service Administration (GSA). As new information becomes available, SSD will provide updates to this guidance as appropriate. Until further notice, this guidance represents minimum requirements that should remain in effect.

EPA's fleet includes agency owned, GSA leased, and commercially leased vehicles. The Agency's fleet is comprised of approximately 75% of leased vehicles from GSA and 25% EPA-owned vehicles. While cleaning and disinfecting such vehicles, employees must take care not to damage vehicle surfaces in order to avoid agency incurred expenses when replacing EPA vehicles or returning leased vehicles to GSA. For GSA vehicles specifically, please follow GSA's vehicle cleaning guidance found at GSA Fleet Vehicle Cleaning & Disinfecting Guidance for COVID-19

In conjunction with the above referenced GSA guidance and Part II of this memo, SSD recommends the following activities for mission essential vehicle usage, cleaning, and disinfection:

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1. To the extent feasible, all vehicles should have a 72-hour wait/hold time between vehicle uses or dispatches. Currently, the COVID-19 virus is believed to survive up to 72 hours on certain hard surfaces. Out of an abundance of caution, instituting a 72-hour wait time between vehicle uses, will help further minimize exposure to the virus from the surface of a vehicle. If you have not already done so, please forgo recommending and authorizing vehicle "car-pooling" and ride sharing. If possible, all vehicle dispatches should be single occupancy trips only. Most EPA fleet vehicles will not allow for a 6-foot separation between passengers; therefore, if ride sharing is necessary to complete mission essential activities, all CDC, state, and local COVID-19 requirements must be followed.

2. All vehicles are to be cleaned and disinfected daily, both at the beginning of the day (first use) and at the end of the day (last use), at a minimum, and between usage if the vehicle operator has changed The cleaning should be conducted by the vehicle operator. Please focus on the following frequently touched areas when cleaning and disinfecting: visors, rear view mirror, overhead console, door handles, steering wheel, shift lever, dashboard surface, center console, glove box, door components, seat control, seat belts, keys/key fob, etc.

3. Cleaning and disinfection supplies will be made available to all vehicle operators before and after dispatch. Cleaning supplies will also be stored in each vehicle to allow for periodic cleaning during the day, as needed. **Do not use wipes and sprays that contain bleach, hydrogen peroxide, or are scented. Don't use ammonia-based cleaners on car touch screens or dashboards,** as they can damage anti-glare and anti-fingerprint coatings. EPA approved disinfectants for human coronavirus are found at List N

4. Alcohol solutions that contain at least 70 percent alcohol are also effective against human coronavirus, according to the CDC. Nearly every interior surface of a vehicle can be cleaned with isopropyl (rubbing) alcohol.

5. Follow the cleaning product manufacturer's instructions/disinfection procedures as this guidance varies by product. Place used disinfectant wipes or paper towels into trash receptacles immediately after completing disinfection procedures.

6. Per CDC guidance, when cleaning and disinfecting surfaces, employees should wear disposable gloves. Remember to wash your hands after the gloves are removed. If soap and water is not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

   If you have questions concerning fleet vehicles, please send them to the EPA Fleet Box at epafleet@epa.gov

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Part II.

NON-GSA-LEASED VEHICLE DISINFECTION (OEM SPECIFIC)

The findings and conclusions in this consultation have not been formally disseminated by the United States Environmental Protection Agency (Agency) and should not be construed to represent any Agency determination or policy. It has not been subject to the Agency's review and therefore does not necessarily reflect the views of the Agency, and no official endorsement should be inferred.

GENERAL THINGS TO CONSIDER FOR VEHICLE DISINFECTION (For GSA Leased Vehicles, see GSA Vehicle Guidance document linked below)

While wearing the appropriate personal protective equipment (PPE) agreed upon by your regional SHEMP or Safety Officer:

1. Remove all excess materials or objects from the interior of the car.
    a. Place the material you are disposing of in a plastic bag (consider spraying inside of bag with a disinfectant, also from List N), and sealing the bag for disposal. (Since this is waste, chlorine-based disinfectants are allowed).
    b. Consider following these procedures for porous materials that were removed from the vehicle.
        i. Either launder with a soap with a surfactant, if possible; or,
        ii. Use a non-chlorine-based List N disinfectant for soft, non-porous surfaces (use a non-chlorine-based List N spray and then wipe, or non-chlorine-based List N wipe process).

2. If the vehicle is outside, let the engine run with air fan on high (fresh air, preferably with high heat set to maximum), and with the car doors closed, to allow for temperature to increase for 15-30 min.

3. Open all vehicle doors (in a safe location) to allow fresh outside air to aerate the vehicle for the purpose of airborne particle removal and reduction in viral loading from any contaminated fomites. **Note:** *In doing this, the virus may be spread/aerosolized to the outside.*

4. Disinfect interior of vehicle.
    a. Disinfect the non-porous surface items that you plan on keeping using a non-chlorine-based List N disinfectant product (for non-porous materials) according to the manufacturer's label. Ensure the disinfectant is compatible with the material you are wiping. **Note:** *If hydrogen-peroxide based cleaners or scented cleaners are used, they should be in accordance with specific vehicle manufacturer guidance to ensure compatibility with vehicle interiors.*
    b. Vacuum seats and carpets to remove as much dirt and grime as possible. Use shampoo products designed for cars or disinfect carpets and cloth seats with an appropriate product from List N that is suitable for porous surfaces. Ensure that the material remains wet for appropriate contact time as stated on the label, but do not leave soaking as mold may form.

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5. Wipe (or spray then wipe) down surfaces, like the insides of the windows, the steering wheel, doors, the console, seats *etc.*, with a non-chlorine-based List N wipes or sprays approved for human coronavirus. Ensure the disinfectant is compatible with the material/surface you are wiping. **Note:** *If hydrogen-peroxide based cleaners or scented cleaners are used, they should be in accordance with specific vehicle manufacturer guidance to ensure compatibility with vehicle interiors.*
    - Don't use ammonia-based cleaners on car touch screens or dashboards as they can damage anti-glare and anti-fingerprint coatings.
    - Never combine cleaning chemicals, as doing so may lead to formation of toxic gases.

6. Following disinfection, allow car to aerate to allow the disinfectant to off-gas, for at least 30 minutes

7. If possible, park the vehicle with the windows closed facing the sun (on sunny days), to allow the vehicle to heat up for 2-3 hours.

8. If you are using seat covers of any sort, remove the seat covers and launder using a detergent with a surfactant.
    a. Wear gloves when removing, placing, or transporting the seat covers; and,
    b. wash your hands with soap and water for 20 seconds after you remove the gloves.

For GSA Leased Vehicles:

OMS-SSD will be providing future guidance, but in the meantime – GSA has released their own guidance with respect to cleaning GSA vehicles. For GSA Vehicles, please follow the following procedures (note, they not only do not allow chlorine-based disinfectants, but they limit the use of hydrogen peroxide- and ammonia-based products as well).

https://www.gsa.gov/cdnstatic/GSA%20Vehicle%20Cleaning%20%20Disinfecting%20Guidance%20for%20COVID-19.pdf

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17. Appendix G: Guidelines for Opening Up America Again

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EPA Region 10 Reconstitution Plan Appendix 3:

Oregon Operations Office, Portland, OR

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

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EPA Region 10 Reconstitution Plan Appendix 4:

Alaska Operations Office, Anchorage, AK

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

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EPA Region 10 Reconstitution Plan Appendix 5:

Washington Operations Office, Lacey, WA

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

EPA Region 10 Reconstitution Plan Appendix 6:

Idaho Operations Office, Boise, ID

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

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EPA Region 10 Reconstitution Plan Appendix 7:

Hanford Office, Richland, WA

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

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EPA Region 10 Reconstitution Plan Appendix 8:

Emergency Response Logistics Centers (Seattle, WA, Anchorage, AK, Portland, OR)

Introduction

EPA R10 utilizes three Emergency Response Logistics Centers (ERLC) located in Seattle, Anchorage, and Portland. Each ERLC is stocked with scientific equipment, vehicles, field supplies and personal protective equipment (PPE), and other items to support the work of the Emergency Management Branch staff and our scientific contractors under the START contract. The facilities are currently operating under a status of Continuous Operations (COOP) and thus only Tier 1 Primary Mission Essential Functions have been occuring at these facilities. Access for EPA contract staff to maintain readiness has been on-going.

5. Building Operations & Workplace Reentry Preparation

Building Lessors

Lessor contact information for each facility is in the table below.

Anchorage	5761 Silverado Way Anchorage, AK 99518 Chris Carter 907-312-4323
Portland	11811 NE Sumner Street Portland, OR 97220 Jessica Furtado (Kidder Matthews) (503) 721-2714 24 Hour # (877) 445-6782 service@kidder.com jessica.furtado@kidder.comt
Seattle	SeaKing Industrial Park 1620 S 92nd Place, Suite B Seattle, WA 98108 (206) 762-0449 Anna Ernaga CBRE Property Management 20415 72nd Ave S, Suite 210 Kent, WA 98032 (253) 398 9030 anna.ernaga@cbre.com

5.1 Physical Controls to Promote Social Distancing

Local Health Directives	Though health directives in each location may differ depending on the local coronavirus situation, EMB intends to remain cautious and requires everyone to wear face coverings when in any indoor or outdoor public space within 6 feet of someone who does not live with them. However, there are some people who are unable to wear face coverings for good reasons, including people with disabilities and those with specific health or safety concerns.
Social Distancing Signage	Staff will post this "Reconstitution Plan" at each sign-in location at the entrance for all tenant and visitors to review and acknowledge prior to entering. Additional signage will be posted throughout the building in common areas as a reminder of the new operating standards. EPA Signage will be posted throughout the Logistic Centers to notify staff of occupancy limits, traffic patterns, conference and kitchen/break room restrictions, occupancy and usage, and other restrictions throughout the facility needed for social distancing.
Common Area Social Distancing	Emergency Management Branch staff have developed building access procedures including employee sign in, social distancing signage to encourage appropriate physical spacing and stairwell procedures to prohibit simultaneous up and down movement. • While in common areas, tenants are required to wear a face covering. • Hand sanitizer has been made available at all building entrances. • Tenants are directed to maintain a 6' physical distance from other occupants to the extent possible while in the common areas.
EPA Special Space Closed in Phases 1 and 2	The following areas will be closed at the Logistics Centers: • Meeting rooms unless you are the only person to occupy the space • Seattle and Anchorage ERLC sink and kitchen cabinetry area ○ As this space also serves as a hallway for movement to and from the restroom, offices and training room, appropriate social distancing will be instituted while in the area. Refrigerators, microwaves, hot water pots, and other appliances will not be available for use.
Restroom Occupancy for Phases 1 and 2	In EPA space, ADA restrooms are limited to occupancy of 1 person. Two larger restrooms in the Seattle ERLC are limited to 2 occupants at a time. Relevant face covering requirements will apply in this common space.

Appointment Required for In-Person Access to Logistic Centers in Phases 1 and 2	To minimize exposure risk for on-site staff and contractors and to ensure social distancing, face coverings and appointments will be required to access the Logistics Centers except for emergency response personnel who can access the facilities without prior appointment. See below in section 6.

6. Building Access & Amenities

Controlled Building Access to EPA Space in Phase 1 and 2	Access to the R10 ERLCs is restricted to EPA response personnel and their contractors. Doors will remain locked to the general public. Access requests are handled by contacting Myrna Jamison (206) 553 - 2931 or at jamison.myrna@epa.gov , or as backup, Brooks Stanfield (206) 553 – 4423 or at stanfield.brooks@epa.gov.
Stairwell Traffic	The Seattle and Anchorage Logistics Center each have single staircases. Access to the stairwell will be limited to one individual at a time.
Vendors:	ERLC facilities will remain locked at all times. EPA vendors must ring the doorbell to gain access. Access to the facility will be restricted unless absolutely necessary, e.g electrical repairs, janitorial services, etc. ERLC contract staff will work with the vendor to maintain all health and safety measures reflected in this plan, including the implementation of health screening, sign in/out, social distancing and the donning of PPE. Each vendor will be escorted and supervised while in EPA space.
Building Amenities	**Elevator Occupancy:** There are no elevators in the R10 ERLC facilities. **Lobby Seating:** There is no lobby seating at the R10 ERLC facilities. **Shower Facilities**: One shower room exists at the Seattle ERLC and it is a single-use shower. If used, the occupant will clean and disinfect the shower per CDC guidelines. See cleaning and disinfection protocols section. **Bike Storage**: There is no bike storage room at the R10 ERLC facilities.
Building Water Systems Safety	The R10 ERLC facilities have been occupied during COOP status in order to provide for the Primary Mission Essential Function of the Emergency Management Branch. Thus, all systems have been in use and have seen no prolonged period of inactivity.
HVAC Modifications	The Heating, Ventilation and Cooling (HVAC) system will continue to operate per building standards. However, prior to Phase 3 of Reconstitution, we will request an evaluation of the HVAC system in the event the Seattle ERLC Training Room is utilized. An analysis of air handling and room flushing should be considered to minimize the

stagnation of air inside the room when greater numbers of people are participating in a training or meeting.

7. Health & Safety Protocols

Face Coverings Required in Phases 1 and 2 in Park Place	Face coverings must be worn by those entering the R10 ERLC facilities and where indoor social distancing cannot be maintained. Face Coverings will not be provided for use in EPA facilities. Each employee seeking access to R10 ERLC facilities that require face coverings must provide their own face covering. Employees should continue to wear a face covering when in a common area inside the building (e.g. kitchens, hallways, etc.)

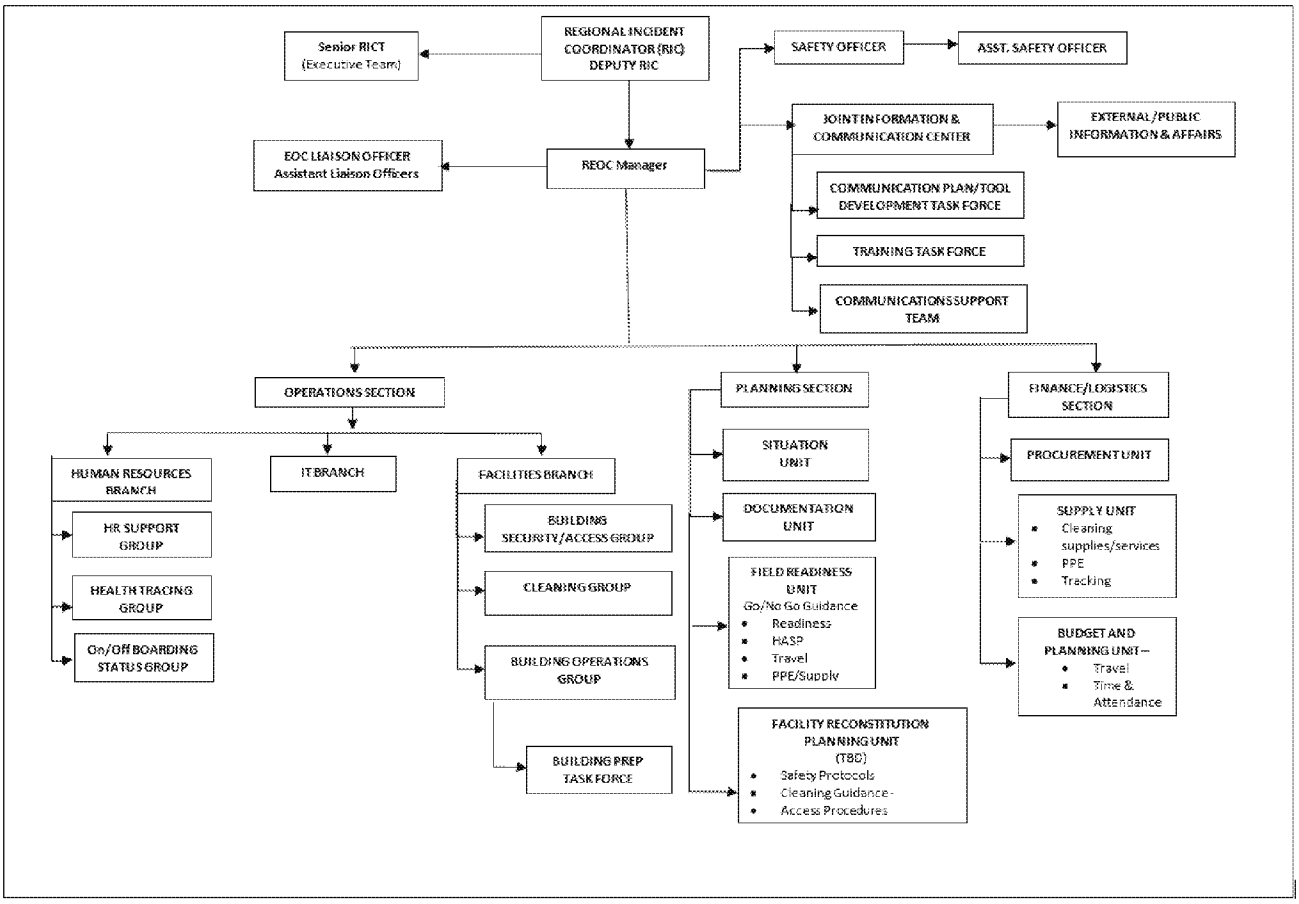
8. Cleaning and Disinfection Protocols

Routine Cleaning and Disinfection	R10 ERLC janitorial staff are following the CDC/GSA cleaning guidance for routine cleaning and disinfection. Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. Janitorial cleaning products and procedures adhere to the CDC and EPA's criteria for use against the novel coronavirus. Daily Janitorial Services (Monday through Friday): Janitorial staff perform periodic cleaning with disinfectant solution in common areas and high-touch surfaces such as security reception countertops, doors, handles, drinking fountains, restroom faucets and countertops, toilet seats and flushers, stairwell handrails, light switches, and desk and chair surfaces.
Cleaning and Disinfection Supplies	Cleaning and disinfection supplies for staff use will be distributed and are available to EPA and contract staff using the R10 ERLC facilities. Each EPA and contract staff person will be required to clean and disinfect any area after use. Cleaning and disinfection supplies are approved by EPA to be effective against SARS-CoV-2, the virus that causes COVID-19.

Supporting Documents

EPA Region 10 Reconstitution Plan:

R10 Regional Emergency Operations Coordination Team



EPA Region 10 Reconstitution Plan:

(DRAFT) Region 10 Guidance - Preparing for and Performing Field Activities During a Pandemic

As of June 1, 2020, this document is still under development.

EPA Region 4
Sam Nunn Atlanta Federal Center

Returning to the Workplace:

Employee Guidance

May 27, 2020

ED_004799A_00000721-00001

INTRODUCTION

The following guidance is intended to provide information to Region 4 employees regarding returning to work after being in an extended continuity of operations plan (COOP) status during the COVID-19 pandemic. The information contained in this guidance is subject to change.

For more information on items that may have impacted this report, please see the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) memorandum issued on April 20, 2020, which establishes criteria for federal agencies to assess before reoccupying facilities. You may also reference The White House Coronavirus Task Force's Guidelines for Opening Up America Again.

Phases of the Region 4 Return to Work Plan

The three phases for Region 4's Return to Work Plan are listed below. The phases will be enacted after a building closure of 7 days. Building closure was enacted because the coronavirus is rendered inactive after 7 days. In addition, these closures are being conducted as outlined in the EPA/CDC Cleaning and Disinfection Guidance.

Employees should keep in mind the agency will continue to provide maximum telework flexibilities to all employees through Phase 2, along with maximum work schedule flexibilities (e.g., Maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at higher-risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

Employees will be notified via email or All Hands Meeting notification regarding the movement between phases. If there are any questions or concerns, please reach out to your supervisor.

Phase 1

1. **Telework and Work Schedules:** Employees will be afforded maximum telework flexibilities along with maximum work schedule flexibilities.
    - All employees may continue to use expanded work hours and the expanded work week if on a Maxiflex or Flexitour schedule. Employees choosing the option to telework in Phase 1 should notify their immediate supervisor.
    - Employees in a category the CDC determines as higher-risk, those who are pregnant, or those living with a higher-risk or pregnant individual, should continue to telework during Phase 1.
    - Employees with dependent care responsibilities because COVID-19 has interfered with existing or planned arrangements should also continue to telework during Phase 1.
2. **Employees have the option to return to the workplace**. For coordination purposes, those wishing to return to the office should alert their supervisor by Wednesday of the preceding week.
3. **Building Entry Guidelines:** Before entering the building, employees are asked to adhere to the following:
    - Self-screen (see attached EPA Self-Assessment) before entering the building.
    - Notify their supervisor when they will be entering the building.
    - Limit the areas of the building they visit.
4. **Visitors:** Visitors are not allowed in the facility during Phase 1.
5. **Social Distancing Guidance**:
    - Employees should adhere to a strict social distance protocol in all building areas- Maintain 6 feet from other employees.
    - Employees should not congregate in common areas.
    - Conference calls and video meetings are encouraged.

6. **Face Coverings:**
    - Out of courtesy for others in areas where it is not possible to social distance, such as elevators, we recommend wearing a face covering.
    - Employees seeking services where social distancing is not possible (e.g., badging, IT services, mail retrieval) must wear a face covering at the time of service regardless of local or state orders.
7. **Floor Guidance:** Staff are encouraged to:
    - Follow "one-way" signage and tape protocol for walking traffic distance spacing on EPA Region 4 floors.
    - Stay on the floor of their designated workspace.
8. For items listed as open or closed, appropriate signage will be posted.
9. **What is open?** The following areas are open with the specified safety guidelines:
    - Sam Nunn Building – open for normal operating hours of 6:00 a.m. to 6:30 p.m.
    - MARTA Access Tunnel – The Marta Tunnel is open following their normal hours of 6:00 a.m. to 9:30 a.m. and 3:00 p.m. to 7:00 p.m.
    - Elevators – no more than 2 per elevator.
    - Stairwells – employees encouraged to maintain 6 feet between each other.
    - Restrooms –
        - limited to single person occupancy.
        - Each bathroom will have an occupancy poster hung outside the open door indicating current use. Employees will write their initials on a sticky note and take it with them to the restroom. When they arrive at the entrance, if a note is already affixed to the designated occupancy poster, the employee knows that the bathroom is full and can either wait or find another restroom. If the restroom is not full, the employee affixes their note to the occupancy poster and proceeds in. Once finished, the employee will reclaim their note on their way out before returning to their workstation. Only they will be permitted to touch their note.
        - There will be multiple health & safety signs within each of the restrooms encouraging handwashing and social distancing.
    - Large conference rooms – where social distancing best practices can be applied.
    - File rooms – limited to single person occupancy.
    - In person IT Helpdesk – needs will be addressed by appointment only.
    - Mail Room – will resume with centralized pick up only at the 9th floor window.
10. **What is closed?** The following areas are closed due to safety concerns:
    - Breakrooms
    - Small conference rooms
    - Designated break areas (to include refrigerators, microwaves, and coffee pots)
    - Treadmill rooms/cubicles
    - Storage areas
    - Cafeteria and snack bar (closed until further notice from GSA)
11. **Travel status:** Essential travel only upon approval from the Regional Administrator. Staff returning from international travel will be subject to a 14-day quarantine period.

Phase 2

1. Guidance regarding Phase 2 is subject to change after an assessment of Lessons Learned during Phase 1. The guidance will be updated accordingly.
2. **Telework and Work Schedules**: Employees will be afforded maximum telework flexibilities.
    - Except as noted below, employees should return to normal work hours and the normal work week. Employees choosing the option to telework in Phase 2 should notify their immediate supervisor.
    - Employees in a category CDC determines as higher-risk, those who are pregnant, or those living with a higher-risk or pregnant individual, should continue to telework during Phase 2.
    - Employees with dependent care responsibilities because COVID-19 has interfered with existing or planned arrangements should also continue to telework during Phase 2. These employees may also continue to work expanded hours and the expanded work week if on a Maxiflex or Flexitour schedule after notifying their immediate supervisor.
3. **Employees have the option to return to the workplace**. For coordination purposes, those wishing to return to the office should alert their supervisor by Wednesday of the preceding week.
4. **Building Entry Guidelines:** Before entering the building, employees are asked to adhere to the following:
    - Self-screen (see attached EPA Self-Assessment) before entering the building.
    - Notify their supervisor when they will be entering the building.
    - Limit the areas of the building they visit.
5. **Visitors:** The facility is open to visitors for mission-essential work purposes only. Visitors should remain on the 9th floor. All meetings with visitors should be conducted in the dedicated conference space on the 9th floor.
6. **Social Distancing Guidance**:
    - Employees should adhere to a strict social distance protocol in all building areas- Maintain 6 feet from other employees.
    - Employees should not congregate in common areas.
    - Conference calls and video meetings are encouraged.
7. **Face Coverings:**
    - Out of courtesy for others in areas where it is not possible to social distance, such as elevators, we recommend wearing a face covering.
    - Employees seeking services where social distancing is not possible (e.g., badging, IT services, mail retrieval) must wear a face covering at the time of service regardless of local or state orders.
8. **Floor Guidance:** Staff are encouraged to:
    - Follow "one-way" signage and tape protocol for walking traffic distance spacing on EPA Region 4 floors.
    - Stay on the floor of their designated workspace.
9. For items listed as open or closed, appropriate signage will be posted.

10. **What is open?** The following areas are open with the specified safety guidelines:
    - Sam Nunn Building – open for normal operating hours of 6 a.m. to 6:30 p.m.
    - MARTA Access Tunnel – The Marta Tunnel is open following their normal hours of 6:00 a.m. to 9:30 a.m. and 3:00 p.m. to 7:00 p.m.
    - Elevators – no more than 2 per elevator.
    - Stairwells – employees encouraged to maintain 6 feet between each other.
    - Restrooms –
        - Limited to 2-person occupancy.
        - Each restroom will have an occupancy poster hung outside the open door indicating current use. Employees will write their initials on a sticky note and take it with them to the restroom. When they arrive at the entrance, if 2 notes are already affixed to the designated occupancy poster, the employee knows that the restroom is full and can either wait or find another restroom. If the restroom is not full, the employee affixes their note to the occupancy poster and proceeds in. Once finished, the employee will reclaim their note on their way out before returning to their workstation. Only they will be permitted to touch their note.
        - There will be multiple health & safety signs within each of the restrooms encouraging handwashing and social distancing.
    - Large conference rooms – where social distancing best practices can be applied.
    - File rooms – limited to single person occupancy.
    - In person IT Helpdesk – needs will be addressed by appointment only.
    - Mail Room – will resume with centralized pick up only at the 9th floor window.
11. **What is closed?** The following areas are closed due to safety concerns:
    - Breakrooms
    - Small conference rooms.
    - Designated break areas (to include refrigerators, microwaves, and coffee pots)
    - Treadmill rooms/cubicles
    - Storage areas
    - Cafeteria and snack bar (closed until further notice from GSA)
12. **Travel status:** There are no restrictions on travel, but it is subject to supervisor approval. Staff returning from international travel will be subject to a 14-day quarantine period.

Phase 3

1. Guidance regarding Phase 3 will be released after consultation with Senior Leadership and a thorough assessment of Lessons Learned for Phases 1 and 2.
2. Those in vulnerable populations with questions and concerns about possible building entry in Phase 3, should speak with their supervisor.

Contact

We understand questions will arise during this process. Employees are encouraged to reach out to their management for questions and concerns. Management will then direct questions and comments to the appropriate senior management staff.

EPA Region 10 Reconstitution

Return to the Workplace Plan

June 2020

Plan Contents

1. Introduction
2. R10 Regional Emergency Operations Center Activation for COVID Response
3. Opening Up America Again Criteria
4. EPA Office Operations Plan by Phase
   4.1 Telework and Work Schedule Flexibilities by Phase
5. Building Operations & Workplace Reentry Preparation
   5.1 Physical Controls to Promote Social Distancing
   5.2 Support Services
6. Building Access & Amenities
7. Health & Safety Protocols
8. Cleaning and Disinfection Protocols
9. Work Travel and Field Activities
10. References
11. Appendix: Regional 10 Facility-Specific Plans
12. Supporting Documents

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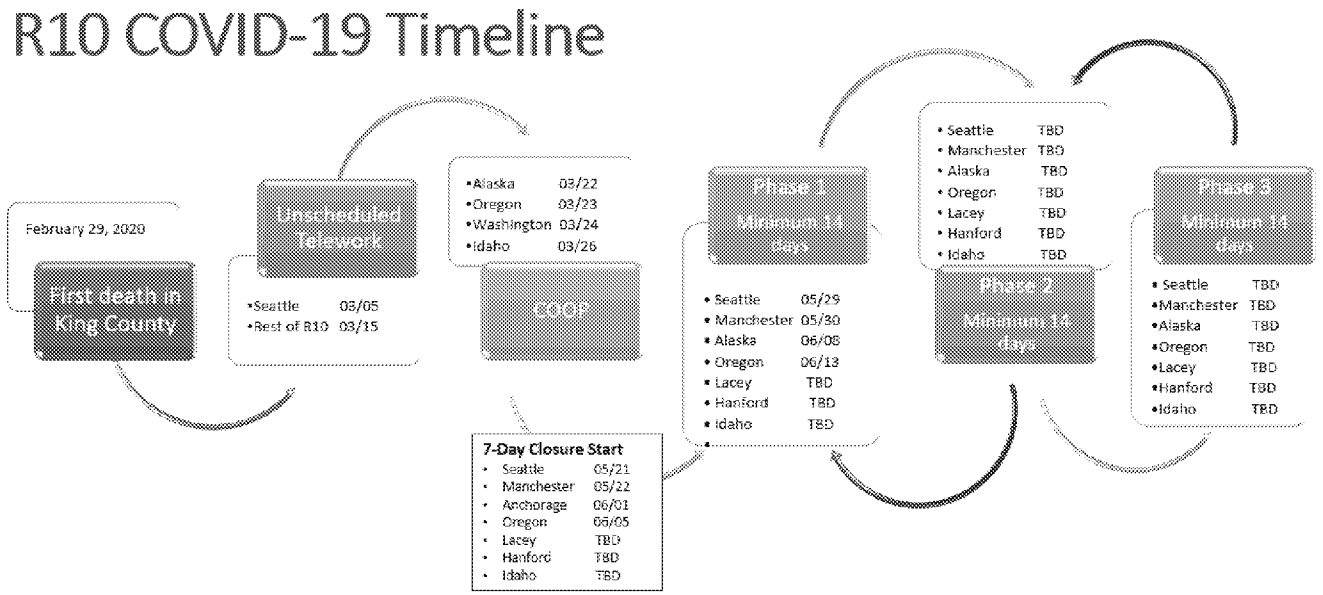
1. Introduction

"Maintaining the health and safety of our workforce while fulfilling our mission responsibilities is our top priority." *Chris Hladick, Regional Administrator, Region 10*

This plan provides the framework for allowing Region 10 employees to reoccupy Region 10 facilities while keeping appropriate protective measures in place to safeguard and prioritize the well-being of Region 10 employees. Implementing EPA guidance, Center for Disease Control (CDC) recommended social distancing protocols and other relevant guidance while continuing to leverage telework will protect the health and safety of our workforce while performing the important work of the Agency. Region 10's return to the workplace shall be done taking into consideration local government and health directives, as well as the recommendations of Regional Federal Executive Boards and Facility Security Committee decisions. Region 10 facility-specific plans will be provided in the Appendix as they are developed. As the reopening process is dynamic, additional guidance will be incorporated into the plan.



Background	In early March, Region 10 operations entered voluntary unscheduled telework due to the COVID-19 Pandemic. Throughout March we activated the Pandemic Continuity of Operations Plan (COOP) for all Region 10 facilities and instituted mandatory telework. Region 10 stood up the Regional Emergency Operations Center (REOC) in an innovative application of the Incident Command System generally used for Emergency Response activities to support the Region 10's pre-COOP, COOP and Reconstitution of COVID-19 Response.

Federal Agency Guidance for Opening Up America Again	On April 20th, 2020 the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance to align federal agency operations with the national guidelines for Opening Up America Again (OAA). As directed by EPA Administrator Wheeler, Region 10 began the reopening process for a subset of Region 10 facilities on May 21, 2020: the Park Place office and the Superfund Emergency Response Logistics Center in Seattle, and the Manchester Lab in Port Orchard. Additional Region 10 facilities will reopen as directed by EPA Headquarters.
Reconstitution	Reconstitution following COOP and resumption of facility operations will evolve as new information and guidance becomes available from EPA headquarters, the Center for Disease Control (CDC), Office of Personnel Management (OPM), Office of Management & Budget (OMB) & state and local health officials. Gating criteria will be tracked at the Agency level and Region 10 will be informed as facilities change phase. The Region's Reconstitution Team consists of regional management and with support from the Mission Support Division (MSD) and the REOC.
Return to Previous Phase	Consistent with the gating criteria, if during any phase, a Region 10 location encounters a significant increase in the gating criteria trends or hospitals return to crisis care, the Administrator will determine if the facility should return to the previous phase.
Updates to the Reconstitution Plan	This plan will be augmented with facility-specific plans as Region 10 facilities enter Phase 1. The plan will be reviewed and updated with changes needed between Phases 1 and 2. Based on the Agency's Return to the Workplace guidance, in Phase 3 the workplace status resumes to the level that existed prior to instituting pandemic response actions, with some exceptions on a case-by-case basis for employees needing special accommodations. Health and safety protocols will be maintained to slow the spread of the virus. This plan will be revised accordingly, as appropriate.
Communication	Effective communication with the workforce is key for safe and successful reopening of Region 10 facilities. All communications will reflect the latest information and guidance received from EPA Headquarters, the CDC, OPM and OMB, health & safety protocols, facility cleaning information, and applicable timeframes. Frequent, open, and transparent communications will be essential as we convey reentry plans, help employees understand their own personal responsibilities during the reentry process, and help set reasonable employee expectations.

Our goal is to foster on-going staff/managment dialog to answer questions and address issues throughout this evolving situation.

While we anticipate broader Agency-wide communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates, Region 10 will need ongoing clear and accurate information on the details and specifics as we plan and implement a phased return to our facilities.

In addition to the HQ mass mailers and COVID19 intranet page, Region 10 is committed to providing timely communication with staff and managers through a variety of methods including All staff calls, Division-level meetings, email, Mass Alert Notification System (MANS/Everbridge), MSD Updates, and info page. Staff are encouraged to send questions to the COVID19 email box.

2. Regional Emergency Operations Center Activation for COVID Response (Pre-COOP, COOP, and Reconstitution)

Region 10 stood up the Regional Emergency Operations Center (REOC) in an innovative application of the Incident Command System generally used for Emergency Response activities to support the Region 10's pre-COOP, COOP and Reconstitution of COVID-19 Response.

On May 20th, 2020, the Region learned it would be soon entering Phase 1 for Seattle and the Manchester Lab. The REOC quickly pivoted to Reconstitution planning in order to implement the EPA Administrator's decisions and guidance to reopen Region 10's physical workspaces. The REOC encompasses a broad span of Reconstitution topics, including Health & Safety Protocols, Workplace Re-Entry Preparation, and Field Activities Preparation. There is a diagram of the current structure of the REOC in the Appendix section.

3. Opening Up America Again Criteria

OAA Gating criteria must be satisfied at state and local levels before proceeding into and progressing through the phases:

- A downward trajectory of influenza-like symptoms AND COVID-19 like case reports over a 14-day period
- A downward trajectory of actual documented COVID-19 cases
- Hospitals in the local area have the capacity to treat all patients without crisis care (high stress) and at more normal levels

Phase One	Phase Two	Phase Three
Satisfy gating criteria and no evidence of resurgence for 14 days	*Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 1*	*Satisfy gating criteria and no evidence of resurgence for 14 days after Phase 2*

4. EPA Office Operations Plan By Phase

On May 21, 2020, Administrator Wheeler outlined EPA's plan for eventual phased return to EPA offices in alignment with the Guidelines for Opening Up America Again. The plan takes a measured and deliberate approach that ensures employee health and safety using the gating criteria in a data-driven approach alongside an evaluation of site-specific conditions and state and local health department requirements.

Each EPA facility will enter Phases according to local data and conditions as determined by the Administrator after completing a seven-day closure.

	EPA Office Operations Plan by OAA Phase		
	Phase One	Phase Two	Phase Three
Workplace Access	Limited return to work in phases, implement EPA health screening protocol		Resume unrestricted staffing of worksite
Telework	Continue to encourage maximum unscheduled telework		Return to normal telework for most staff [1]
Work Schedules	Expanded work hours and work week for employees on a maxiflex schedule	Return to normal work hours and work week except for employees on a maxiflex schedule with continued dependent care challenges	Employees with continued dependent care challenges require RA approval for schedule deviations
Vulnerable Individuals	Consider special accommodations for personnel who are either members of or living with a member of a vulnerable population		Consideration will be given to individuals with ongoing requests
Work Travel	Essential travel only RA/DRA or SRO approval required	Non-essential travel can resume with prior management review	No restrictions
Social Distancing	Follow CDC and local social distancing and public health & safety protocols		Relaxed social distancing controls based on local H&S guidance
Building Visitors	No visitors	Mission-essential visitors only	No visitor restrictions
Workplace Amenities	Closed: Library multi-purpose room (former Seattle fitness center), floor pantries, break rooms, and small conference and meeting rooms		All areas open with possible capacity restrictions

1 The availability of mass transit may require locations to develop mitigation plans for workforce flexibility or continuation of modest unscheduled telework.

Region 10 Facility 7-Day Closure and Reopening					
Facility	**City**	**County**	**State**	**7-Days Begins**	**Reopen Date**
Park Place Building	Seattle	King	WA	5/21/2020	5/29/20
Federal Center South Warehouse	Seattle	King	WA	5/21/2020	Unoccupied space
Seattle Emergency Response Logistic Center (Sea King)	Seattle	King	WA	5/21/2020	5/29/20
Washington Operations Office	Lacey	Thurston	WA	TBD	
Manchester Regional Lab	Port Orchard	Kitsap	WA	5/22/2020	6/1/20
Oregon Operations Office (Fox Tower)	Portland	Multnomah	OR	6/5/20	
Portland ER Logistic Center (Parkrose)	Portland	Multnomah	OR	6/5/20	
Anchorage Operations Office	Anchorage	Anchorage	AK	6/1/20	
Anchorage ER Logistics Center	Anchorage	Anchorage	AK	6/1/20	
Hanford Project Office	Richland	Benton	WA	TBD	
Coeur d'Alene	Coeur d'Alene	Kootenai	ID	TBD	
Idaho Operations Office (Banner Bank)	Boise	Ada	ID	TBD	

4.1 Telework and Work Schedule Flexibilites By Phase

"Please remember, you have my commitment that employees will be afforded maximum telework flexibility though Phase 2 and longer for those taking care of children and other family members while carrying out our important EPA work."

Administrator Adminstrator Andrew Wheeler, 5/21/20, Office Operations During the COVID-19 Pandemic

Telework and Work Schedule Flexibilities	**Phase 1:** At the termination of each facility's COOP, all employees are encouraged to use unscheduled telework whenever possible and feasible with business operations. Phase 1 will continue to maximize the expanded work hours and workweek flexibilities for those on Maxiflex schedules. Facilities will be open with tightly controlled access for social distancing and employees have the option to return to the workplace. ○ Those who choose to continue to telework should notify their supervisor. ○ Staff identified by the CDC as being at higher risk for severe illness from COVID-19, pregnant women, and those living with

people that are part of these vulnerable populations should continue to telework.

Phase 2: Region 10 will continue to encourage all employees to use unscheduled telework and to notify their supervisor if they choose to do so. Facilities will be open and employees have the option to return to the workplace, as long as social distance can be maintained.

- Employees identified by the CDC as being at higher risk for severe illness from COVID-19, pregnant women, and those living with people that are part of these vulnerable populations should continue to telework.
  Expanded work hours and workweek flexibilities will be available to those with continuing dependent care issues.
- All other employees return to normal work schedules in Phase 2.

Phase 3: Employees will return to normal work and telework schedules. Health and safety protocols will be maintained to slow the spread of the virus.

- Employees are expected to have dependent care issues resolved and be available to return to the workplace in Phase 3.
- If an employee has unresolved dependent care issues, they should work with their immediate supervisor regarding an extension of teleworking and an expanded workday and workweek.
- The RA or his designee must approve any extension of teleworking, work hours or workdays in Phase 3.

5. Building Operations & Workplace Reentry Preparation

Building Operations	Please see Appendix for specific information about Region 10 building operations at each facility.

5.1 Physical Controls to Promote Social Distancing

Social Distancing in Phase 1 and 2	Social distancing guidelines will be implemented, and physical distancing should be maintained between people throughout Region 10 facilities. Employees should not congregate in these areas, including but not limited to: ▪ Entry and exit doors ▪ Lobbies and foyers ▪ Elevators and stairwells ▪ Hallways and corridors ▪ Restrooms (limit use to one person at a time) ▪ Photocopy and printer areas ▪ Open floor environments (e.g., labs, warehouses, etc.) ▪ Pantries, kitchen and break areas will be closed ▪ Small meeting rooms will be closed
Social Distancing Signage	Signage will be posted throughout the Region 10 facilities to notify staff of occupancy limits, traffic patterns, conference and kitchen/break room occupancy limits and other restrictions throughout the facility needed for social distance.
Social Distancing in Phase 3	Social distancing considerations should be given to employees who are at higher risk for severe illness from COVID-19, pregnant women, and those living with people that are part of these vulnerable populations.
Maximum Occupancy Floorplans: Phase 1 and Phase 2	Using a standard floor plan, we will work with each Division Director and Operations Office Director to establish the appropriate occupancy. For planning purposes, we are estimating a maximum of 10% for Phase 1 and a maximum of 25% for Phase 2.
Restroom Occupancy	Restroom signage will limit restroom occupancy based on the size of the space. Relevant face covering requirements will apply in this common space.

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Closed Areas in Phases 1 and 2	Please see the Appendix for each location for specific closed areas. In general, social distancing will require closure of small conference rooms, non-essential spaces such as the multi-purpose room (former Seattle fitness center), pantries and kitchenettes.
Minimize Touch Points in Phases 1 and 2	Employees should try to minimize touch points. ○ Interior doors in some locations may be able to be left open without compromising security (for example large conference rooms). ○ Use the touchless water bottle filler at water fountains to avoid touching the controls. ○ Do not use refrigerators, microwaves or other shared appliances. (Lunchrooms will be closed.)

5.2 Support Services

Park Place On-Site Support Services in Phase 1 and 2	Please see Park Place Appendix for specific information about Region 10 support services such as IT Helpdesk, USAccess badging, etc. Please see individual location Appendices for additional on-site support information.
Use and Cleaning and Disinfection of GOVs in Phase 1 and 2	Region 10 is limiting the use of GOVs and encouraging POVs or rental cars to ensure health and safety. In the limited circumstances where a GOV use is approved, all employees must follow the EPA GOV Guidance. Note: There is a 72-hour waiting period before reuse. See individual facility Appendix for information about GOV use and cleaning.

6. Building Access & Amenities

Building Access	During Phases 1 and 2 all employees, contractors, grantees, and building management staff with approved access to EPA space must complete a self-screen by reviewing the EPA Self-Assessment questionnaire prior to leaving their residence, and to not enter the building if they answer yes to any of the listed questions. In addition, employees entering the building must complete the sign-in/out log when accessing each floor or controlled EPA space. This information is essential for contact tracing, workplace cleaning and sanitizing, and ensuring occupant safety in the event of a building emergency.
Visitor Access to Region 10 Buildings	**Phase 1** - Facilities will be closed to visitors. **Phase 2** - Facilities are open to visitors for mission-essential work purposes only. The Agency is establishing a plan for visitor access to the building in Phases 2 and beyond and will share once it is finalized. **Phase 3** – No restrictions
Regional Library (located in Park Place Building)	**Phase 1**– Library remains closed to all customers. Some library staff may return to work to prepare for resuming operations and social distancing parameters. If library materials are needed during this phase they will be delivered in a no-contact method to the customer. **Phase 2**– Reopen physical library to Region 10 EPA staff utilizing new social distancing parameters. Employees will need to make an appointment with library staff prior to visit. No public visitors are allowed onsite. High touch surfaces will be disinfected. **Phase 3**– Library is fully operational and open for patrons while encouraging public visitors to make an appointment. Social distancing must be maintained.

7. Health & Safety Protocols

Health and safety protocols will be adapted and maintained to protect employee health. Each facility will be prepared by a Building Reentry team that will install social distancing and CDC signage, distribute cleaning and disinfecting supplies, remove tables and chairs, and remove and discard spoiled food/containers prior to workforce reentry.

EPA COVID-19 Self-Assessment In Phase 1 and 2	Employees must perform a self-health check each day before leaving home for the office or beginning travel each day using the EPA Self-Assessment to Stop the Spread of COVID-19. Employees must not enter the building if they answer yes to any of the listed questions. Employees observed in the workplace by management as being symptomatic, will be directed to go home.
EPA Contact Tracing and Notification	Throughout all Phases, Region 10 will use EPA Guidance for COVID19 Contact Tracing and Employee Notification for EPA Managers and Supervisors to trace and notify coworkers when an employee has tested positive for COVID19. This guidance provides information and email templates for communication and reporting in response to COVID-19.
Minimize Employee Movement in Phase 1 and 2	Employees are expected to primarily remain on their assigned floor/work area to minimize the potential spread of the virus and related contact tracing and cleaning/disinfection needs.
Personal Health & Safety	Employees will use CDC Guidance: How to Protect Yourself & Others. Employees should continue to practice good hygiene. • Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. • Avoid touching your face. • Sneeze or cough into a tissue, or the inside of your elbow. • Disinfect frequently used items and surfaces as much as possible. • Wear face coverings while in public if you cannot maintain social distance or when using mass transit.
Face Coverings Required in Phases 1 and 2	Please see the individual plan for each Region 10 facility for local guidance regarding face coverings. The CDC strongly encourages the use of face coverings in their guidance Recommendation Regarding the Use of Cloth Face

	Coverings, Especially in Areas of Significant Community-Based Transmission.
Face Coverings	Face Coverings will not be provided for use in EPA facilities. Employees are expected to provide their own face coverings. A limited number of face coverings may be available for employees who forget their face covering. If local health authorities require face covering for common areas and the employee fails to bring and wear a face covering, they may be sent home.

8. Cleaning and Disinfection Protocols

Seven Day Closure, Disinfection & Cleaning	Region 10 offices will be closed for seven days prior to reopening (See table above or individual facility plans for more details.) This closure, as outlined in the EPA/CDC Cleaning and Disinfection Guidance, will render the virus inactive; once we reopen, janitorial contractors will strictly clean and sanitize the building according to the EPA/CDC guidance.
Routine Cleaning and Disinfection	Region 10 facility janitorial staff are following the CDC/GSA cleaning guidance for routine cleaning and disinfection. Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.
Cleaning and Disinfection Supplies	Cleaning and disinfection supplies will be provided in centrally-located areas in the workplace using disinfectants approved by EPA to be effective against SARS-CoV-2, the virus that causes COVID-19. If staff chose to disinfect surfaces in their cubicles or common spaces, they may use the disinfectant sprays provided by EPA for this purpose. Staff should not bring in cleaning supplies from home.

9. Work Travel and Field Activities

Work Travel and Field Activities	**Phase 1:** Only travel that is determined by the supervisor to be essential is allowed. Essential travel is defined generally as needed to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. In addition to the usual supervisory approval, **travel must be approved by the Regional Administrator (RA), Deputy (RA) or Senior Resource Official (SRO) prior to entering the authorization into Concur**. When considering a travel request the supervisor should also consider the Phase of the destination, local conditions and the mode of transportation necessary to reach the destination. **Phase 2 & 3:** Nonessential travel may resume with evaluation of state, local and tribal restrictions and requirements. As with all travel requests, supervisory approval is required.
Health and Safety for Work and Field Travel	Staff and supervisors must review and revise their Health and Safety Plan (HASP), Work Control Plan (WCP) and Personal Protective Equipment (PPE) requirements as appropriate to reflect local conditions. Revised plans by must reviewed and approved by the R10 Safety & Health Officer prior to implementation of field work.
Mass Transit for Work Travel in Phase 3	The availability of mass transit to Region 10 facilities will continue to be evaluated.
Getting to work	A mass transit mitigation plan may be needed to provide workforce flexibilities or an ongoing need for unscheduled telework in Phase 3.

10. References

1. Guidelines for Opening Up America Again
2. Aligning Federal Agency Operations with the National Guidelines for *Opening Up America Again*
3. EPA Administrator Wheeler's message on May 21, 2020.
4. EPA Return to the Workplace: Employee Information
5. CDC Guidance: How to Protect Yourself & Others
6. EPA Self-Assessment questionnaire
7. CDC Guidance: Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission
8. CDC Guidance: People Who Need to Take Extra Precautions
9. CDC Guidance: Social Distancing
10. CDC Guidance: Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
11. EPA Guidance: Disinfectants for Use Against SARS-CoV-2
12. EPA COVID-19 page for links to resources and helpful tips for employees.
13. EPA/CDC Cleaning and Disinfection Guidance
14. EPA COVID-19 Contact Tracing and Notification Guidance (PDF 5pp)
15. EPA OMS-SSD Vehicle Utilization, Cleaning, and Disinfecting Recommendations
16. Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
17. CDC Decision Tree guidance
18. EPA guidance on Maintaining or Restoring Water Quality in Buildings with Low or No Use
19. National Library Guidance

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Appendix - Region 10 Facility-Specific Plans

Region 10 has a number of facilities in GSA-leased and owned properties across four states and numerous counties. Each location with specific information to convey has prepared an appendix to augment this Reconstitution plan as needed. The Manchester Laboratory has a separate plan due to the unique needs of the facility. No appendix is included for facilities with single-occupancy or no occupancy.

1. **Park Place, Seattle**
2. **Manchester Laboratory**
3. **Oregon Operations Office**
4. **Alaska Operations Office**
5. **Washington Operations Office**
6. **Idaho Operations Office**
7. **Hanford Office**
8. **Superfund Emergency Response Logistics Centers**

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EPA Region 10 Reconstitution Plan Appendix 1:

Park Place Building Seattle, WA

Introduction

The Region 10 Reconstitution Plan provides the framework for allowing Region 10 employees to reoccupy Region 10 facilities while keeping appropriate protective measures in place to safeguard and prioritize the well-being of Region 10 employees. Region 10 facility-specific plans are provided for more specific information how we will implement headquarter and CDC guidance to protect the health and safety of our workforce while performing the important work of the Agency. As the reopening process is dynamic, additional guidance will be incorporated into the plan and appendices as needed.

5. Building Operations & Workplace Reentry Preparation

Park Place Building Lessor	EPA Region 10 leases space in the Park Place Building in Seattle through GSA from the Urban Renaissance Group (URG), a private lessor company that also leases floors to non-EPA tenants. The building has a Facility Security Committee (FSC) composed of EPA R10 (Chair), ASTDR, GSA, FPS, and URG that meets to implement common approaches in Park Place.

5.1 Physical Controls to Promote Social Distancing

Local Health Directives	Starting on May 18, 2020, King County residents are directed to wear face coverings in most public settings. Everyone is strongly encouraged to wear face coverings when in any indoor or outdoor public space within 6 feet of someone who does not live with them. However, there are some people who are unable to wear face coverings for good reasons, including people with disabilities and those with specific health or safety concerns.
Social Distancing Signage	URG will post a "New Building Standards" sign at each entrance which all tenant and visitors should review prior to entering. Additional signage will be posted throughout the building in common areas as a reminder of the new operating standards.

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	EPA Signage will be posted throughout EPA floors to notify staff of occupancy limits, traffic patterns, conference and kitchen/break room closure, occupancy and usage, and other restrictions throughout the facility needed for social distancing.
Park Place Common Area Social Distancing	As lessor, URG has developed building access procedures including URG employee sign in, social distancing signage to encourage appropriate physical spacing while waiting for elevators, limited elevator occupancy and stairwells dedicated to up and down movement. • While in common areas, tenants are required to wear a face covering, consistent with King County guidance. • Hand sanitizer has been made available at all building entrances. • Tenants are directed to maintain a 6' physical distance from other occupants to the extent possible while in the common areas.
EPA Special Space Closed in Phases 1 and 2	The following areas will be closed on a typical Region 10 Park Place floor: • Small meeting rooms • Floor Pantry seating area ○ Lunchrooms, vending machines, refrigerators, microwaves, hot water pots, and other appliances will not be available for use. • Community computers The following special spaces will be closed: • Library (Floor 1) – Phase 1 only • Multi-purpose room (former fitness center) (Floor 2) • Break Room seating area (Floor 21) • Grab N Go Store (Floor 16) • During Phases 1 and 2 vending machines are not accessible and will not be maintained by service vendors
Restroom Occupancy for Phases 1 and 2	In EPA space, ADA restrooms are limited to occupancy of 1 person. Larger restrooms are limited to 2 occupants at a time. Relevant face covering requirements will apply in this common space. Occupancy signage and access procedures will be posted on the exterior restroom door. For all other restrooms in Park Place common areas, URG has posted occupancy signage.
Appointment Required for In-Person Access to Services in Phases 1 and 2	To minimize exposure risk for on-site Region 10 Mission Support staff and contractors and to ensure social distancing, face coverings and appointments will be required to access the following services. See below in section 5.2.

5.2 Support Services

Support Services Center (Floor 11)

Support Services staff are on-site in the Park Place Building to provide Shipping and Receiving, Scanning, and Printing services. During Phases 1 and 2 the Service Counter will be closed. Employees should contact the SSC by completing a Facilities Help Desk ticket, sending an email or calling (206) 553-4049 to request services.

Service	Service Support Plan
Mail	Support services will notify staff electronically of receipt of any mail or packages. Skype appointments will be established with division mail coordinators to review mail and will forward mail and packages to staff's home upon request.
GOVs	Region 10 is limiting the use of GOVs and encouraging POVs or rental cars to ensure health and safety. In the limited circumstances where a GOV use is approved, all employees must follow the EPA GOV Guidance. Note: There is a 72-hour waiting period before reuse. All employees must follow the EPA OMS-SSD Vehicle Utilization, Cleaning, and Disinfecting Recommendations. Checkout and use procedures will include social distancing protocols for the use of GOVs.
Supplies	Complete a Facilities Help Desk ticket, send an email or call (206) 553-4049 to request services.
Copying	Complete a Facilities Help Desk ticket, send an email or call (206) 553-4049 to request services.
Graphics	Complete a Facilities Help Desk ticket, send an email or call (206) 553-4049 to request services.

EPA Security & Badging Office (Floor 21)

In-person support is by appointment only during Phases 1 and 2. Employees should contact Devon Scarey, R10 Security Office to schedule an appointment.

R10 Computer HelpDesk (Floor 11)

In-person support for Phases 1 and 2 is by appointment only. Send an email to R10Helpdesk@epa.gov for IT assistance. If PC Helpdesk determines a need for an in-person appointment, one will be scheduled. There should be no expectation of same-day appointments.

Regional Records Center (Floor 16)

In-person support for Phases 1 and 2 is by appointment only. Employees should contact the Records Center by email or phone to schedule an appointment

Library (Floor 1)	The R10 Library will be closed to staff and visitors during Phase 1. During Phase 2, the library will be open to staff by appointment only.

6. Building Access & Amenities

Controlled Building Access to EPA Space in Phase 1 and 2	Until further notice access to the Park Place building entrance is restricted to 24/7 card key access only. Doors will remain locked to the general public.
Sign-in Process	During Phases 1 and 2 all employees, contractors, grantees, and building management staff with approved access to EPA space must complete the sign-in/out log when accessing each floor or controlled EPA space Park Place. This information is essential for contact tracing, workplace cleaning and sanitizing, and ensuring occupant safety in the event of a building emergency.
Building entrance and exits	Tenants will be restricted to the 1st Floor and 2nd Floor entrances/exits. People entering from the parking garage will be directed to the 1st floor main lobby to access elevators.
Parking Garage	Normal operations continue. The garage will be open from 6:30AM to 6:00PM Monday through Friday. Hours for the on-site parking attendant have been reduced due to current low occupancy demand. If stalls are available, parking is subject to the current rates.
1st and 2nd Floor Lobbies	Lobbies will be divided into two walkways for entering and exiting. Floor markings will identify 6-foot physical distancing, beginning at the interior common area running through the lobbies.
Stairwell Traffic	**South Stairwell (Up Only):** The south stairwell will be designated with signage as a one-way path for accessing floors going up. **North Stairwell (Down Only):** The north stairwell will be designated with signage as a one-way path for accessing floors going down. NOTE: In case of emergency, both stairwells should be used for evacuation regardless of signage.
Vendors:	EPA vendors providing services must pre-registered for access, complete the EPA Health Screening on the date of arrival, wear face coverings and be escorted while in EPA space. During Phases 1 & 2 deliveries of food and flowers will not be accepted.
Deliveries	During Phases 1 and 2 flower and food deliveries will not be accepted.
Building Amenities	Occupancy for some building amenities has been reduced by URG in adherence to physical distancing guidelines.

	Elevator Occupancy: Elevator occupancy is reduced to two passengers at a time to maintain physical distancing. Occupants must wear face coverings when in the elevators. Limited capacity may impact wait times and availability; consider arriving/departing outside peak hours or using stairwells instead. • Freight elevator access will be limited to two occupants and is limited to use by URG Property management and their vendors. **Lobby Seating** has been reduced. **Shower Facilities**: The FSC will limit use of the Park Place 2nd floor shower space to one person at a time due to the inability to provide adequate social distancing. URG has stopped towel service for the space until further notice. **Bike Storage**: The bike storage room is open but social distancing will need to be maintained. The lessor has indicated no more than 5 people can be in the bike storage room at a given time. Region 10's Multi-purpose room (former fitness center) will not be open. **URG 6th Floor Conference Room**: The room will remain temporarily closed.
Building Water Systems Safety	The Park Place Building property manager, URG, has maintained building water handling systems for tenant safety and have been flushing building fixtures as part of ongoing operational responsibilities.
HVAC Modifications	The Heating, Ventilation and Cooling (HVAC) system will continue to operate per building standards with the following additional considerations: The building is equipped with floor by floor air handlers which have MERV 13 main filters and MERV 8 prefilters. Each air handler has supplied outside air from the roof as well as floor relief. This allows the building to open the outside air dampers and provide maximum outside air to each floor while the return air is relieved outside. This is called "flushing the building" and is meant to give us as many air changes per floor as possible. Maximum outside air will be incorporated into the system depending upon current weather conditions while maintaining acceptable indoor temperature requirements during business hours. The building will be purging the system each morning at 100% damper position between • 2:00 AM and 4:00 AM, Monday through Friday

- 4:00 AM and 6:00 AM on Saturdays and Sundays.

Air filter changes will continue as scheduled.

The building will continue to consult the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHREA) operating guidance and standards to reduce novel coronavirus transmission.

7. Health & Safety Protocols

Face Coverings Required in Phases 1 and 2 in Park Place	The Seattle Regional Office is located in King County which has issued a health directive requiring face coverings when in public. The building owner, URG also requires that face coverings be worn in building common areas. Therefore, face coverings must be worn by those entering the Park Place Seattle office building and where social distancing cannot be maintained. Face Coverings will not be provided for use in EPA facilities. Each employee seeking access to regional facilities that require face coverings must provide their own face covering. Employees should continue to wear a face covering when in a common area inside the building (e.g. Large conference rooms, hallways, etc.) Employee should wear a face covering when seeking Mission Support Division support services, such as badging, mail or IT services regardless of local or state orders. Employees will be notified when a facility changes the requirements for face coverings.

9. Cleaning and Disinfection Protocols

Routine Cleaning and Disinfection	Park Place Building janitorial staff are following the CDC/GSA cleaning guidance for routine cleaning and disinfection. Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. Janitorial cleaning products and procedures adhere to the CDC and EPA's criteria for use against the novel coronavirus. Daily Janitorial Services (Monday through Friday): Additional day porter staff has been added to account for enhance cleaning measures. The day porter will perform periodic cleaning with disinfectant solution in common areas and high-touch surfaces such as: security reception countertops, doors, handles, drinking fountains, restroom faucets and countertops, toilet seats and flushers, elevator kiosks, call buttons and elevator

	handrails, stairwell handrails, mailboxes, bike lockers, shower room lockers, light switches, and parking ticket dispenser. Nightly Service (Sunday through Thursday): Janitorial staff will focus on cleaning and disinfection of high touch surfaces, high density areas, and shared spaces.
Cleaning and Disinfection Supplies	Cleaning and disinfection supplies for staff use will be distributed in Park Place by EPA. Cleaning and disinfection supplies are approved by EPA to be effective against SARS-CoV-2, the virus that causes COVID-19. Staff should not bring in cleaning supplies from home.

EPA Region 10 Reconstitution Plan Appendix 2:

Manchester Environmental Laboratory, Port Orchard, WA

Manchester Environmental Laboratory (MEL) COVID-19 Reconstitution Plan R4
May 29, 2020

1. Overview

This Reconstitution Plan documents the steps that will be taken during the initial reconstitution of the Manchester Environmental Laboratory as the Lab transitions from our Continuity of Operations Plan (COOP) to sustained operations. Upon implementation, this Plan will remain in place until the EPA and Ecology management team agree that it is no longer needed. The Plan will be modified and/or adjusted as needed to address changes in EPA guidance for its facilities.

Safe operation for all MEL staff will be the primary focus of the EPA, Ecology and Contractor management teams. We ask that all MEL staff actively contribute to helping make our workplace safe for all of our MEL colleagues.

FIG. 1.1 GUIDELINES FOR ALL PHASES (FOR STAFF)

CONTINUE TO PRACTICE GOOD HYGIENE

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public, and particularly when using mass transit.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- Do not go to work or school.
- Contact and follow the advice of your medical provider.

Orders to return to work for EPA employees will be issued by EPA Region 10 in coordination with EPA Headquarters. EPA's decision to reconstitute its offices and labs will be based on CDC guidance provided in their **Guidance for Opening Up America Again in conjunction with the April 20, 2020 Memorandum *Aligning Federal Agency Operation with the National Guidelines for Opening up America Again*** (1) together with State and local guidance. Reference 1 is also provided for convenience at the end of this document as Appendix G (due to its length). General guidance from the CDC contained in this document are captured in Figures 1.1 and 1.2. This document describes three phases each with specific Gating Criteria that must be met with a minimum of 2 weeks separating phases. EPA's Office of Research and Development is assessing these criteria for each of our facilities and will determine when we meet the criteria for opening. The Department of Labor resources applicable to EPA employees can be found here https://www.osha.gov/SLTC/covid-19/.

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The State of Washington has a similar but different approach, which is documented in their **Safe Start Washington, A Phased Approach to Recovery** (2). Like the federal guidance, the State also has a 3-phase approach, but their phases cycle on a minimum 3-week assessment cycle. The State's process for evaluating readiness to return to the workplace involves additional considerations. These are described, tracked, and updated on their **Washington State Coronavirus Response COVID-19 Risk Assessment Dashboard** (3).

The State also provides guidance applicable to our Ecology members in **Safe Start Washington, A Phased Approach to Recovery.** This guidance is included as Appendix A of this plan. Washington's guidance is similar to the federal guidance, but it has additional requirements. Relevant to this plan, the State provides guidance for employers regarding social distancing and required protective face coverings during all phases outlined in their plan. This is further addressed by Washington's Department of Labor and Industries in **WA Department of L&I, Coronavirus Hazard Considerations for Employers** (4). This guidance is further discussed in Section 5.1 below.

FIG. 1.2 GUIDELINES FOR ALL PHASES (FOR EMPLOYERS)

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- Social distancing and protective equipment
- Temperature checks
- Sanitation
- Use and disinfection of common and high-traffic areas
- Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

2. Personal Practices to Keep Staff Healthy and Entry Screening

Personal practices for hygiene and guidance regarding employees that feel sick are outlined in Figure 1.1 (1). Additional guidance from Washington State are included in Appendix A (2). Much of this is common sense, but management will reinforce these principles.

Keeping the workplace healthy is the responsibility of all staff. It is important that staff are vigilant in assessing their personal health and ability to work at MEL. Staff that are sick or feel sick are asked to stay at home. Any staff member that come to the workplace displaying symptoms will be asked to leave MEL. Any staff that has symptoms of the COVID-19 virus

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(Figure 2.1) should contact their medical provider immediately and follow their advice regarding return to the workplace. Staff are encouraged to share this information with their supervisor. This information will be kept confidential at all times.

FIG. 2.1 CDC COVID-19 SYMTOMS

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

2.1. Daily Health Screening

Ecology and EPA have both implemented daily health screening for staff that report to MEL. Ecology's employee health screening is conducted by the employees' supervisor via Skype using video (Appendix B). EPA's screening is conducted by the employee prior to departing for the workplace (Appendix C). EPA screening procedures will also be required of EPA contractors, and grantees.

3. Considerations and Steps to Prepare the Facility for Operations

3.1. Occupancy and Cleaning During COOP

During the COOP, occupancy to the facility has been strictly limited. Contracts were minimized to reduce on-site staff to one janitor, one Operations and Maintenance (O&M) staff and the security team. EPA also granted access to one chemist and one supervisor to keep instruments operational. The facility manager accessed the site only when necessary, and all non-urgent maintenance was suspended. Other building access was approved by the Region 10 Mission Support Division Director, but all approvals were conditioned on being deemed "mission critical"

3.2. Seven-Day Shutdown Prior to Re-Occupancy

In *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes* (5) the CDC provides the following guidance:

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If a business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

Just prior to re-occupancy the lab will further limit facility access to keep as many areas of the lab unoccupied for a 7-day period as feasible by taking the following steps:

- The Janitorial Services contract will be discontinued
- The O&M staff member will access the boiler rooms from exterior doors and not enter the Lab
- The Security Guard on duty will do perimeter inspections and will only enter the lab (3 rooms) and the warehouse to record refrigerator/freezer temperatures. Each time the same, shortest path will be taken to each room.
- Access by the chemistry staff members will be suspended.

The areas accessed during the 7-day period by the guard and security staff will be disinfected by the Janitorial contractor in accordance with the procedures listed in Section 4.1 the night prior to re-occupancy.

3.3. Heating Ventilation Air Conditioning (HVAC) System

Laboratory: All areas of the Lab are supplied by single-pass air, labs have a minimum air exchange of 8-12 times per hour during occupied hours and 4-8 time per hour during unoccupied hours. The air intake has a pleated MERV 13 pre filter, which removes particulates and smoke. There is a secondary bag filter system with a MERV 14 rating. No modifications are therefore necessary to the Lab HVAC system.

Office Buildings: All office buildings are heated and cooled by heat pumps using a mixture of return and fresh air. The air intake currently uses MERV 13 filters in all office buildings, which will be replaced by MERV 14 filters prior to staff return. According to American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) "MERV 13 filters are efficient at capturing airborne viruses, but MERV 14 rated filters are preferred" (6). The outside air dampers (economizer) will be locked open to the extent possible, and the fans programed to run 24/7. This will maximize the air movement through the filter and draw in more fresh air. Additional information regarding our office heat pumps is provided below:

- **South Office**- 3 heat pumps 50/50 outside air and return air, no damper.
- **North Office** – 3 heat pumps with dampers. The outside air dampers have been adjusted to 100% open.

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- **West Annex** – 1 heat pump, the outside air damper has been adjusted to 75% open.
- **Field storage and Wet Lab** – Two furnaces with outside air dampers. Both have been adjusted to 100% open. It should be noted that the microscopy lab portion of the Wet Lab has HEPA filtration on the supply air, which is more efficient than MERV 16 filters providing even more protection.

3.4. Potable and Domestic Water Systems

All potable water systems are flushed weekly to prevent the risk of Legionnaires' disease and lead contamination. Heating and cooling water in the lab infrastructure utilize closed systems that operate either below or above the growth range for Legionella (77-108°F, 25-42°C). Our heating and cooling loops are chemically treated and re-circulated. In addition, these systems are a closed with no direct contact between the outside, re-circulated air, or employees.

4. Maintaining Facility Cleanliness

Studies of the stability of COVID 19 on surfaces vary. A distinguished group of scientists from the CDC, the National Institute of Allergies and Infectious Disease, Princeton and UCLA reported recently in a letter to the editor of the New England Journal of Medicine (7) that the COVID19 has a half-life in air (as an aerosol) of about one hour, and that no virus was detected on various surfaces in their studies after: 4 hours on copper, 24 hours on cardboard and 72 hours on stainless steel and plastic surfaces.

Virus stability and persistence is factored into our plan to disinfect and maintain facility cleanliness for our staff. This section describes the procedures that will be followed by the Janitorial staff upon reconstitution, disinfection supplies that will be provided by EPA to all on-site staff to disinfect laboratory and office areas, and the roles and responsibilities of staff members in keeping the facility clean.

4.1. Regular Disinfection of Common Areas

In addition to the routine cleaning of the work site, Janitorial staff will perform disinfection of areas as recommended by the CDC each weekday during the pandemic. These areas include:

- tables,
- doorknobs,
- light switches,

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- countertops,
- door handles,
- toilets, faucets and sinks,
- common area:
    - desks
    - computer screens, and keyboards, and
    - phones (including those in the labs)

Disinfection will be done with either a bleach solution (1/3 cup per gallon) or an alcohol solution (70% aqueous) and have been selected based on EPA and CDC recommendations (5). Janitorial staff will not be required to disinfect lab areas, like countertops, computer keyboard, etc. They will also not be required to disinfect offices or cubes.

4.2. Disinfection Supplies

Supplies for disinfection will be procured and supplied by EPA. This includes supplies used to clean laboratory areas and office spaces. Each office building will have two spray bottles containing either a bleach or alcohol solution for use by staff to disinfect their personal office areas if interested. Disposable gloves, disinfectant wipes and paper towels will also be available.

Similarly, each wing in the Lab, the Warehouse and the Wet Lab will have disinfectant bottles. The analytical wings will have a total of 4 bottles each, which will be divided between Ecology and EPA and kept in central areas.

4.3. Disinfection of Labs and Office Areas – Roles and Responsibilities of MEL Staff

Non-routine cleaning of Labs and individual office spaces will not be conducted by the Janitorial staff. It is the responsibility of each bench-level staff member to clean and disinfect their laboratory area each day at the end of their shift. This is required in all Laboratory areas of all staff and is particularly important in areas that are used by more than one staff member. Areas that require disinfection include, but are not limited to, counter tops that were used as well as any common equipment like instruments, sample preparation equipment, and laboratory computers and keyboards.

If staff choose to disinfect surfaces in their cubicles, they may use the disinfectant sprays and wipes provided by EPA in each office building for this purpose.

5. Construction Project During the Pandemic

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5.1. General Construction Projects

General construction projects that are not necessary will be postponed if possible unless they don't present an exposure risk. Contractors that are allowed site access will be requested to use face coverings and maintain social distancing.

5.2. South Office Refresh

5.2.1. Preparing for Construction

EPA and Ecology will develop a schedule that allows staff to access the South Office building to pack their belongings. The schedule will be structured to allow staff to social distance and provide maximum separation during this activity. During this time, staff will be requested to confine their activities to the South Office building.

5.2.2. Construction

Expiration of funds at the end of the fiscal year will require that EPA proceed with the South Office refresh project. This project is being done in phases. Phase 1 involves the East half of the building. As part of the project, construction activities will be physically cordoned off with plastic sheeting (Visqueen). The air returns on the east side will be capped to prevent any return air from the construction zone to be recirculated by the building HVAC. Additional cautions regarding filtration described above will also be implemented.

Construction staff will be asked to enter the South Office building through the access door on the back (south) of the building and will be prohibited from entering the main laboratory.

6. New Requirements During the Early Phases of Reconstitution: Increased Telework, Social Distancing at the Workplace, Staff Sign-in at Front Desk, and Recommendations for Face Coverings

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As mentioned above, Federal and State guidelines differ somewhat on their approach to reconstituting the workplace. Both organizations have common recommendations regarding telework, social distancing and facial coverings. These are described below.

FIG. 6.1 CDC DEFINITION OF VULNERABLE POPULATIONS

1. Elderly individuals.

2. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

6.1. Increased Telework

The Federal plan instructs employers to "encourage telework whenever possible and feasible with business operations" and to "strongly consider special accommodations for personnel who are members in a vulnerable population in Phases 1 and 2. The decision will be made on a case-by-case basis by EPA's Headquarters in conjunction with the Regional Office/Lab. EPA staff at MEL will follow all telework policies as implemented by Region 10 EPA. Telework will also be encouraged by Ecology into Phase 3 of their plan, and Ecology staff will follow their guidance. Both management teams at MEL will work with their staff within the confines of their specific guidance to reinforce maximum use of telework to minimize potential exposure of staff at MEL. This will include strongly encouraging staff to accomplish work that can be done from their home environments in early phases of reconstitution and may require the development of strict schedules for staff occupancy at the lab and/or office areas where social distancing is not easily achieved. In shared lab space, theses schedules will be developed jointly by the management team in consultation with their technical leads and staff.

6.2. Staff Sign-In Procedures

During Phases 1 and 2 all employees, contractors, grantees, and building management staff with approved access to EPA space must complete the sign-in/out log when accessing MEL facilities. This information is essential for contact tracing, workplace cleaning and sanitizing, and ensuring occupant safety in the event of a building emergency. To facilitate this requirement, staff are to access and leave the building through the front door. Alternate entry doors that are activated by employee key cards will be deactivated for entry during this period. Office and out-building doors will not be deactivated, but staff are asked to first report in at the front desk in the Lab.

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While on site at MEL, staff are asked to limit their movement within the facility to Laboratory areas specifically required to support their work functions during Phases 1 and 2.

6.3. CDC Recommendation on Facial Coverings and Washington State Requirements

Recommendations on face coverings has evolved as our understanding of the COVID-19 virus has increased. The CDC's current recommendation on facial coverings and social distancing is provided in Figure 6.2 (8). In general, the current state-of-the-science recognized by CDC addresses the benefit that facial coverings provide regarding slowing the transmission of the virus by infected individuals. Because individuals can transmit this virus prior to displaying symptoms, social distancing and facial coverings are key to keeping MEL staff safe once operations resume, particularly during early phases of reconstitution.

For the reasons above, EPA is requiring face coverings in shared, common and/or public areas until it is indicated by EPA that this is no longer required. This requirement applies to all personnel on-site at the MEL campus, including all employees, contractors and grantees. These requirements are similar to the guidance implemented in the EPA Region 10 Office. Ecology has adopted similar guidance regarding when face coverings are required for their staff. This is included as Appendix D. The Ecology guidance is based on guidance provided by the WA Department of L & I (Appendix E). It is up to the MEL

FIG. 6.2 CDC'S CURRENT GUIDANCE ON FACE COVERINGS

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.

It is critical to emphasize that maintaining 6-feet social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health

management team to ensure their staff follow these requirements by ensuring they are properly protected with the required personal protective equipment (PPE). All MEL staff share in this responsibility.

6.4. Implementing Social Distancing and Facial Coverings at MEL

6.4.1. Hallways and General Areas

As discussed above, the practice of social distancing is required throughout the MEL campus until lifted by EPA. All MEL staff are required to wear a face covering when moving through parts of the Lab (common areas) where they might encounter other staff members. This includes all interior areas other than their personal office.

6.4.2. Labs

For multiple occupancy labs, it is required that all staff wear facial coverings, particularly if others are working in the same lab. This will provide an additional margin of safety if social distancing cannot be maintained at all times. This also protects others by minimizing the risk of spreading the virus for staff that may be infected but not displaying symptoms.

6.4.3. Conference Rooms

During the early phases of reconstitution, it is strongly recommended that staff do not use conference rooms. Teleconferencing and remote conferencing, which have been practiced during the COOP, should be continued. Conference rooms will be reconfigured to reduce chairs and indicate proper placing that allows for social distancing. If more than one staff member is in a conference room at any time, face coverings are required.

6.4.4. Lunchrooms

During at least the first two phases of reconstitution, the lunchrooms on-site at MEL will be closed for use. The use of all common lunch-room appliances (refrigerators, coffee pots, microwaves, etc.) will also be prohibited during this period. This practice is consistent with practices being implemented at the EPA Region 10 Office.

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6.4.5. Bathrooms

According to CDC, bathrooms represent a higher risk area for virus transmission. Nightly cleaning and disinfection will minimize this risk, but it can be further mitigated with additional practices. We have purchased and installed trash cans near the exit door of all the bathrooms on site. Staff are encouraged to keep the paper towel they use to dry their hands and use it to open the door prior to discarding it in the receptacle. In addition, for the four large bathrooms in the main lab, staff are asked to check for occupancy prior to entering the bathroom so that only one staff member is in the bathroom at a time. In addition, like the other common areas, facial coverings must be worn in these areas.

7. Sample Receipt During the Pandemic

EPA has developed a sample receipt procedure that will be used during the early phases of the pandemic. This procedure will be used campus-wide until further notice.

8. Mail Receipt and Handling During the Pandemic

8.1. General Mail

Place mail in a tray or bin dedicated for incoming mail. Wear gloves to sort mail. Leave mail that is not urgent in a separate tray to be distributed after 7 days. Open mail that is urgent with gloves. With the help of a second person wearing gloves, remove internal contents. Discard outer envelope after contents have been removed. Wipe down the trays holding the mail.

After handling mail, wash your hands with soap and water for at least 20 seconds.

8.2. Parcel/Package Receipt and Handling

Leave packages on loading dock. Wear gloves to receive and open packages. Remove contents from cardboard boxes or outer containers using a clean pair of gloves that have not touched the outside of the package. Discard outer container. Place contents of packages on table inside the laboratory in the hallway near the loading dock. Contents in coolers or styrofoam containers with ice should be disinfected with at least 70% alcohol solution (or similar EPA-recommended disinfectant) prior to transporting items into laboratory freezers or refrigerators for storage.

Wash hands with soap and water for at least 20 seconds when complete.

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9. Government Vehicle Use During the Pandemic

Each organization will provide guidance on appropriate vehicle disinfection procedures. EPA's current guidance is included as Appendix F in this plan.

Ecology will assign a single driver to each of the two vehicles and will NOT be shared. After using the vehicle, the driver will disinfect surfaces following similar procedures as cubicles.

10. References

1. **CDC Guidelines for Opening Up America Again,** https://www.whitehouse.gov/openingamerica/

2. **Safe Start Washington, A Phased Approach to Recovery,** https://www.governor.wa.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf

3. **Washington State Coronavirus Response COVID-19 Risk Assessment Dashboard,** https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard

4. **WA Department of L&I, Coronavirus Hazard Considerations for Employers,** https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationsemployers.pdf

5. **Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes, CDC Web site at:** https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

6. **ASHRAE Web Site on Filtration and Disinfection During the Covid-19 Pandemic,** https://www.ashrae.org/technical-resources/filtration-disinfection

7. **Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1,** New England Journal of Medicine, April 16, 2020 (N Engl J Med 2020; 382:1564-1567) https://www.nejm.org/doi/full/10.1056/NEJMc2004973

8. **Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission, CDC Web Site at:** https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html

ED_004799A_00000772-00038

11. Appendix A – Washington State Individual Guidance and Employee Requirements (applicable to Ecology Employees)

Guidance for Individuals All phases – Individuals should continue to:

• Engage in physical distancing, staying at least six feet away from other people

• Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance) • Stay home if sick • Avoid others who are sick

• Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available)

• Cover coughs and sneezes

• Avoid touching eyes, nose and mouth with unwashed hands • Disinfect surfaces and objects regularly

All phases – Employers are required to:

• Maintain the six-foot physical distancing requirements for employees and patrons. Adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task.

• Provide services while limiting close interactions with patrons.

• Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.

• Ensure frequent cleaning and disinfection of the business, particularly of high-touch surfaces.

• Identify personal protective equipment (PPE) and cloth facial coverings in accordance with L&I requirements on facial coverings and industry specific COVID-19 standards. Provide the necessary PPE and supplies to employees.

• Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and potentially restricting employees who were directly exposed to the COVID-19 positive employee. Follow CDC cleaning guidelines to deep clean after reports of an employee with suspected or confirmed COVID-19 illness. This may involve the closure of the business until the location can be properly disinfected.

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• Educate employees about COVID-19 in a language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent its spread.

• On a case-by-case basis, as directed by federal, state and local public health and workplace safety officials, implement other practices appropriate for specific types of businesses, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.

• Follow requirements in Governor Inslee's Proclamation 20-46 High-Risk Employees – Workers' Rights.

• Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Coronavirus Prevention Under Stay Home, Stay Healthy Order and the Washington State Department of Health Workplace and Employer Resources & Recommendations.

• Challenge Seattle and the Washington Roundtable have developed a business checklist which is a great starting point for businesses as they prepare for a Safe Start. Our shared goal is to establish clear requirements that everyone can understand and apply — employers, workers and customers. Businesses are also expected to implement any additional requirements developed specifically for their industry, such as those that have been established for construction.

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12. Appendix B – Ecology Screening Procedure for Employees for COVID-19 Symptoms

Screening Employees for COVID-19 Symptoms prior to beginning Field Work or entering an Ecology building

1 Determine timing and resources for screening

Communicate with the employee to determine whether the screening will be conducted immediately prior to the employee leaving their residence the day of field work or within the 12 hours before the employee begins field work. For employees not working in the field, the screening must be completed the same day the employee plans to enter the Ecology building **and** prior to entry.

- If screening is completed within the 12 hours before departing for field work, employee must also conduct self-screening using the questions below immediately prior to leaving their residence.
- Screening should be done using video connection, such as FaceTime, Skype or other video call. If the employee or supervisor has limited connectivity for video calls, an audio call can be used. Another option is to conduct the screening from a mobile device after the employee has left home and has an improved signal but before they arrive at Ecology facility to retrieve equipment or on-site for field work.
- Employee must have a thermometer take their temperature prior the screening. If the employee does not have a thermometer, field work or entry to an Ecology building must be delayed until they have one.

2 Ask these screening questions*

1. Since your last day of work, have you experienced a new cough that you cannot attribute to another health condition?
2. Since your last day of work, have you experienced new shortness of breath that you cannot attribute to another health condition?
3. Since your last day of work, have you experienced at least two of the following symptoms that you cannot attribute to another health condition?
   - Fever**
   - Chills
   - Repeated shaking with chills
   - Muscle pain
   - Headache
   - Sore throat
   - New loss of taste or smell
4. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? *(Note: Close contact is defined as being within 6 feet for more than 10 consecutive minutes.)*

*Based on DOH Guidance as of April 30, 2020

**Fever is defined as a temperature at or above 100.4°, a significant indicator that your body is fighting illness.

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3 Log the screening result and follow-up

If the employee passes the screening (no *"Yes"* answers):

- Document the employee has been authorized for field work for the day or to enter the Ecology building. (Follow program protocol for documenting the employees who have been authorized for field work).
-

If the employee does not pass the screening (one or more *"Yes"* answers):

- Tell the employee that they didn't pass the screening due to one or more "Yes" answers, and will need to telework or use leave if they don't' feel well enough to work. They are not authorized to conduct Ecology work outside of their home.
- Provide the employee with the "Follow-up to Health Screening Questionnaire" via email.

FAQ and Guidance for Supervisors:

Why do I need to do the screening using a video connection?

- We are requesting video connection as the preferred approach to screening, realizing that it won't be possible in all cases. A face to face meeting is more likely to yield accurate results – you know your people, their daily demeanor and appearance at work, and may notice any changes. When you do the screening it's also a chance to see how they're weathering the long period of telework and Staying Home, Staying Healthy.

What should I do if the employee is resistant to the health screening?

- Remind the employee that health screenings are an integral part of Ecology's COVID-19 safety plan and a primary tool for ensuring we limit the risk of a potential exposure for other employees or anyone the employee may have contact with during their field work.
- Health screenings are highly recommended by Washington Department of Health and the Centers for Disease Control for all employers.
- We are not asking for information about any medical conditions or details about symptoms. The questions are intended to only be answered by a Yes or No. We do not need any additional information. We are not documenting answers – only that the employee is either authorized or not authorized for field work.

What should I do if I suspect the employee is not being forthcoming about symptoms?

- Screeners should only ask the questions listed in #2 above. Do not ask any for an additional detail – just a Yes or No. If you have any concerns about the employee's response to the questions, contact your program's assigned HR Consultant.

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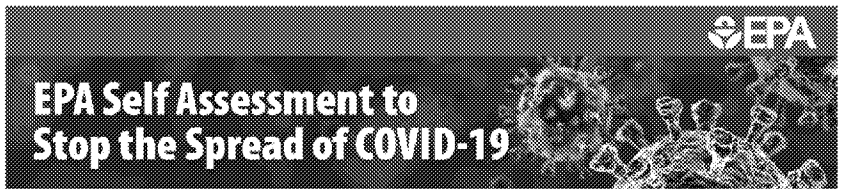
13. **Appendix C – EPA Screening Procedures for Employees for COVID-19 Symptoms**



Please perform the following self assessment prior to Departing for the Office:

Do you feel unwell or have any of the following CDC-idenitifed symptoms of COVID-19 Disease ?

- Temperature at or more than 100.4 degrees F (38.0 degrees C)?
- Fever or Chills?
- Cough or shortness of breath?
- Muscle pain?
- Headache?
- Sore throat?
- New loss of taste or smell?

- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who has an active case of laboratory-confirmed COVID-19?
- Within the last 14 calendar days, have you been in close contact (within 6 feet) of someone who is ill or demonstrates any of the above symptoms?
- In the last 14 calendar days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?
- Have you traveled outside of the US within the past 2 weeks?

If you answered "yes" to any of these questions, please stay home.

Please notify your supervisor and expect to telework if possible. It is recommended you visit the CDC Coronavirus Disease Internet site on "What to do if you are Sick". You should also stay in touch with your supervisor on your status.

https://workplace.epa.gov/covid19/index.html

14. Appendix D – Respiratory Protection Requirements for Ecology Work

Work situation	Social distancing#	Respiratory protection
Working within office and cubicle areas Taking walks outside during breaks	The number of staff present allows for at least 6 foot distance to be **easily maintained fulltime** and only broken intermittently in passing up to several time a day.	None required; Cloth face covering is strongly recommended if more than one person is in the immediate work area.
Working within office and cubicle areas with greater number of workers OR workstations are closer together.	Social distance **is mostly maintained** but with job tasks that **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Work that requires employees to be within less than 3 feet apart	Social distance **is not maintained** and includes job tasks **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
Conventional meetings and trainings in conference rooms	Social distance **is not maintained** and includes job tasks **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
High traffic areas within the building, e.g. coffee bars, vending machine areas, entrance/exit points.	Social distance **is mostly maintained** (with care) but sharing space could mean several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Screening incoming employees at Ecology offices	Social distance **is mostly maintained** (with care) but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Moving, cleaning and inspecting equipment used by staff who are healthy/asymptomatic.	N/A	None required; Cloth face covering that fully covers mouth and nose or higher protection strongly recommended.
Moving, cleaning and inspecting equipment used by staff with suspected or confirmed COVID-19.	N/A	Required: N95 or KN95 respirator mask or filtering facepiece respirator.

Work situation	Social distancing#	Respiratory protection
Field work (not working near, traveling or meeting with others)	Employee working alone.	None required; Cloth face covering that fully covers mouth and nose or higher protection, if more than one human present.
Travel to field location alone	Employee traveling alone.	None required.
Work in field locations with other workers where each staff member works independently, e.g. crews	The work situation allows for at least 6 foot distance to be **easily maintained fulltime** and only broken intermittently in passing up to several time a day Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	None required if social distance is maintained. Required: Dust mask or medical procedure mask.
Traveling together to work site in work vehicle, where 6 foot distance can be maintained.	Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask. Confirmed in conversation with L&I consultant 5/11/20.
Traveling together to work site in work vehicle, in close contact with other workers. Work on boats and research vessels. Air travel: Marine monitoring flights	Social distance **is not maintained** and includes job situation **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
Inspections and work situations/sites without potential for airborne chemical contaminants above the Permissible Exposure Limits.	Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day. Social distance **is not maintained** and includes job situation **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: Dust mask or medical procedure mask. Required: N95 or KN95 respirator mask.

Work situation	Social distancing#	Respiratory protection
Work situations/sites with a potential for airborne chemical contaminants above the Permissible Exposure Limits.	Worker can avoid zones where chemical contamination may rise above PELs, *and* Social distance **is mostly maintained** but the job tasks may **require** several minutes of 6 foot distance broken several times a day.	Required: Dust mask or medical procedure mask.
Category includes SPPR, some HWTR, SWM, TCP, possibly others. See WAC 296-841-20015 Requirements for respirators & WAC 296-842 Respiratory protection chapter.	Worker can avoid zones where chemical contamination may rise above PELs, *and* Social distance **is not maintained** and includes job situation **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Required: N95 or KN95 respirator mask.
	Worker cannot avoid zones where chemical contamination may rise above PELs.	Air Purifying Respirators (APRs)** with "combination" cartridges that filter both chemicals and particulates (including coronavirus.)

#Social distancing ≡ Any close contact inside of 6 feet is limited to less than 10 minutes.

Notes: This is a living document. Requirements above are consistent with L&I guidance of May 2, 2020.

Questions? Contact Walter Bennett or Janet Hyre.

15. Appendix E – Washington State Department of L&I Coronavirus Hazard Considerations for Employers (applicable to Ecology)

Washington Coronavirus Hazard Considerations for Employers (except hospitals/clinics)
Face Coverings, Masks, and Respirator Choices

May 2, 2020

Washington State Department of Labor & Industries

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Health status of the people around you	Healthy/Asymptomatic (no COVID-19 symptoms)	Healthy/Asymptomatic	Healthy/Asymptomatic	Healthy/Asymptomatic	Probable or known COVID-19 human source
Examples of worksite conditions*, **	Employee working alone, or, all outside or 1-9 total persons inside building/structure with outside or HVAC air, where at least 6 foot distance is **always maintained**. Tools are not shared or are sanitized between different users.	Crews outside on large worksite where at least 6 foot distance is **easily maintained fulltime** and only broken intermittently in passing up to several times a day. Tools are not shared or are sanitized between different users.	Large crews outside where at least 6 foot distance is **mostly maintained** but with job tasks that require several minutes of 6 foot distance broken several times a day. Tools are shared and sanitized between different users.	Work consists of close quarters, such as multiple occupancy confined space work **or** inside room presence of more than 10 humans where at least 6 foot distance **is not maintained** and includes job tasks **requiring** close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Transporting/caring for symptomatic clients with probable or active COVID-19 patient within 6 feet in vehicle; or non-hospital setting or a residence with no sanitization protocols in place.
	Worksite with controlled and low public interaction, where at least 6 foot distance **always maintained** and only broken in passing once or twice a day.	Work is inside in structure/office where number present allows for at least 6 foot distance to be **easily maintained fulltime** and only broken intermittently in passing up to several times a day.	Work is inside in structure/office where at least 6 foot distance is **mostly maintained** but with job tasks that **require** several minutes of 6 foot distance broken several times a day.	Work is cleaning and sanitization of surfaces and floor after known active COVID-19 infection employee was present in area.	

1

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Number of people and conditions in work vehicle	Vehicle operation: employees ride alone and vehicles are sanitized between different drivers.	Vehicle with more than one occupant but can maintain 6 foot distance and only broken intermittently up to several times a day. Vehicles must be sanitized between different drivers and occupants.	Vehicle with more than one occupant but **mostly maintain** 6 foot distance with job tasks that require several minutes of 6 foot distance broken several times a day. Vehicles must be sanitized between different drivers and occupants.	Vehicle with more than one occupant where at least 6 foot distance **is not maintained** and include job tasks requiring close together (less than 3 feet apart) work for more than 10 minutes in an hour. Vehicles must be sanitized between different drivers and occupants.	Vehicle with more than one occupant where at least 6 foot distance is **not maintained** and include job tasks requiring close together (less than 3 feet apart) work for more than 10 minutes in an hour at least once a day. Vehicles must be sanitized between different drivers and occupants.
Minimum required mask or respiratory protection for employees without additional engineering controls or PPE ***	None required unless and except under Governor ordered agreement.	None required unless and except under Governor ordered agreement.	Dust mask, foreign system non-NIOSH approved filtering facepiece respirator (such as KN95), or medical procedure masks.	Elastomeric ½ or full face respirator with particulate filters **** --OR-- PAPR with particulate filter. (Tight fitting respirators must be fit-tested and the wearer must be clean-shaven. No fit-testing is required for loose fitting systems.) --OR-- Industrial use N95, R95 or P95 or foreign system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****)	FDA approved surgical mask or healthcare N95 filtering facepiece respirator**** or elastomeric respirator with particulate filters. Tight fitting respirators must be fit-tested and the wearer must be clean-shaven. PAPR with particulate filter may be used; no fit testing is required for loose fitting models. When feasible, client with COVID-19 should also wear an FDA approved surgical N95 or surgical mask.

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
Strongly recommended worksite protections	Cloth face covering that fully covers mouth and nose or higher protection, if more than one human present.	Cloth face covering that fully covers mouth and nose or higher protection.	Use multiple engineering and administrative controls together to reduce frequency and risk of touch and airborne transmission between humans. Ask workers for suggestions on further improvements to controls.	Minimize number of workers present in high risk work tasks. Use multiple engineering and administrative controls together to reduce frequency and risk of touch and airborne transmission between humans. Ask workers for suggestions on further improvements to controls and look for ways to accomplish the work without people in close proximity.	Add face-shield or eye goggles to half face disposable respirators and non-permeable disposable upper body coverings; Powered Air Purifying Respirator System, Elastomeric full face respirators with particulate filters or higher protection.
Comment	**Employees should be strongly encouraged not to carpool to and from work unless wearing facial covering or mask protection. This is suspected as a source of several national outbreaks.**				

***Social Distancing is at least 6 feet apart between employee - employee or employee to any other human;**
****Other respirators or PPE may be required due to other hazards such as chemical exposures or projectile exposures. The PPE ensemble must protect the worker from all hazards that are not otherwise controlled.**
***** Without additional engineering controls or PPE for employees like barriers or face shields or local ventilation.**
****** Particulate filtering respirators are rated by NIOSH for oil mist resistance (N, R, or P) and filtering efficiency (95, 99, and 100). An N-95 respirator is the least resistant to oil mists and lowest filter efficiency. For protection from the COVID-19 virus, an N-95 rated respirator is sufficient and any other particulate respirator can be substituted. Foreign certified respirators below may be used:**

- Australia: AS/NZS 1716:2012
- Brazil: ABNT/NBR 13694:1996; ABNT/NBR 13697:1996; and ABNT/NBR 13698:2011
- People's Republic of China: GB 2626-2006; and GB 2626-2019
- European Union: EN 140-1999; EN 143-2000; and EN 149-2001
- Japan: JMHLW-2000
- Republic of Korea: KMOEL-2014-46; and KMOEL-2017-64
- Mexico: NOM-116-2009

16. Appendix F: EPA's Guidance on Disinfecting Vehicles EPA OMS-SSD Vehicle Utilization, Cleaning, and Disinfecting Recommendations 4/27/20

Part I. EPA VEHICLE CLEANING & DISINFECTION

Part II. NON-GSA-LEASED VEHICLE DISINFECTION (OEM SPECIFIC)

Part I.

EPA VEHICLE CLEANING & DISINFECTION

The Safety and Sustainability Division (SSD) has received several questions about cleaning vehicles during the COVID-19 pandemic. Surfaces can be a source of COVID-19 exposure and sharing vehicles can result in different people touching the surfaces of the vehicle. However, effective cleaning of EPA Fleet vehicles can help minimize the likelihood of exposure to COVID-19. The information below details vehicle cleaning procedures and administrative controls which are based on guidance from the Centers for Disease Control and Prevention (CDC) and General Service Administration (GSA). As new information becomes available, SSD will provide updates to this guidance as appropriate. Until further notice, this guidance represents minimum requirements that should remain in effect.

EPA's fleet includes agency owned, GSA leased, and commercially leased vehicles. The Agency's fleet is comprised of approximately 75% of leased vehicles from GSA and 25% EPA-owned vehicles. While cleaning and disinfecting such vehicles, employees must take care not to damage vehicle surfaces in order to avoid agency incurred expenses when replacing EPA vehicles or returning leased vehicles to GSA. For GSA vehicles specifically, please follow GSA's vehicle cleaning guidance found at GSA Fleet Vehicle Cleaning & Disinfecting Guidance for COVID-19

In conjunction with the above referenced GSA guidance and Part II of this memo, SSD recommends the following activities for mission essential vehicle usage, cleaning, and disinfection:

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1. To the extent feasible, all vehicles should have a 72-hour wait/hold time between vehicle uses or dispatches. Currently, the COVID-19 virus is believed to survive up to 72 hours on certain hard surfaces. Out of an abundance of caution, instituting a 72-hour wait time between vehicle uses, will help further minimize exposure to the virus from the surface of a vehicle. If you have not already done so, please forgo recommending and authorizing vehicle "car-pooling" and ride sharing. If possible, all vehicle dispatches should be single occupancy trips only. Most EPA fleet vehicles will not allow for a 6-foot separation between passengers; therefore, if ride sharing is necessary to complete mission essential activities, all CDC, state, and local COVID-19 requirements must be followed.

2. All vehicles are to be cleaned and disinfected daily, both at the beginning of the day (first use) and at the end of the day (last use), at a minimum, and between usage if the vehicle operator has changed The cleaning should be conducted by the vehicle operator. Please focus on the following frequently touched areas when cleaning and disinfecting: visors, rear view mirror, overhead console, door handles, steering wheel, shift lever, dashboard surface, center console, glove box, door components, seat control, seat belts, keys/key fob, etc.

3. Cleaning and disinfection supplies will be made available to all vehicle operators before and after dispatch. Cleaning supplies will also be stored in each vehicle to allow for periodic cleaning during the day, as needed. **Do not use wipes and sprays that contain bleach, hydrogen peroxide, or are scented. Don't use ammonia-based cleaners on car touch screens or dashboards,** as they can damage anti-glare and anti-fingerprint coatings. EPA approved disinfectants for human coronavirus are found at List N

4. Alcohol solutions that contain at least 70 percent alcohol are also effective against human coronavirus, according to the CDC. Nearly every interior surface of a vehicle can be cleaned with isopropyl (rubbing) alcohol.

5. Follow the cleaning product manufacturer's instructions/disinfection procedures as this guidance varies by product. Place used disinfectant wipes or paper towels into trash receptacles immediately after completing disinfection procedures.

6. Per CDC guidance, when cleaning and disinfecting surfaces, employees should wear disposable gloves. Remember to wash your hands after the gloves are removed. If soap and water is not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

   If you have questions concerning fleet vehicles, please send them to the EPA Fleet Box at epafleet@epa.gov

Part II.

NON-GSA-LEASED VEHICLE DISINFECTION (OEM SPECIFIC)

The findings and conclusions in this consultation have not been formally disseminated by the United States Environmental Protection Agency (Agency) and should not be construed to represent any Agency determination or policy. It has not been subject to the Agency's review and therefore does not necessarily reflect the views of the Agency, and no official endorsement should be inferred.

GENERAL THINGS TO CONSIDER FOR VEHICLE DISINFECTION (For GSA Leased Vehicles, see GSA Vehicle Guidance document linked below)

While wearing the appropriate personal protective equipment (PPE) agreed upon by your regional SHEMP or Safety Officer:

1. Remove all excess materials or objects from the interior of the car.
    a. Place the material you are disposing of in a plastic bag (consider spraying inside of bag with a disinfectant, also from List N), and sealing the bag for disposal. (Since this is waste, chlorine-based disinfectants are allowed).
    b. Consider following these procedures for porous materials that were removed from the vehicle.
        i. Either launder with a soap with a surfactant, if possible; or,
        ii. Use a non-chlorine-based List N disinfectant for soft, non-porous surfaces (use a non-chlorine-based List N spray and then wipe, or non-chlorine-based List N wipe process).

2. If the vehicle is outside, let the engine run with air fan on high (fresh air, preferably with high heat set to maximum), and with the car doors closed, to allow for temperature to increase for 15-30 min.

3. Open all vehicle doors (in a safe location) to allow fresh outside air to aerate the vehicle for the purpose of airborne particle removal and reduction in viral loading from any contaminated fomites. **Note:** *In doing this, the virus may be spread/aerosolized to the outside.*

4. Disinfect interior of vehicle.
    a. Disinfect the non-porous surface items that you plan on keeping using a non-chlorine-based List N disinfectant product (for non-porous materials) according to the manufacturer's label. Ensure the disinfectant is compatible with the material you are wiping. **Note:** *If hydrogen-peroxide based cleaners or scented cleaners are used, they should be in accordance with specific vehicle manufacturer guidance to ensure compatibility with vehicle interiors.*
    b. Vacuum seats and carpets to remove as much dirt and grime as possible. Use shampoo products designed for cars or disinfect carpets and cloth seats with an appropriate product from List N that is suitable for porous surfaces. Ensure that the material remains wet for appropriate contact time as stated on the label, but do not leave soaking as mold may form.

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5. Wipe (or spray then wipe) down surfaces, like the insides of the windows, the steering wheel, doors, the console, seats *etc.*, with a non-chlorine-based List N wipes or sprays approved for human coronavirus. Ensure the disinfectant is compatible with the material/surface you are wiping. **Note:** *If hydrogen-peroxide based cleaners or scented cleaners are used, they should be in accordance with specific vehicle manufacturer guidance to ensure compatibility with vehicle interiors.*
    - Don't use ammonia-based cleaners on car touch screens or dashboards as they can damage anti-glare and anti-fingerprint coatings.
    - Never combine cleaning chemicals, as doing so may lead to formation of toxic gases.

6. Following disinfection, allow car to aerate to allow the disinfectant to off-gas, for at least 30 minutes

7. If possible, park the vehicle with the windows closed facing the sun (on sunny days), to allow the vehicle to heat up for 2-3 hours.

8. If you are using seat covers of any sort, remove the seat covers and launder using a detergent with a surfactant.
    a. Wear gloves when removing, placing, or transporting the seat covers; and,
    b. wash your hands with soap and water for 20 seconds after you remove the gloves.

For GSA Leased Vehicles:

OMS-SSD will be providing future guidance, but in the meantime – GSA has released their own guidance with respect to cleaning GSA vehicles. For GSA Vehicles, please follow the following procedures (note, they not only do not allow chlorine-based disinfectants, but they limit the use of hydrogen peroxide- and ammonia-based products as well).

https://www.gsa.gov/cdnstatic/GSA%20Vehicle%20Cleaning%20%20Disinfecting%20Guidance%20for%20COVID-19.pdf

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17. Appendix G: Guidelines for Opening Up America Again

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EPA Region 10 Reconstitution Plan Appendix 3:

Oregon Operations Office, Portland, OR

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

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EPA Region 10 Reconstitution Plan Appendix 4:

Alaska Operations Office, Anchorage, AK

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

EPA Region 10 Reconstitution Plan Appendix 5:

Washington Operations Office, Lacey, WA

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

EPA Region 10 Reconstitution Plan Appendix 6:

Idaho Operations Office, Boise, ID

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

EPA Region 10 Reconstitution Plan Appendix 7:

Hanford Office, Richland, WA

As of June 1, 2020, the Reconstitution and Reopening Plan for this office is still under development.

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EPA Region 10 Reconstitution Plan Appendix 8:

Emergency Response Logistics Centers (Seattle, WA, Anchorage, AK, Portland, OR)

Introduction

EPA R10 utilizes three Emergency Response Logistics Centers (ERLC) located in Seattle, Anchorage, and Portland. Each ERLC is stocked with scientific equipment, vehicles, field supplies and personal protective equipment (PPE), and other items to support the work of the Emergency Management Branch staff and our scientific contractors under the START contract. The facilities are currently operating under a status of Continuous Operations (COOP) and thus only Tier 1 Primary Mission Essential Functions have been occuring at these facilities. Access for EPA contract staff to maintain readiness has been on-going.

5. Building Operations & Workplace Reentry Preparation

Building Lessors

Lessor contact information for each facility is in the table below.

Anchorage	5761 Silverado Way Anchorage, AK 99518 Chris Carter 907-312-4323
Portland	11811 NE Sumner Street Portland, OR 97220 Jessica Furtado (Kidder Matthews) (503) 721-2714 24 Hour # (877) 445-6782 service@kidder.com jessica.furtado@kidder.comt
Seattle	SeaKing Industrial Park 1620 S 92nd Place, Suite B Seattle, WA 98108 (206) 762-0449 Anna Ernaga CBRE Property Management 20415 72nd Ave S, Suite 210 Kent, WA 98032 (253) 398 9030 anna.ernaga@cbre.com

5.1 Physical Controls to Promote Social Distancing

Local Health Directives	Though health directives in each location may differ depending on the local coronavirus situation, EMB intends to remain cautious and requires everyone to wear face coverings when in any indoor or outdoor public space within 6 feet of someone who does not live with them. However, there are some people who are unable to wear face coverings for good reasons, including people with disabilities and those with specific health or safety concerns.
Social Distancing Signage	Staff will post this "Reconstitution Plan" at each sign-in location at the entrance for all tenant and visitors to review and acknowledge prior to entering. Additional signage will be posted throughout the building in common areas as a reminder of the new operating standards. EPA Signage will be posted throughout the Logistic Centers to notify staff of occupancy limits, traffic patterns, conference and kitchen/break room restrictions, occupancy and usage, and other restrictions throughout the facility needed for social distancing.
Common Area Social Distancing	Emergency Management Branch staff have developed building access procedures including employee sign in, social distancing signage to encourage appropriate physical spacing and stairwell procedures to prohibit simultaneous up and down movement. • While in common areas, tenants are required to wear a face covering. • Hand sanitizer has been made available at all building entrances. • Tenants are directed to maintain a 6' physical distance from other occupants to the extent possible while in the common areas.
EPA Special Space Closed in Phases 1 and 2	The following areas will be closed at the Logistics Centers: • Meeting rooms unless you are the only person to occupy the space • Seattle and Anchorage ERLC sink and kitchen cabinetry area ○ As this space also serves as a hallway for movement to and from the restroom, offices and training room, appropriate social distancing will be instituted while in the area. Refrigerators, microwaves, hot water pots, and other appliances will not be available for use.
Restroom Occupancy for Phases 1 and 2	In EPA space, ADA restrooms are limited to occupancy of 1 person. Two larger restrooms in the Seattle ERLC are limited to 2 occupants at a time. Relevant face covering requirements will apply in this common space.

Appointment Required for In-Person Access to Logistic Centers in Phases 1 and 2	To minimize exposure risk for on-site staff and contractors and to ensure social distancing, face coverings and appointments will be required to access the Logistics Centers except for emergency response personnel who can access the facilities without prior appointment. See below in section 6.

6. Building Access & Amenities

Controlled Building Access to EPA Space in Phase 1 and 2	Access to the R10 ERLCs is restricted to EPA response personnel and their contractors. Doors will remain locked to the general public. Access requests are handled by contacting Myrna Jamison (206) 553 - 2931 or at jamison.myrna@epa.gov , or as backup, Brooks Stanfield (206) 553 – 4423 or at stanfield.brooks@epa.gov.
Stairwell Traffic	The Seattle and Anchorage Logistics Center each have single staircases. Access to the stairwell will be limited to one individual at a time.
Vendors:	ERLC facilities will remain locked at all times. EPA vendors must ring the doorbell to gain access. Access to the facility will be restricted unless absolutely necessary, e.g electrical repairs, janitorial services, etc. ERLC contract staff will work with the vendor to maintain all health and safety measures reflected in this plan, including the implementation of health screening, sign in/out, social distancing and the donning of PPE. Each vendor will be escorted and supervised while in EPA space.
Building Amenities	**Elevator Occupancy:** There are no elevators in the R10 ERLC facilities. **Lobby Seating:** There is no lobby seating at the R10 ERLC facilities. **Shower Facilities**: One shower room exists at the Seattle ERLC and it is a single-use shower. If used, the occupant will clean and disinfect the shower per CDC guidelines. See cleaning and disinfection protocols section. **Bike Storage**: There is no bike storage room at the R10 ERLC facilities.
Building Water Systems Safety	The R10 ERLC facilities have been occupied during COOP status in order to provide for the Primary Mission Essential Function of the Emergency Management Branch. Thus, all systems have been in use and have seen no prolonged period of inactivity.
HVAC Modifications	The Heating, Ventilation and Cooling (HVAC) system will continue to operate per building standards. However, prior to Phase 3 of Reconstitution, we will request an evaluation of the HVAC system in the event the Seattle ERLC Training Room is utilized. An analysis of air handling and room flushing should be considered to minimize the

stagnation of air inside the room when greater numbers of people are participating in a training or meeting.

7. Health & Safety Protocols

Face Coverings Required in Phases 1 and 2 in Park Place	Face coverings must be worn by those entering the R10 ERLC facilities and where indoor social distancing cannot be maintained. Face Coverings will not be provided for use in EPA facilities. Each employee seeking access to R10 ERLC facilities that require face coverings must provide their own face covering. Employees should continue to wear a face covering when in a common area inside the building (e.g. kitchens, hallways, etc.)

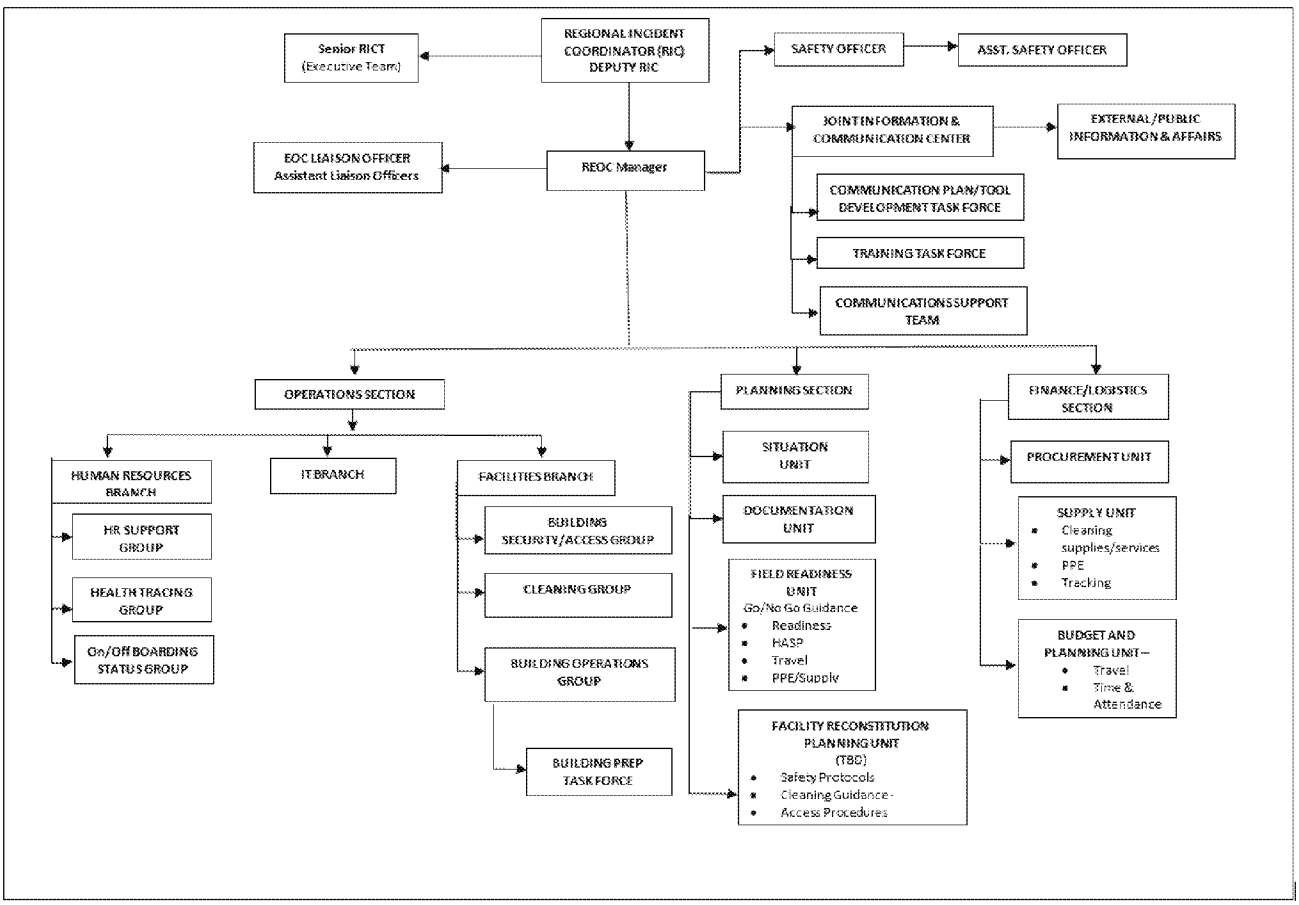
8. Cleaning and Disinfection Protocols

Routine Cleaning and Disinfection	R10 ERLC janitorial staff are following the CDC/GSA cleaning guidance for routine cleaning and disinfection. Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. Janitorial cleaning products and procedures adhere to the CDC and EPA's criteria for use against the novel coronavirus. Daily Janitorial Services (Monday through Friday): Janitorial staff perform periodic cleaning with disinfectant solution in common areas and high-touch surfaces such as security reception countertops, doors, handles, drinking fountains, restroom faucets and countertops, toilet seats and flushers, stairwell handrails, light switches, and desk and chair surfaces.
Cleaning and Disinfection Supplies	Cleaning and disinfection supplies for staff use will be distributed and are available to EPA and contract staff using the R10 ERLC facilities. Each EPA and contract staff person will be required to clean and disinfect any area after use. Cleaning and disinfection supplies are approved by EPA to be effective against SARS-CoV-2, the virus that causes COVID-19.

Supporting Documents

EPA Region 10 Reconstitution Plan:

R10 Regional Emergency Operations Coordination Team



EPA Region 10 Reconstitution Plan:

(DRAFT) Region 10 Guidance - Preparing for and Performing Field Activities During a Pandemic

As of June 1, 2020, this document is still under development.

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 6/8/2020 11:23:12 AM
To: Coogan, Daniel [Coogan.Daniel@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
Subject: FW: Travel Guidelines During Phased Return to Workplaces
Attachments: Travel Guidelines During Phased Return to Workplaces_FINAL_6-5-2020.pdf

Just make sure you have seen the final Travel Guidance from OCFO.

Dan– any OMS-specific considerations should be included in our OMS reopening guidance.

Shakeba – need to ensure the Travel Resource page is linked from the COVID Intranet page, and any FAQs have been added.

Marilyn – Should we add this PDF to any of the internal Sharepoint or Teams sites?

Lynnann Hitchens
Acting Deputy Assistant Administrator for
Administration and Resources Management
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Bloom, David <Bloom.David@epa.gov>
Sent: Friday, June 5, 2020 4:47 PM
To: Leopold, Matt (OGC) <Leopold.Matt@epa.gov>; Leadership_Assistant_Administrators <Leadership_Assistant_Administrators@epa.gov>; O'Donnell, Sean <ODonnell.Sean@epa.gov>; Gunasekara, Mandy <gunasekara.Mandy@epa.gov>; Leadership_Associate_Administrators <Leadership_Associate_Administrators@epa.gov>; Leadership_Regional_Administrators <Leadership_Regional_Administrators@epa.gov>
Cc: Wheeler, Andrew <wheeler.andrew@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Fotouhi, David <Fotouhi.David@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Leadership_Deputy_Associate_Administrators <Leadership_Deputy_Associate_Administrators@epa.gov>; Associate Assistant Administrator <Associate_Assistant_Administrator@epa.gov>; Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; OCFO-SROs <OCFO_SROs@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Hanson, Paige (Catherine) <hanson.catherine@epa.gov>; Dankert, Charles M. (Charlie) <Dankert.Charles@epa.gov>; Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Yusuf, Istanbul <Yusuf.Istanbul@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; OMS-ARM-OHR-PMOs <OMS-ARM-OHR-PMOs@epa.gov>; Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OCFO-OC-MANAGERS <OCFO-OC-MANAGERS@epa.gov>; Wood, Nikki <Wood.Nikki@epa.gov>
Subject: Travel Guidelines During Phased Return to Workplaces

Colleagues -

To assist the U.S. Environmental Protection Agency during the phased return to workplaces, the Office of the Chief Financial Officer has compiled relevant guidance for the approval of travel and the necessary documentation to process travel vouchers. As a general rule, standard travel regulations remain in place including documentation required for any waivers that may be deemed appropriate due to considerations during this period. Also attached is a set of examples for consideration as leadership for each organization makes determinations on the appropriate travel for their programs. Consolidated agency guidance for inspections and for field work is also in progress and should be used for those activities.

Phase I:

- The appropriate Assistant Administrator or Regional Administrator must approve travel in email. This authority may be redelegated to the Senior Resource Officer but no further.
- An assessment of the local conditions at departure and destination locations, and any necessary connection points, must be considered, as requirements vary across the country.
- To the extent special logistics are determined appropriate during this period, in support of health and safety or other Coronavirus 2019 related circumstances such as limited hotel accommodation or transportation availability, the relevant documentation is required.
- Documentation used to approve essential travel must be scanned into Concur along with receipts and other justification, such as for waivers for adjustments to travel logistics mentioned above.

Phase II:

- Travel may be approved by the traveler's supervisor in accordance with Resource Management Directive System 2550B, Official Travel. Consideration of local conditions at departure and destination should continue.
- Waivers related to adjustments to travel logistics needed for COVID-19 impacts or local circumstances require documentation.
- Documentation used to approve any waivers must be scanned into Concur along with receipts and other justifications.

Guidance on agency travel policy and procedures are available on the Travel Resources intranet page, including guidance on uploading receipts to Concur and the agency travel policy contained in RMDS 2550B, Official Travel. In addition, the attachment includes considerations for travel decision making during this period. Frequently Asked Questions related to travel during COVID-19 have been posted to the agency COVID intranet site. If you have any questions, please contact the EPA Travel Center Help Desk at (513) 487-2346 or CINWD_Travel@epa.gov.

Thank you for assistance and attention to implement the above guidance. Adherence to this guidance enables the OCFO to provide agency personnel with timely processing of travel requests and voucher reimbursements.

David

David Bloom
Deputy Chief Financial Officer
Office of the Chief Financial Officer
Environmental Protection Agency
(202) 564-1151

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

June 5, 2020

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Travel Guidelines During Phased Return to Workplaces

FROM: David A. Bloom, Deputy Chief Financial Officer
Office of the Chief Financial Officer

DAVID BLOOM
Digitally signed by DAVID BLOOM
Date: 2020.06.05 15:58:07 -04'00'

TO: General Counsel
Assistant Administrators
Inspector General
Chief of Staff
Associate Administrators
Regional Administrators

To assist the U.S. Environmental Protection Agency during the phased return to workplaces, the Office of the Chief Financial Officer has compiled relevant guidance for the approval of travel and the necessary documentation to process travel vouchers. As a general rule, standard travel regulations remain in place including documentation required for any waivers that may be deemed appropriate due to considerations during this period. Also attached is a set of examples for consideration as leadership for each organization makes determinations on the appropriate travel for their programs. Consolidated agency guidance for inspections and for field work is also in progress and should be used for those activities.

Phase I:

- The appropriate Assistant Administrator or Regional Administrator must approve travel in email. This authority may be redelegated to the Senior Resource Officer but no further.
- An assessment of the local conditions at departure and destination locations, and any necessary connection points, must be considered, as requirements vary across the country.
- To the extent special logistics are determined appropriate during this period, in support of health and safety or other Coronavirus 2019 related circumstances such as limited hotel accommodation or transportation availability, the relevant documentation is required.
- Documentation used to approve essential travel must be scanned into Concur along with receipts and other justification, such as for waivers for adjustments to travel logistics mentioned above.

Phase II:

- Travel may be approved by the traveler's supervisor in accordance with Resource Management Directive System 2550B, Official Travel.[1] Consideration of local conditions at departure and destination should continue.

[1] Available at https://intranet.epa.gov/ocfo/policies/direct/2550/2550b_official_travel.pdf.

- Waivers related to adjustments to travel logistics needed for COVID-19 impacts or local circumstances require documentation.
- Documentation used to approve any waivers must be scanned into Concur along with receipts and other justifications.

Guidance on agency travel policy and procedures are available on the Travel Resources intranet page at https://intranet.epa.gov/ocfo/finservices/travel.htm, including guidance on uploading receipts to Concur and the agency travel policy contained in RMDS 2550B, Official Travel. In addition, the attachment includes considerations for travel decision making during this period. Frequently Asked Questions related to travel during COVID-19 have been posted to the agency COVID intranet site. If you have any questions, please contact the EPA Travel Center Help Desk at (513) 487-2346 or cinwd_travel@epa.gov.

Thank you for assistance and attention to implement the above guidance. Adherence to this guidance enables the OCFO to provide agency personnel with timely processing of travel requests and voucher reimbursements.

Attachment

cc: Administrator
Associate Deputy Administrator
Assistant Deputy Administrator
Deputy General Counsel
Deputy Assistant Administrators
Deputy Inspector General
Deputy Chief of Staff
Deputy Associate Administrators
Associate Assistant Administrators
Deputy Regional Administrators
Carol Terris
Senior Resource Officials
Paige Hanson
Charlie Dankert
Jeanne Conklin
Istanbul Yusuf
Richard Gray
Program Management Officers
Mission Support Division Directors
EPA Senior Budget Officers
Regional Comptrollers
OCFO-OC-MANAGERS
Nikki Wood Newton

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ATTACHMENT

Examples provided below are intended as items for consideration as travel determinations are made. Individual circumstances and requirements will vary. Note that waivers of standard travel regulations may be needed to adapt to local hotel, transportation or health and safety considerations for staff, and must be documented.

Phase 1:

Videoconferencing is used for majority of coordination with stakeholders as well as for internal meetings.
Note that the 'phase' designation applies to both departure and destination, where the destination is an EPA location. Travellers will need to consider local conditions and requirements at destinations as appropriate to the specific travel logistics

As stated in the overall guidance, travel will be limited and may only proceed with approval of the AA or RA (or SRO if delegated)

- When considering a travel request, the supervisor should also consider the destination and mode of transportation necessary to reach the destination.
- Each region and NPM may determine the specifics of travel relevant to their situation. Approval is at the AA, RA level and may be delegated to the SRO.

Examples:

(A) Providing for homeland and national security, including conducting foreign relations essential to national security.

(B) Personal services necessary for emergency response to protect human life or property, including:

1. Activities essential to ensure continued public health and safety, including safe use of food, drugs, and safe management of hazardous materials.
2. Protection of federal lands, buildings, equipment, research property, and other property owned by the United States.
3. Law enforcement and criminal investigations.

(C) Inspections or litigation support, consistent with OECA and/or DOJ guidance.

(D) Priority activities that require on-site presence to allow for re-opening or operation of businesses or facilities where activities were paused or modified due to local shelter-in-place orders.

Example: Re-start operations at Superfund or corrective action sites; time sensitive and high priority field work in accordance with agency field work guidance.

(E) All other travel deemed as mission critical by the AA or RA, or SRO if delegated

Phase 2:

Most internal meetings involving multiple locations continue to be held via video conferencing but travel is not limited. Approval is at supervisor level. Travel to an area that is in Phase 1 or has not entered a phase at all should be carefully considered.

In addition to travel examples mentioned above:

(1) Additional inspections, consistent with guidance developed by OECA, or other site visits for essential purposes such as permit actions.

(2) Training or certification required for performing positions (virtual training or deferred timing are also appropriate).

(3) Sensitive negotiations for complex issues related to settlements, international agreements, personnel matters, or other mission-critical actions such as responding to court orders, judicial actions and litigation.
(4) Priority and/or time sensitive field work in accordance with agency field work guidance.

Phase 3:

Travel may proceed, with consideration of local guidelines and the health and safety of staff and associated participants in site visits and other events. Adjustments to logistics for travel, such as choosing GOV or POV use, may continue to be approved as waivers.

As stated in the overall guidance, during Phase 3, social distancing considerations should continue to be given to members of the vulnerable population. For example, air travel and participation in large gatherings or meetings should be limited.

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Message

From: Vizian.Donna@epa.gov [Vizian.Donna@epa.gov]
Sent: 5/29/2020 1:51:44 PM
To: Szaro, Deb [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2a189e7c928e4eb3930e29543cad5e5d-Szaro, Deb]
CC: Schiermeyer, Corry [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b0332276a9784253a5a78f39eccf1f29-Schiermeyer]; Grantham, Nancy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=12a3c2ed7158417fb0bb1b1b72a8cfb0-Grantham, Nancy]
Subject: Re: Region 1 Return to the Workplace

Yes please. Just a bit

On May 29, 2020, at 7:50 AM, Szaro, Deb <Szaro.Deb@epa.gov> wrote:

Donna, I'm ready to send to my staff. Do I need to wait for anything?

From: Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Sent: Friday, May 29, 2020 9:32 AM
To: Szaro, Deb <Szaro.Deb@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Region 1 Return to the Workplace

Small suggestion…for the first sentence…but you know your region best…so take it or leave it…thank you!

Thank you all for your continued exceptional commitment to our mission during this unprecedented time. As you may be aware, EPA is reviewing data to determine when to reopen offices across the country. Yesterday, I was notified that all of the initial gating criteria had been met for Region 1 facilities.

From: Szaro, Deb <Szaro.Deb@epa.gov>
Sent: Friday, May 29, 2020 9:24 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Subject: Region 1 Return to the Workplace

Plan to send this message this morning. Will send by noon at the latest.

Good Morning,

I was informed late yesterday that all of the initial gating criteria had been met for Region 1 facilities.

Maintaining the health and safety of our workforce while fulfilling our mission responsibilities is our top priority. As indicated in the Administrator's message on May 21, 2020, the Agency's plan to safely return to the office will consider scientific data, an evaluation of site-specific conditions, and state and local orders. With communities expected to recover at different speeds, location-specific conditions are driving decisions to ensure people are reoccupying our offices in a way that is safe while having the appropriate protective measures in place. I want to reiterate that our plan is to continue robust usage of unscheduled telework as we transition back to supporting in-office operation.

We are moving forward with our plans to bring employees back to our offices at the John W. McCormack POCH Building in Boston, the New England Regional Laboratory in Chelmsford, and the Superfund Emergency Response Equipment Warehouse in Woburn. Our phased return to normal operations will happen gradually, beginning with a 7-day closure of EPA space in these facilities starting at close of business Monday, June 1, 2020. The Regional Laboratory currently has some mission essential analytical work ongoing, so space there will be closed off and then cleaned and sanitized in stages. This closure, as outlined in the EPA/CDC Cleaning and Disinfection Guidance, will render the virus inactive; and once we reopen, we will remain committed to keeping our facilities properly cleaned and sanitized.

We will be holding a special regional all-hands meeting on Monday, June 1, 2020 from 10:00-11:00 am to discuss the initial phase of our return to the workplace and hold a question and answer session. Please note that Monday's All Hands Webinar is different from the webinar link for the June All Hands series that I sent out yesterday. You will need to register via the link below to participate on Monday. Once registered, you will receive a confirmation email from R1 Assist for the June 1st meeting (check your SPAM folder if you do not receive it).

https://attendee.gotowebinar.com/register/4656312304097649422

I want to provide you with information on what to expect as we move through the gating phases. We are instituting new procedures outlined below during the first two phases as we slowly return to the office. We are undertaking these measures in order to safeguard and prioritize the well-being of our employees. We believe that instituting CDC-recommended social distancing protocols, continuing to leverage telework and work schedule flexibilities, and tightly controlling access to EPA space will better protect our health and safety while ensuring that we are able to continue performing the important work of the agency.

The Agency will continue to adjust and update its guidance as appropriate based on CDC recommendations as well as local guidance. Guidance on the new day-to-day procedures that will be in effect during Phase 1 and Phase 2 is provided below. This information will be updated as more detailed information becomes available. I also encourage you to keep checking the EPA COVID-19 page for links to resources and helpful tips for employees.

We understand you may have questions about reopening. We will share more information as it becomes available. In the meantime, please talk to your supervisor if you have questions about your circumstances and work. Thank you for your continued dedication to our mission.

I am proud to be part of the Region 1 team as we continue to protect human health and the environment. Your dedication to mission accomplishment and your ability to perform under difficult personal and professional circumstances is a testament to your professionalism and commitment to our mission.

I want to assure you that the health and safety of the workforce remains our number one priority, and we will continue to review and adhere to CDC and national guidance as we move forward to return to the workplace.

Thank you again for everything you do each and every day. I hope you can join us on Monday at the regional virtual all-hands.

Dennis

Telework and Work Schedule Flexibilities	**Phase 1** - We encourage all employees to use unscheduled telework and will continue to offer the expanded work hours and workweek flexibilities for those on Maxiflex schedules. Facilities will be open, and employees have the option to return to the workplace. Those who choose to continue to telework should notify their supervisor to allow for coordination of employees entering the building. Employees who the CDC identifies as being at higher risk for severe illness from COVID-19 or pregnant women and those with household members in that population should continue to telework. **Phase 2** - We will continue to encourage all employees to use unscheduled telework, notifying their supervisor if they choose to do so. Facilities will be open, and employees have the option to return to the workplace. Employees who the CDC identifies as being at higher risk for severe illness from COVID-19, pregnant women, and those living with members that are part of these vulnerable populations should continue to telework. The expanded work hours and workweek flexibilities will continue to be available to those with dependent care issues and on a Maxiflex or Flexitour schedule. All other employees return to normal work schedules.
Building Access	During Phase 1 and 2, facilities will be open, and employees have the option to return to the workplace. We ask that each employee who goes into the office self-screen by reviewing the self-assessment questionnaire prior to leaving their residence, and to not enter the building if they answer yes to any of the listed questions. Access to the McCormack POCH Building in Boston will be limited to the side, bike room entry door at the front of the building on the Milk Street corner.
Local Orders (face coverings)	MA Governor Baker has issued an Order effective Wednesday, May 6 requiring face masks or cloth face coverings in public places where social distancing is not possible. This applies to both indoor and outdoor spaces. Therefore, face coverings must be worn by those entering EPA Region 1 facilities and where social distancing cannot be maintained. Employees should continue to wear a face covering when in a common area inside the building (e.g., pantries, restrooms, etc.) and those seeking services (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders. We will notify you if the local order changes.
Social Distancing	Social distancing guidelines will be implemented and maintained between people throughout the facility. Employees should not congregate in these areas, including but not limited to: ▪ Entry and exit doors ▪ Lobbies and foyers ▪ Elevators and stairwells ▪ Hallways and corridors ▪ Restrooms ▪ Pantries, kitchen and break areas ▪ Photocopy and printer areas ▪ Open floor environments (e.g., labs, warehouses, etc.) Signage will be posted to notify staff of occupant limit, seating restrictions, or other restrictions throughout the facility. **Meeting Rooms**: Employees should use virtual meetings when possible. For in-person meetings, teaming rooms will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied with reduced capacity.

	Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders.
Visitor Access to Buildings	**Phase 1** – EPA space will be closed to visitors. Visitor access to the POCH facility is determined by the interagency Facility Security Committee. **Phase 2** – Visitor access to the POCH facility is determined by the interagency Facility Security Committee. If authorized for the building, EPA space will be open to visitors for mission-essential work purposes only. The Agency is establishing a plan for visitor access to EPA space in Phases 2 and beyond and will share once it is finalized.
Work Travel	**Phase 1** - Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. Travel must be approved by the SRO prior to entering the travel authorization into Concur. **Phase 2** - Nonessential travel may resume with evaluation of state and local restrictions and requirements. As with all travel requests, supervisory approval is required.
Contact Tracing	Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

EPA Region 6 Return to Work Plan

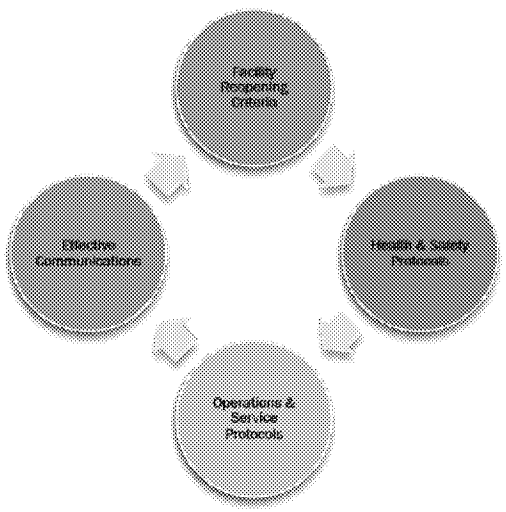
R6 Reconstitution Team | June 2020

Region 6 Return to Work Plan will be modified and updated as necessary to consider new information

Background:

On March 16, 2020, Region 6 entered a voluntary unscheduled telework/unscheduled leave status due to the COVID-19 Pandemic affecting its locations. Shortly afterwards, Region 6 activated its Continuity of Operations Plan (COOP) contingency plan and Pandemic Plan Annex at all its locations and initiated a mandatory telework for employees until further notice. On April 20, 2020, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance on aligning federal agency operations with the national guidelines for *Opening Up America Again (OAA).* As promised, Region 6 Regional Administrator/Deputy Regional Administrator notified all employees on May 28, 2020 immediately upon learning that the Renaissance Tower and Addison locations were meeting national guidelines and would close on June 1, 2020 as an added precautionary measure before entering Phase 1 of the Region 6 Return To Work Plan.

The Return to Work Plan (as part of Region 6 COOP & relative to the COVID-19 Pandemic Annex) has four main components:



- Effective Communications
- Facility Reopening Criteria
- Health & Safety Protocols
- Operations & Service Protocols

Return to work and COOP Reconstitution will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Centers for Disease Control, OPM, OMB & state and local health officials. Gating criteria will be tracked by the Agency at the location level in conjunction with state and local officials and facilities will open in coordination with EPA Headquarters.

Effective Communications

Effective Communications are key throughout the entire planning and implementation process as we prepare to return to work. All communications will reflect the latest information and guidance received from EPA Headquarters, the Centers for Disease Control, the Office of Management & Budget, and the Office of Personnel Management; including reopening procedures, health & safety protocols, facility cleaning information, and applicable timeframes. It is expected that broader Agency related communications will come from EPA HQ in the form of mass mailers and supervisor-directed email updates. However, Region 6 will need ongoing clear and accurate information on the details and specifics as we start planning for a phased employee return to our facilities. Frequent, open, and transparent communications will be essential in the management of employee expectations.

Guiding Principles

The following underlying principles will be applied to guide EPA Region 6 leadership in risk related communications relative to the employee re-entry process. Communications that are:

- Transparent, empathetic, respectful, and tailored to employees' concerns
- Timely, regularly updated, shared with union counterparts, and cascaded throughout the management chain
- Responsive to the different geographical locations of R6 employees

Goals

- Convey return to work plans (*When, What, How & Why*) by applying science-based tenets of risk communications and using a phased / "feedback loop" approach that incorporates the principles listed above
- Ensure that employees receive up to date information that engenders trust, builds employee confidence, and increases morale in both the short-term and long-term
- Help employees understand their own personal responsibilities during the reentry process

Communication Channels

Region 6 personnel will be kept apprised of return to work activities using several communication channels. Based on the information that needs to be conveyed and the target audience, Senior Management and/or the R6 Reconstitution team will determine the most appropriate channel(s) to use. R6 communication channels include:

- **EPA COVID-19 employee intranet web page** for links to resources and helpful tips for employees, including Frequently Asked Questions

- **Mass Alert Notification System (MANS) (Everbridge)** – As needed to send important mass notifications and updates to all R6 employees conveying information on R6 facility
- **All Hands Virtual Meetings** – Held weekly by the RA & DRA to convey updates and answer questions
- **Agency Mass Mailers & Region 6 Leadership Emails** – As necessary / as needed
- **Region 6 Email Comment Mailbox** – Employee comments and suggestions
- **Direct Engagement** – Employee to supervisor, manager and/or leadership

Region 6 Location Reopening Criteria

On May 27, 2020, EPA provided all employees with a copy of our Agency-wide adoption of CDC's guidelines for businesses including information for those resuming normal or phased operations. The information on the EPA employee intranet website includes:

- **Return to the Workplace Employee Information**: General overview of the Agency's approach to reopening, including information on telework and work schedules, entry screening, visitors and travel posture.

- **Self-Assessment Questionnaire**: Provides guidelines to employees for self-screening and performing a daily health check before leaving for the office.

- **Contact Tracing and Notification Guidelines**: Provides guidance on contact tracing in instances of positive cases in the office along with communication templates for use by managers.

- **Facility Management Checklist**: Provides guidance to facility managers on reopening building. Our EPA facility managers are following EPA/CDC Cleaning and Disinfecting Guidance and EPA guidance on Maintaining or Restoring Water Quality in Buildings with Low or No Use. Also, General Services Administration (GSA) is following all CDC guidance—including information on improving the building ventilation system—and expects all leased facilities to do the same.

Region 6 will fully implement the Agency's national guidelines to open each of our locations. Return to Work (resumption of facility operations) will be done in close consultation with EPA Headquarters, Regional Government/Public Health Officials and Regional Federal Executive Boards. **Region 6 currently only has guidelines from Texas Department of State Health Services that apply state-wide to non-federal/non-essential businesses in Texas. Harris County Stay Home, Work Safer Order expires on June 10, 2020. All other local and regional public health orders for our Texas locations have expired.**

Resumption of facility operations during this pandemic will evolve as new information and guidance becomes available from EPA Headquarters, the Center for Disease Control, the Office of Management & Budget, and the Office of Personnel Management. Gating criteria will be tracked by the Agency at the location level. This information, in conjunction with state and local health official information and the reopening status of the city and state will inform the reopening decisions by the Administrator.

The *Opening Up America Again (OAA)* guidelines use a 3-phased reopening approach. Our plan for an eventual phased return to EPA offices will take a measured and deliberate approach that ensures your health and safety. The Guidelines define gating criteria that provide for a data driven approach alongside an evaluation of site-specific conditions and state and local health department requirements. Our plan provides for a "rolling reopening," so each facility will enter Phase 1 according to local data and conditions. The gating criteria are:

- **SYMPTOMS**
  - Illnesses (ILI) reported within a 14-day period

  AND
  - Downward trajectory of covid-like syndromic cases reported within a 14-day period

- **CASES**
  - Downward trajectory of documented cases within a 14-day period

  OR
  - Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

- **HOSPITALS**
  - Treat all patients without crisis care

  AND
  - Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

EPA will look at the data for our office locations and continue to monitor the actions of state and local governments. As locations meet the gating criteria to open, EPA will notify employees of the closure of locations for a 7-day period. We are doing this because the coronavirus is rendered inactive after 7 days. In addition, these closures are being conducted as outlined in the EPA/CDC Cleaning and Disinfection Guidance. The next step would be for these locations to enter Phase 1 after a second review of the data.

To guide our decision-making through this process, we have leveraged our own EPA scientific professionals to evaluate data from the Centers for Disease Control (CDC) and other expert sources. As we move through other phases, we will evaluate the status of any guidance of state and local officials and continue to evaluate data from CDC.

It is important to note that the Agency will continue to provide maximum telework flexibilities to all employees through Phase 2, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

The EPA COVID-19 intranet page for links to resources and other helpful information for employees. Resources on this site include:

- Return to the Workplace Employee Information
- Employee Self-Assessment Questionnaire
- Contact Tracing and Employee Notification Guidance
- Facility Management Checklist

Overview of the Return to Work Phases:

Phase 1	Phase 2	Phase 3
No employee is required or expected to return to the office, but they have the option of doing so if they choose.	People who need to take extra precautions or are at higher risks should continue to telework	Ongoing flexibility to those with dependent care issues
Maximum telework and Maximum work schedule flexibilities	Maximum telework is available to all staff	Unrestricted staffing at facilities
Strict social distancing in workplace	Moderate social distancing in workplace	Best workplace and personal hygiene practices
Mission essential travel only	Resume mission critical travel	Unrestricted travel

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Phase 1 – Return to Work

In Phase 1, no employee is required or expected to return to the office, but they have the option of doing so if they choose.

EPA will continue to provide maximum telework flexibilities to all employees, along with maximum work schedule flexibilities (e.g., maxiflex scheduling, altered core hours, etc.) to all employees through Phase 1. Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework. Employees will be afforded maximum telework flexibility and longer for those taking care of children and other family members while carrying out our important EPA work.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

- Notification of employees to not access EPA workspace for 7-day closure to render coronavirus inactive. Closure of common areas.
- COOP lifted and Region 6 Reconstitution completed. Supplies readily available in common areas. Signage posted throughout EPA workspace.
- No non-EPA visitors allowed in workspace.
- **No employee is required or expected to return to the office, but they have the option of doing so if they choose.**
- At Renaissance Tower, employees with offices may return to the workplace to maintain strict social distancing in Phase 1.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Anyone meeting the definition of a COVID-19 affected person is directed to contact their first line supervisor or monitor to inform them of their status, and either stay home if they are teleworking or depart the office immediately.
- Employees who appear to have symptoms upon arrival to work or who become sick during the day should immediately be separated from other employees and sent home.
- EPA will trace and notify contacts of infected people in the workplace.
- Mission critical personnel including emergency response personnel, employed by or under contract with EPA, continue access locations to perform essential government functions affecting human health and the environment.
- Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.

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- There are no mandatory federal, state or local public health requirement for face coverings at our locations. Consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. Employees should consider wearing a face covering when in a common area inside the building.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service. These services will be clearly marked with signage and face coverings will be provided.
- Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. Travel must be approved by the SRO prior to entering the travel authorization into Concur.
- Signage will be posted to notify staff of occupancy limit, seating restrictions, or other restrictions throughout the facility.
- Employees should use virtual meetings when possible. For in-person meetings, rooms where less than 6 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied.
- Continued assessment of implementation and corrective actions, if needed.
- Continue All Employee Information Sessions (weekly).

Returning employees will take the following actions:

- Help reduce the spread of COVID-19
  - Be conscious of what you touch.
  - Frequently and thoroughly wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
  - Cover coughs and sneezes with a tissue, then throw the tissue in the trash, or use your inner elbow or sleeve.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Clean high touch surfaces in your workspace and personal items such as cell phones, key fobs and badges with disinfecting wipes or sprays.
- Follow social distancing office etiquette:
  - Please do not stand in the entrance to people's cubes.
  - Please do not gather in hallways or other shared areas.
  - Please announce your approach to service counters or desks.

- Do not use other employee workstations or equipment.
- Be kind to one another. We all experience stress in different ways. We are in this together.

All occupants must comply with strict workplace social distancing guidelines.

- State of Texas, Dallas County or the City of Dallas has no mandatory requirements for office occupants to wear a face covering inside their workplace. However, CDC recommends occupants wear face coverings. EPA encourages our employees to wear face coverings outside their immediate workstation, in hallways, areas of general use, and high traffic areas and in common areas outside EPA workspace.
- Employees seeking services where social distancing is not possible (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders. These services will be clearly identified.
- Elevators should be limited to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. EPA has access to six (6) occupant-only elevators to our workspace at Renaissance Tower
- At Renaissance Tower, stairway access between EPA occupied floors (Floors 4-9) may be accessed using EPA PIV card and social distancing guidelines should be followed in stairways. Stairway entry is not accessible from the main lobby of the Renaissance Tower.
- Follow signage instructions throughout EPA workspace.
- Continue virtual meetings and huddling using Skype for Business, Microsoft Teams and conference calls. Group gatherings within EPA workspace should be avoided.
- Conference and training rooms are closed.
- Do not gather in break rooms/kitchens. However, access to refrigerators will be allowed and should be limited to no more than 1 person at a time.
- Restrooms/copy rooms should be limited to no more than 2-3 individuals at a time, maintaining social distancing.
- Occupants in offices may close their doors.
- See something, Say something. Inform your supervisor immediately.
- Be conscious of interactions during your workday. Contact tracing plays an important role in preventing the spread of COVID-19.

Phase 2– Return to Work

Maximum telework is available to all staff through Phase 2.

Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2. Employees will be afforded maximum telework flexibility though Phase 2 and longer for those taking care of children and other family members while carrying out our important EPA work. Employees return to normal work schedules except for those with dependent care issues.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

Following notification of repeat achievement of gating criteria, Region 6 will move into Phase 2. The following actions will be taken by Region 6 Leadership:

- Notification of employees of procedures to return to EPA workspace.
- Supplies readily available in common areas. Signage posted. Closure of common areas.
- **Maximum telework is available to all staff through Phase 2.**
- At Renaissance Tower, employees in cubicles may enter the facility only on assigned access days to continue maximum social distancing. Employees should contact their supervisor if other arrangements are necessary.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Anyone meeting the definition of a COVID-19 affected person is directed to contact their first line supervisor or monitor to inform them of their status, and either stay home if they are teleworking or depart the office immediately.
- Employees who appear to have symptoms upon arrival to work or who become sick during the day should immediately be separated from other employees and sent home.
- EPA will trace and notify contacts of infected people in the workplace.
- Employees return to normal work schedules except for all those with dependent care issues.
- **Employees who the CDC identifies as being at high risk for severe illness from COVID-19, including pregnant women, employees managing dependent care while continuing to work, as well as staff who have household members that are part of this population, should telework through Phase 2.**

- At Renaissance Tower, visitors may be allowed in EPA workspace on the 5th floor only. In advance of visits, visitors will complete self-assessment following CDC guidelines. Visitor must not enter EPA workspace if sick. Employee common workspace is restricted from non-EPA visitors. The Agency is establishing a plan for visitor access to the building in Phase 2 and beyond and will share once it is finalized.
- Mission critical travel may resume with evaluation of state and local restrictions and requirements. As with all travel requests, supervisory approval is required. Additional travel guidance will be provided.
- Signage will be posted to notify staff of occupancy limit, seating restrictions, or other restrictions throughout the facility.
- Employees should use virtual meetings when possible. For in-person meetings, rooms where less than 6 people can meet will be closed, and we will only utilize larger conference rooms where social distancing best practices can be applied.
- See something, Say something. Inform your supervisor immediately.
- Be conscious of interactions during your workday. Contact tracing plays an important role in preventing the spread of COVID-19.
- Continued assessment of implementation and corrective actions, if needed.
- Continue All Employee Information Sessions (weekly).

Phase 3 – Return to Work

Employees will be afforded maximum telework flexibility for those taking care of children and other family members while carrying out our important EPA work.

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

After notification of repeat achievement of gating criteria, Region 6 will move into Phase 3. The following actions will be taken by Region 6 Leadership:

- Notification of employees regarding procedures for return to the workspace.
- Returning employees conduct EPA Self-Assessment to Stop the Spread of COVID-19 check list. **Employees must NOT enter EPA workspace if they are sick.**
- Employees return to the workplace and adhere to approved work schedules.
- Visitors allowed in EPA workspace on the 5th floor only. In advance of visits, visitors will complete self-assessment following CDC guidelines. Visitors must not enter EPA workspace if sick. Minimal contact security procedures must be followed.
- Unrestricted travel to support mission critical work.
- See something, Say something. Inform your supervisor immediately.

Roles and Responsibilities:

Senior Leadership Team (RA, DRA)

- Approve overall scheduling plan and determine date for implementation of each phase
- Review progress and approve adjustments to initial plan
- Weekly All Hands Information Sessions
- Weekly Leadership/MIT discussions
- Notifications and Alerts

Reconstitution Team

- Implementation of facilities checklist for locations
- Schedule progress briefings and propose adjustments to plan based on input/evaluation
- Support organization specific needs as they arise
- Evaluate concerns about space availability and crowding
- Contact tracing and disinfecting

OMS Managers and Staff

- Maintain floor seating charts and rosters
- Determine MSD staffing requirements needed to maintain support services for staff physically present in each location
- Weekly Leadership/MIT reviews of new guidelines and protocols

Division Director/Deputy Director(s)

- Identify mission critical employees who may require more regular time in office
- Work with first line supervisors to collect information needed to refine draft attendance plan developed by Reconstitution Team
- Reinforce messaging about health & safety precautions
- Weekly Leadership/MIT discussions
- Follow EPA Contact Tracing Guidance

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Supervisors

- Weekly Leadership/MIT discussions
- Immediately elevate employee feedback regarding the implementation of this Return to Work Plan and Procedures
- Gather information from staff needed to finalize attendance plan
- Reinforce health & safety protocols, signage and instructions
- Send reminders to staff about their scheduled days in office
- Communication with Senior Leadership Team / Reconstitution Team about expected visitors (when phased reopen allows for visitors)
- Follow EPA Contract Tracing Guidance

Employees

- Conduct Self-Assessment. Employees should not access EPA locations if ill
- Follow EPA Contact Tracing Guidance
- Notify supervisor immediately if becoming ill
- Follow assigned staggering workplace schedule and procedures for social distancing while present in the office
- Awareness of daily interactions
- See something, Say something

Health & Safety Protocols

Prior to reopening, and as we progress through the 3 phases, the Reconstitution team (and support personnel) will coordinate and implement numerous health & safety protocols at each location. Frequently Asked Questions (FAQs) will be communicated clearly to employees in advance of facility re-openings via the communication methods mentioned above. These important steps are designed to help employees feel safe, confident, and comfortable as they phase back into the office.

Health & Safety Protocols include

- CDC recommended facility cleaning and disinfecting measures before and after reopening
- Employee Screening – Self-Certification
- Posters / signage prominently displayed throughout the facilities on best practices
  - Frequently washing hands, use of hand sanitizers, use of sanitizing wipes, wearing of face coverings, and keeping employee workplaces clean and organized
- Implementing several physical controls to encourage social distancing
  - Closing off common areas and conference rooms, recommendation of wearing face covering in common and pubic areas, and implementing elevator protocols
- Develop staggered workforce scheduling
- Other building considerations
  - Ensuring the safety and operation of building water and ventilation systems - that they are clean and working properly.

Facility Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting our facilities will be an important part of reopening. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

Region locations will have been unoccupied for 7 days or more; therefore in accordance with CDC guidance, normal routine cleaning prior to reopening the facility will occur. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. Once a facility is reopened, we will resume daily cleanings in accordance with CDC guidelines. At this time, the Reconstitution Team is expecting to use current custodial contract services and will request that they do additional extensive daily cleaning.

Posters / Signage

Working closely with GSA and local building management as applicable, the Reconstitution team will coordinate efforts to prominently display a variety of posters, general health & safety reminders, personal hygiene best practices (using sanitizing wipes, hand sanitizer, and wearing facemasks), and Region 6 specific messaging through-out its facilities. The signage will serve to remind employees on a variety of important health & safety measures, while providing direction on new procedures regarding elevator use, bathroom etiquette and more. All occupants should follow signage instructions.

Posters and Signage to consider:

- Entrance & Screening Instructions
- Symptoms of Covid-19
- Important Information About Cloth Face Coverings
- How to best wear a Face Covering
- Stay Healthy!
- How to protect yourself and Others
- Share the Facts
- Prevent the Spread
- Procedures for using the elevators, bathrooms, and kitchenette areas
- Reminders about employees doing their part and respecting the space of others

Physical controls to encourage social distancing

In addition to posters and signage to encourage maximum social distancing, to discourage social congregating, the Reconstitution Team will be working with building and facilities management to physically limit secondary entrances, close off common areas, assign appropriate floor markings, and establish procedures for moving from floor to floor and the safe use of elevators, bathrooms, kitchenette areas and other spaces as necessary.

Although limiting entrance points and closing off common areas may slightly differ in each facility, general considerations are:

- Secondary building entrance points
- Conference & training rooms[1]
- Libraries
- Additional floor specific spaces as necessary

[1] *During Phase 1, conference / meeting rooms will be closed. During Phase 2 and into Phase 3, we will open them, but capacity will be limited to allow for social distancing of 6 ft and floor and chair markings will be implemented*

Elevators:
After employees enter EPA-leased buildings, they should continue to the elevators to access their workspace, as needed/applicable. They should follow designated floor markings and wait to enter onto an available elevator. At Renaissance Tower, EPA employees have access to six (6) EPA occupant-only elevators, equipped with secure badge readers, to our workspace. Employees should limit the number of riders to four (4) individuals at a time, each located in a different corner; and face coverings should be worn in elevators. Employees will be reminded to provide priority access to People with Disabilities when using the elevators.

Employee movement from floor to floor:
During Phase 1 & 2, employees should remain in their workspace as much as possible and limit their movements in common and public workspaces. Employees are reminded to maintain social distancing at all times and wash their hands frequently. If employees need to leave their floor, they should be aware of their movements should contact tracing become necessary. Stairway access using government issued PIV cards between EPA leased floors is allowed.

Information Technology for virtual meetings:
Region 6 will continue to fully encourage virtual meetings using Microsoft Skype and Teams as well as the use of audio and video conferencing Common areas will be locked and unavailable for face-to-face meetings. Conference rooms and common areas will be closed during Phase 1.

Staggered Workforce Scheduling

Office building employers have been encouraged to evaluate a phased approach in opening their locations. For EPA Region 6, we will continue to encourage social distancing in the workplace by providing employees working in cubicles access to our location on specified days of the week during the pay period. Each employee will be notified of their schedule to access to workspace and are encouraged to contact their supervisor to discuss alternative schedules.

The Goal of creating Staggered Scheduling:

- Create equitable opportunity for all EPA employees, contractors, and grantees to return to physical workstations at all Region 6 locations.

- Maintain social distancing and other relevant health & safety standards by managing the number of people in each facility and the flow of people through facilities.
- Customize guidelines for each facility to allow for differences in population size and building design.
- Include phases and opportunities to adjust plans to allow expanded access as restrictions are met

Facility Operations & Service Protocols

Preparing our Facilities for Reentry:

At least one week prior to COOP being lifted, the Reconstitution Team shall coordinate through GSA and building management, as necessary, to ensure that the facility space is safe, functional, and fully prepared for re-occupancy. The following items, at a minimum, need to be verified and are required to return to normal operations:

- Environmental Safety
- Operational Telecommunications Systems
- Operational Network Systems
- Appropriate Security
- Operational Heating, Ventilation, and Air Conditioning (HVAC)
- Operational Fresh Water Systems
- Operational Building Water Quality (EPA / CDC)
- Operational Fire Safety Systems
- Debris-free Offices and General Spaces

Prior to reconstitution, the following must occur:

- COOP must be officially lifted, and we must receive an all-clear from authorities having jurisdiction for safe entry or limited entry to the facility. This should include any guidance on what it means for the building to be considered clean, and any timeframes it will take to meet the cleaning requirements.
- Verify with GSA/lessor or O&M Contractor that all inspections, assessments, and remediation contracts are executed according to the lease/contract requirements for:
  - Fire Alarm
  - Lighting and Power
  - Elevators
  - Generators
  - Security/Access systems
  - Electronic switch gear/vaults

- HVAC systems
- Foundations/structural systems
- Building envelope
- Interior architectural elements – carpet, ceilings, walls, furniture
- Utilities – power/gas/fuel oil/water/telephone/sewer
- Environmental concerns

- Establish health & safety protocols, screening procedures, and staggered workforce schedules for phased re-occupancy or full occupancy according to the OAA guidance and the 3-phased gating approach.
- Determine access availability for agency retrieval of files or equipment on a case-by-case basis with safety conditions as a prime consideration. Identify any procedures for employees to bring equipment or files back into the office.
- Identify & communicate relevant procedures for getting MSD support services (GSA vehicle procedures, PIV card resets, IT equipment repairs, HR support, Onboarding, etc.)
- Communicate a cohesive message that will provide periodic updates to all stakeholders including employees, customers, and GSA senior leadership on the status of the reconstitution effort with defined milestones and points of contact for information.
- Plan for regular communication about any local updates on COVID-19 that may impact employees in the facilities including cleaning, shared spaces, social distancing, elevator policies, new COVID cases, etc.

Message

From: Szaro, Deb [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2A189E7C928E4EB3930E29543CAD5E5D-SZARO, DEB]
Sent: 6/9/2020 12:08:36 PM
To: Vizian, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb2401bf8d4f441dbf27f21e122be2c5-Vizian, Donna]
Subject: FW: Update on Office Operations
Attachments: Region 1 HQ Home 06-03-2020.pdf; Region 1 HQ Criteria II 06-03-2020.pdf

Here it is…

From: Deziel, Dennis <Deziel.Dennis@epa.gov>
Sent: Friday, June 05, 2020 3:48 PM
To: R1 ALLEPANE <R1_ALLEPANE@epa.gov>
Subject: Update on Office Operations

Colleagues,

Administrator Wheeler has emphasized that our plan for a phased return to our offices is both measured and deliberate to minimize risk to your health. Our plan provides for a "rolling reopening," so each facility will enter Phase 1 after two thorough reviews of health information that comprises the gating criteria outlined in the Reopening America Again Plan, while keeping in mind any City, State, or County requirements as well. Last week, EPA space in Boston, Chelmsford and Woburn closed for the 7-day period to assure that any virus in those facilities was rendered inactive.

During the review of 14-day trend data this week for Boston, Chelmsford, and Woburn, our Agency experts determined that the gating criteria to enter Phase 1 were not met and are in fact now trending upwards. Please see the attached charts demonstrating this sharp trend upward. Because of this, the Administrator and I decided that we should extend our closure until next week when we will make a decision if we should move into Phase 1 or maintain our COOP status. While we are considering other data and the posture of state and local governments when making phasing decisions, in this case we believed it was warranted to delay moving to Phase 1.

EPA space remains closed to ensure that any possible virus in those facilities is rendered inactive prior to employees' return. Any spaces that need to be accessed during the extended closure will be cleaned and disinfected before entering Phase 1. We will be following our own guidance on cleaning and disinfecting, which we developed with the Centers for Disease Control and Prevention (CDC), throughout this process. Please contact your supervisor should access to a facility during the extended closure needs to be requested. Access must be approved in advance.

Your health and safety is our top priority and we will continue to keep you updated on the status of our locations.

Thank you.

Dennis

EPA Facility Status Dashboard

About | Home | Criteria I | Criteria II | Criteria III

Last updated: 06/03/2020

EPA Facilities

- COVID-19 cases are not trending down
- COVID-19 cases are trending down over the previous 7 days
- COVID-19 cases are trending down over the previous 14 days

OR incidence rate is below 10 per 100,000 people over the previous 14 days

Headquarters
1200 Pennsylvania Ave., NW
Washington, DC 20004-2403

Region 1 Headquarters
90 Devonshire St.
Boston, MA 02121-0000

Region 2 Headquarters
290 Broadway
New York City, NY 10007-1866

Region 3 Headquarters
1650 Arch Street
Philadelphia, PA 19103-2029

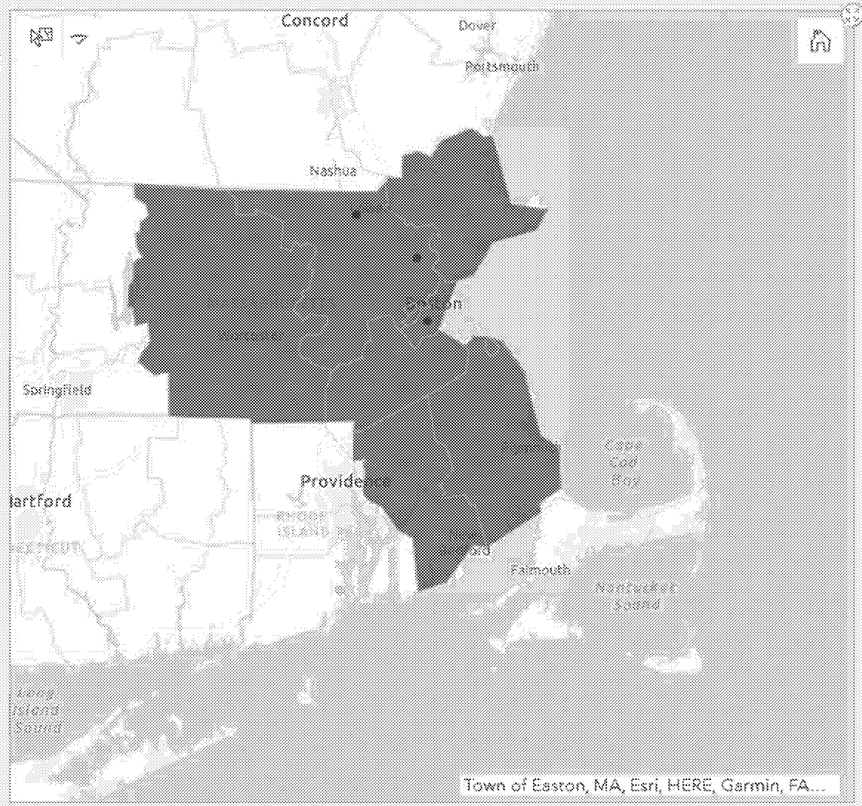
Region 4 Headquarters
61 Forsyth Street SW
Atlanta, GA 30303-8960

Region 5 Headquarters
77 West Jackson Boulevard
Chicago, IL 60604-3511

Region 6 Headquarters
1201 Elm Street
Dallas, TX 75270-0000

Region 7 Headquarters
11201 Renner Blvd
Lenexa, KS 66219

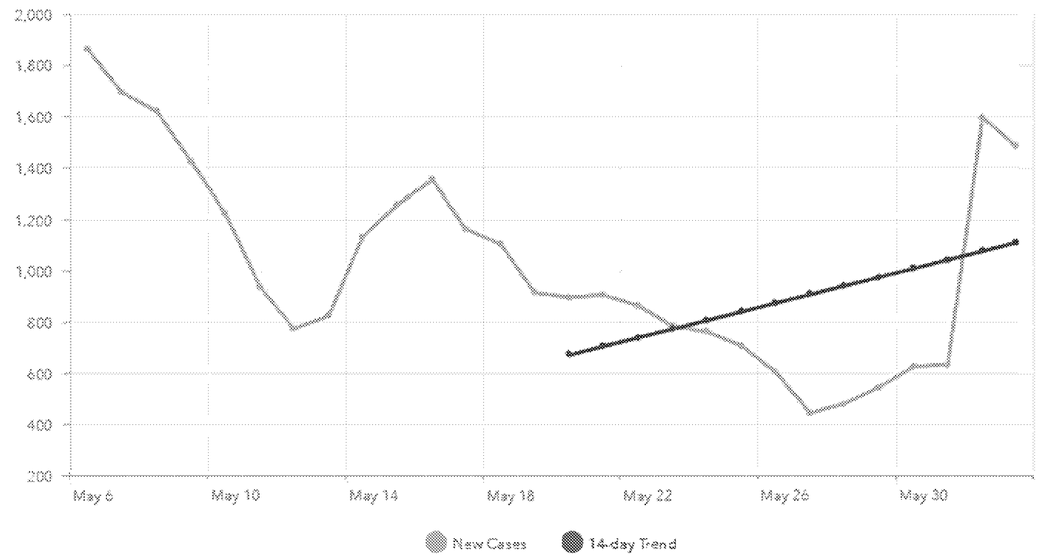
Region 8 Headquarters
1695 Wynkoop Street



Criteria II

Documented COVID-19 cases and prevalence of positive tests must trend downward for 14 days (while not decreasing the overall number of tests)

Daily New Covid-19 Cases (previous 28 days)



See About Tab for how trend was determined

Population	Confirmed COVID-19 Cases (all cases)	COVID-19 Incidence Rate (previous 14 days)
5,792,400	92,188	204.9 cases per 100,000 people

14 Day Trend

New COVID-19 cases are trending up over the previous 14 days

Goal: Downward trend for 14 days

14 Day Trend

This trend is not statistically significant

p-value = 0.4534

EPA Facility Status Dashboard

About | Home | Criteria I | Criteria II | Criteria III

Last updated: 06/03/2020

EPA Facilities

- Facility is not meeting all criteria
- Facility is meeting all criteria over the previous 7 days
- Facility is meeting all criteria over the previous 14 days

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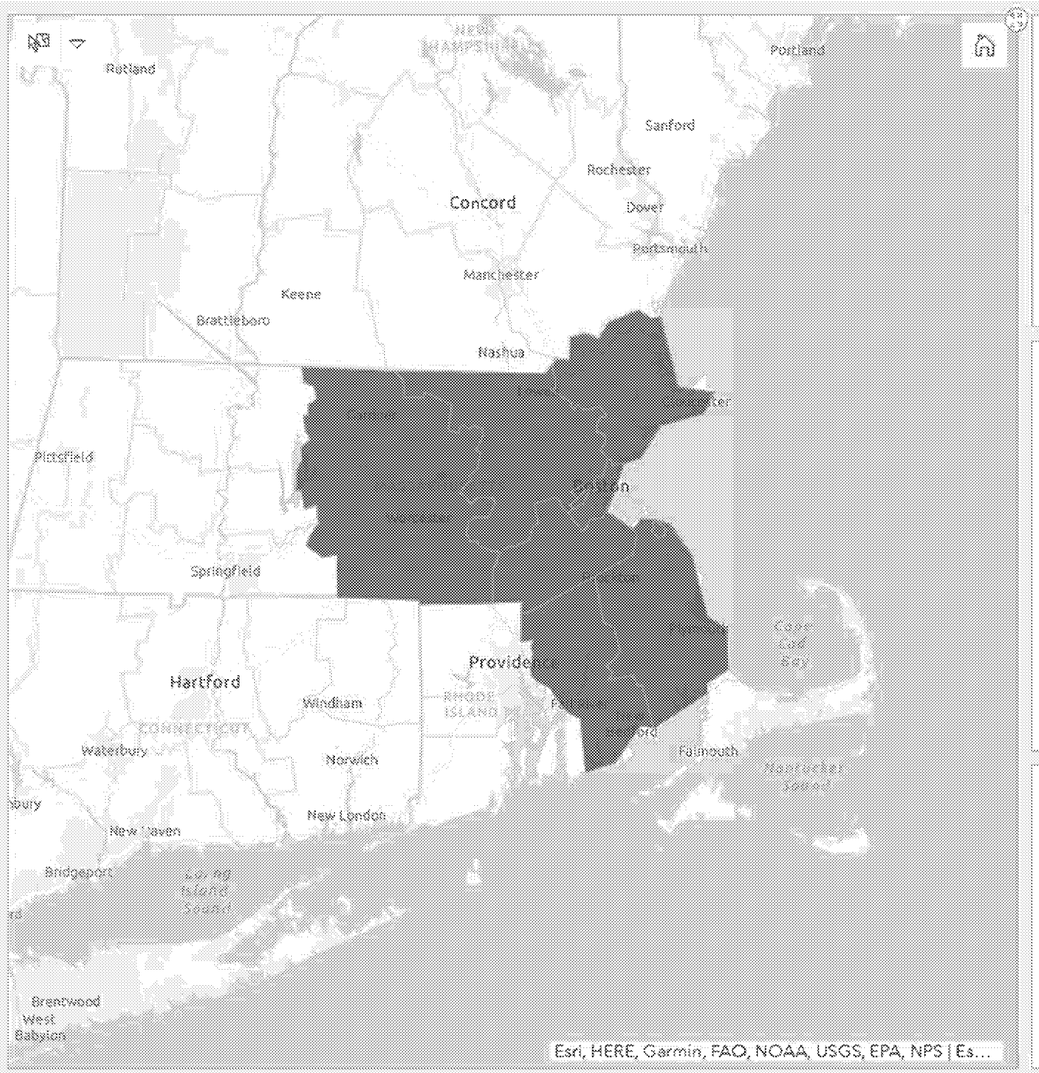
Region 9 Headquarters



Criteria I

Downward trajectory of influenza and COVID-like illness (ILI / CLI) symptoms within 14-day period

Goal I-a: Number of reported weekly new ILI symptoms averaged over the states that intersect the commuting area trends down over a 4-week period

AND

Goal I-b: Number of reported weekly new CLI symptoms averaged over the states that intersect the commuting area trends down over a 4-week period

Criteria II

Documented COVID-19 cases and prevalence of positive tests must trend downward for 14 days (while not decreasing the overall number of tests

Goal II-a: Number of reported daily new cases in the commuting area trends down over a 14-day period

AND

Goal II-b: Number of reported positive tests in the commuting area trends down over a 14-day period

OR

Goal II-c: Incidence over the previous 14 days is less than 10 cases per 100,000 people

Criteria III

Local hospitals must have the capacity to treat all patients without crisis care and jurisdictions must have a robust healthcare worker testing program and plan in place

Goal III-a: ICU bed capacity for all hospitals in the commuting area is greater than 20%

AND

Goal III-b: Percent of positive tests averaged over the states that intersect the commuting area is below 20%

Goal I-a

Statewide ILI Symptoms are trending down over the previous 4 weeks

Goal I-b

tbd

Goal II-a

New COVID-19 cases are not trending down over the previous 14 days

Goal II-b

tbd

Goal II-c

Incidence over last 14 days

204.9

cases per 100,000 people

Goal III-a

ICU Capacity Remaining

80.4%

Goal III-b

Percent of COVID-19 tests that are positive

17.1%