



FHFA Workplace **SAFETY PLAN**

*FHFA aims to be a partner in
our communities to slow the
spread of COVID-19.*

FHFA Workplace Safety Plan

This Workplace Safety Plan (WSP) was created in response to a memorandum issued by the Office of Management and Budget (OMB) on January 24, 2021 (M-21-15 *COVID-19 Safe Federal Workplace: Agency Model Safety Principles*), issued pursuant to Executive Order (E.O.) 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing*. The WSP also reflects the National Strategy for the Coronavirus Disease 2019 (COVID-19) Response and Pandemic Preparedness.

FHFA created this WSP to guide the Agency's implementation of public health best practices as determined by the Centers for Disease Control and Prevention (CDC). FHFA will continue to fulfill its critical and essential missions while adapting to the everyday challenges that COVID-19 presents to the workforce. The health and safety of the FHFA's workforce, contractors, and visitors is of paramount importance.

While state or local governments may provide guidance that differs from this plan, the Agency will always adhere to at least the federal minimum requirement, regardless of such guidance. However, where a locality has imposed additional pandemic-related requirements **more protective** than those set forth in these model safety principles, those more protective requirements will be followed in FHFA-controlled workplaces.

FHFA is a partner in our communities in slowing the spread of COVID-19.

In response to OMB M-21-15, FHFA has:

- Issued Agency-wide guidance that is consistent with current CDC guidance
- Reviewed the model safety principles provided by OMB and adapted them to meet the needs of FHFA
- Designated a COVID-19 Coordination Team within FHFA
- Appointed an Agency COVID-19 Readiness and Response Coordinator

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Community Transmission Levels

The CDC regularly determines levels of COVID-19 community transmission, which measure the impact of COVID-19 illness on health and healthcare systems and are used to inform the appropriate prevention strategies for a given time. Levels of community transmission will be assessed by consulting [CDC's COVID-19 Community Levels](#), which provide data showing the COVID-19 Community Level for each county in the United States. The Agency will monitor COVID-19 Community Levels, which are updated weekly, and apprise employees and contractor staff of any changes in status and safety protocols that will take effect beginning the following Monday. The safety protocols in a given location may vary depending on the COVID-19 Community Level for that area (e.g., the Community Level for FHFA's Headquarters in Washington, DC may differ from the Community Level where a regulated entity is located).

COVID-19 Coordination Team

FHFA has established a COVID-19 Coordination Team that includes a representative(s) from the Office of the Chief Operating Officer (OCOO), the Office of General Counsel (OGC), and the Office of Congressional Affairs and Communications (OCAC). The FHFA COVID-19 Coordination Team meets on a regular basis to review compliance with the FHFA COVID-19 WSP and COVID-19 protocols and policies based on CDC and Safer Federal Workforce Task Force guidance. The COVID-19 Coordination Team considers potential revisions to FHFA's COVID-19 related documents and Agency protocols, and any other operational needs related to COVID-19 workplace safety. FHFA's COVID-19 Coordination Team routinely coordinates with building management (Hines), building security, and the building Facility Security Committee. FHFA will leverage existing notification methods (e.g., Fresh Facts, direct email, website, town halls, emergency notification system) to provide updates to employees and contractors. The FHFA COVID-19 WSP will be posted on the public FHFA website for access by employees, contractors, and the public.

Mask Wearing

Masking Requirements

Masking requirements are determined by the COVID-19 Community Level for a given county. Masks are optional where the COVID-19 Community Level is Low or Medium. Masks are recommended but not required when traveling in an FHFA-operated vehicle with multiple occupants. Where the COVID-19 Community Level is High, regardless of vaccination status, high-quality masks or respirators (such as an N95) are required indoors at FHFA worksites for all employees, contractors, and visitors.

The Agency will monitor COVID-19 Community Levels, which are updated weekly by the CDC, and will apprise employees and contractor staff of any changes in status and masking requirements. These federal masking requirements are the minimum that are required, regardless

of less stringent state or local laws and regulations regarding masking. However, federal employees that work in areas that have stricter state or local mask requirements should follow those requirements.

Masking Guidance

When required, appropriate high-quality masks or respirators must be worn consistently in common areas and shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms). High quality masks and respirators include respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or disposable “surgical” or “procedural”-style masks. The Agency will provide masks at entrances and elevator lobbies throughout the building. Additional masks are available upon request.

- **Protocols When Mask-Wearing is Required.** When individuals are required to wear a high-quality mask or respirator (such as an N95) in federal facilities, the following protocols are applicable:
 - Masks and respirators should be well-fitting and worn consistently and correctly (over both mouth and nose).
 - Masks or respirators should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
 - Individuals do not need to wear masks or respirators when outdoors.
 - Masks are not required when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when an individual is eating or drinking and maintaining distance from others.
 - Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with Agency safety and security requirements.

Failure to comply with these requirements may lead to appropriate administrative action. This policy protects the health and safety of FHFA’s workforce by limiting exposure to COVID-19.

Vaccination

Compliance with Applicable Nationwide Injunctions

E.O. 14043. To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated depending on the course of ongoing litigation, FHFA will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to E.O. 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Any aspects of this COVID-19 WSP related to the vaccination requirement pursuant to E.O. 14043 are not in effect and will not be implemented or enforced while the injunction is in place.

E.O. 14042. FHFA will take no action to implement or enforce E.O. 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors. For existing contracts or contract-like instruments that contain a clause implementing requirements of E.O. 14042, FHFA will take no action to enforce the clause implementing requirements of E.O. 14042, absent further written notice from FHFA.

Leave Related to Vaccination

- **Leave to Obtain Vaccination.** Employees who seek any dose of FDA-authorized COVID-19 vaccine during work hours will be granted up to four hours of administrative leave. This includes employees who are not required to be vaccinated due to the nationwide preliminary injunction on implementation and enforcement of E.O. 14043.
 - The administrative leave will cover the time it takes to travel to the vaccination site, receive the vaccine dose, and return to work. Only the necessary amount of administrative leave will be granted. Employees should obtain advance approval from their supervisor before using administrative leave for purposes of obtaining a COVID-19 vaccine dose.
 - Employees may not be credited with administrative leave or overtime work for time spent getting a vaccine dose outside their tour of duty.
- **Leave to Accompany a Family Member to Obtain Vaccination.** Employees will be granted up to four hours of administrative leave to accompany a family member being vaccinated. For this purpose, a “family member” is an individual who meets the definition of that term in Office of Personnel Management leave regulations (see 5 CFR 630.201).
- **Leave for Post-Vaccination Recovery.** Employees will be granted up to 2 days of administrative leave to address any side effects related to a recent vaccination.
- See FAQs regarding [vaccination-related leave](#) for more information about the use of duty time and administrative leave, including how much duty time or administrative leave can be provided for the above circumstances.

Protection and Confidentiality of Vaccination Information

When requesting vaccination information from employees, onsite contractor employees, and visitors, FHFA complies with the applicable federal laws, including the Privacy Act and Paperwork Reduction Act, and regulations. System of Records Notice (SORN) No. FHFA-26, Public Health Emergency Records System, [86 FR 64468 \(Nov. 18, 2021\)](#), describes the categories of information collected, the purpose for the collection of this information, and the routine uses of this information. The Agency has taken steps to ensure applicable privacy and information technology (IT) security requirements are met and has consulted with FHFA’s Chief Information Officer and Senior Agency Official for Privacy to determine the best method to maintain this information to meet the Agency’s needs and comply with applicable laws and federal requirements. The Agency will only disseminate vaccination information as described in the Routine Use section of the SORN referenced above.

Screening Testing

Agency Screening Testing Program

Employees are no longer required to participate in an Agency screening testing program.

Travel for Official Business

Currently, there are no government-wide travel restrictions for federal employees, regardless of vaccination status. However, federal employees and contractors on official business travel are required to strictly adhere to CDC guidance for domestic and international travel before, during, and after official travel. These safety protocols may go beyond what is required of the general public.

Prior to Travel

Per CDC recommendation, individuals are encouraged, but not required, to be up to date on their COVID-19 vaccines prior to travel. Likewise, per CDC recommendations, testing for current infection with COVID-19 is recommended to take place as close to the date of travel as possible, and no more than three days prior to departure.

Employees and contractors on official travel must check their destination's COVID-19 Community Level before traveling. If the destination Community Level is High, they must wear a high-quality mask or respirator (such as an N95) while on-duty and around others. Employees and contractors on official travel must also make sure they understand and follow all travel restrictions put in place by state, tribal, local, and territorial governments where they are traveling. Individuals on official travel must be prepared to be flexible, as restrictions, policies, and circumstances may change during their travel.

Masking During Travel

High-quality masks or respirators are recommended but not required when traveling in an FHFA vehicle with multiple occupants. High quality masks or respirators are required for 10 days following a known exposure to or infection with COVID-19, in accordance with the guidance below.

In the unlikely event an FHFA traveler utilizes an aircraft, boat, or bus operated by the federal government, they must wear a high-quality mask or respirator in accordance with CDC guidance. In these conveyances, occupants can remove their masks or respirators for safety reasons or for brief periods of time while eating, drinking, or taking medication. Masks are not required in outdoor areas of Government-operated conveyances.

Travel for Individuals with a Known Exposure to COVID-19

FHFA may approve official travel for asymptomatic individuals who have had a known exposure to someone with COVID-19 within the past 10 days.

- If the individual remains without COVID-19 symptoms before traveling, then the individual may be approved to travel subject to the following restrictions:

- The traveler must wear a high-quality mask or respirator (such as an N95) the entire time they are on duty and around others indoors for the full duration of their travel that falls within the 10 full days following their last known exposure;
- If the traveler will not be able to wear a high-quality mask or respirator (such as an N95) when around others indoors for the full duration of their travel within the 10 full days after their last known exposure, they must not travel on public transportation such as airplanes, buses, and trains; and
- The traveler must follow other aspects of post-exposure protocols, including the requirement for individuals with a known exposure to be tested for COVID-19 after five full days following their last known exposure (ideally, on or after day six). Note that this testing may need to occur while the individual is traveling. However, the individual does not need to wait for the results of this post-exposure diagnostic test to undertake official travel, including return travel.
- If the individual develops COVID-19 symptoms, or tests positive after official travel has been approved, FHFA will not permit the individual to undertake further official travel. The traveler will need to follow the guidance below for individuals with COVID-19 symptoms.

Travel for Individuals with COVID-19 Symptoms or a Positive COVID-19 Test

FHFA will not approve official travel (i.e., travel conducted under an official travel authorization) for at least five full days after an individual has tested positive for COVID-19 or has first experienced COVID-19 symptoms and is still waiting for test results. For individuals without symptoms, the Agency may approve travel five full days after the date of the positive test (i.e., travel may occur on day six). For symptomatic individuals, the Agency may approve travel five full days after symptoms first arose if the individual is also fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving.

- Official travel following a positive COVID-19 test is subject to the following restrictions:
 - The traveler must wear a high-quality mask or respirator (such as an N95) the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation;
 - The traveler must not travel on public transportation such as airplanes, buses, and trains if they will not be able to wear a high-quality mask or respirator (such as an N95) when around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation; and
 - The traveler must follow other aspects of post-isolation protocols described in the Isolation and Post-Isolation section below.
- If the individual's COVID-19 symptoms recur or worsen after official travel has been approved, then the traveler must not undertake further official travel, including under any previously approved travel authorization. They may not enter a federal facility or interact with members of the public as part of their official responsibilities. The individual must also resume isolation protocols starting at day zero.

After Travel

If travel involved situations with greater risk of exposure, such as being in crowded places while not wearing a high-quality mask or respirator, travelers must test for current infection with a viral test. Travelers should self-monitor for COVID-19 symptoms, and if they develop symptoms, isolate and get tested.

Reimbursement for Travel

FHFA is responsible for all travel and lodging expenses, including testing (up to \$150 per test) that may be incurred as part of official travel. For employees, the cost of testing for current infection with COVID-19, if required or recommended for official travel, can be claimed in a travel voucher as a Miscellaneous Expense under Agency travel policies. Contractors shall seek reimbursement for travel-related expenses, including testing, pursuant to the relevant contract vehicle.

Symptom Screening

If FHFA employees, onsite contractors, or visitors are not feeling well, they should not enter an FHFA workspace. Signs are posted at appropriate entryways instructing that anyone with symptoms consistent with COVID-19 should not enter the workplace. Symptoms include fever or chills, or new or unexplained onset of cough, shortness of breath, difficulty breathing, loss of taste or smell, or muscle aches. Employees and contractors must also not interact with members of the public as part of their official duties if they have symptoms consistent with COVID-19. During the workday, any individual who develops any symptoms consistent with COVID-19 or who tests positive for COVID-19 must immediately begin wearing a high-quality mask or respirator, notify their supervisor (COR or sponsor for contractors and visitors, respectively), and promptly leave the workplace.

Post Exposure Protocols

Agency Instructions to Those Known to Have Been Exposed

Regardless of their vaccination status, individuals who are known to have been exposed to someone with COVID-19 must do the following for 10 full days from the date they were last known to have been exposed (for purposes of calculating the 10 full days, day zero is the day of their last known exposure to someone with COVID-19, and day one is the first full day after their last known exposure):

- Wear a high-quality mask or respirator (such as an N95) while indoors at an Agency workplace or while interacting indoors with members of the public in person as part of their official responsibilities. This must begin as soon as possible after notification of exposure;
- Take extra precautions, such as avoiding crowding and physically distancing from others, when they know they are around people who are more likely to get very sick from COVID-19, while onsite at an Agency workplace, or while interacting with members of the public in person as part of their official responsibilities; and
- Watch for COVID-19 symptoms.

Testing for Those Known to Have Been Exposed.

Employees and contractor employees must be tested for current infection with a viral test at least five full days after their last known exposure (ideally, on or after day six) if they are known to have been exposed to COVID-19 and are onsite at an Agency workplace or interacting with members of the public in person as part of their official responsibilities.

- The test can be both self-administered and self-read by the individual as long as the individual certifies as to when they took the test and that they received a negative result.
- If the individual tests negative, they must continue to follow the above precautions, **including wearing a high-quality mask or respirator**, for 10 full days from the date they were last known to have been exposed. If they test positive, or if they at any time develop COVID-19 symptoms, they must follow the protocols below on isolation.
- If the individual that has been known to be exposed to COVID-19 is not working onsite at an Agency workplace or interacting with members of the public in person as part of their official responsibilities within 10 days of the known exposure, then they are not required to test.
- If the individual that has been known to be exposed to COVID-19 has tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, then they do not need to get tested after a known exposure. If the individual that had been known to be exposed to COVID-19 has tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using a viral antigen test. See also [CDC guidance on specific testing recommendations for those that have had COVID-19 within the past 90 days](#).
- FHFA will reimburse employees for any necessary post-exposure testing, up to \$150. Contractors shall seek reimbursement for any necessary testing pursuant to the relevant contract vehicle.

Isolation and Post-Isolation

Isolation for Individuals with Probable or Confirmed COVID-19

Any individual with probable or confirmed COVID-19, regardless of their vaccination status, must not enter a Federal facility or interact with members of the public in person as part of their official responsibilities, consistent with CDC guidance on [isolation](#), while monitoring their symptoms. This includes people who have an initial positive diagnostic [viral test](#) for COVID-19, regardless of whether or not they have symptoms, and people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.

Returning to Working Onsite at an Agency Workplace After Isolation

- Individuals who tested positive for COVID-19 and never developed symptoms may return to working onsite or interacting with members of the public as part of their official responsibilities after five full days following their positive COVID-19 test (day zero being the day the individual was tested).

- Individuals who tested positive for COVID-19 and had symptoms may return to working onsite or interacting with members of the public as part of their official responsibilities after five full days from the onset of symptoms (day zero being the day of symptom onset), once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. Note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- If an individual had moderate illness (if they experienced shortness of breath or had difficulty breathing) or severe illness (they were hospitalized) due to COVID-19, or they have a weakened immune system, then they should delay returning to working onsite or interacting with members of the public as part of their official responsibilities for a full 10 days. If an individual had severe illness or has a weakened immune system, they should consult their healthcare provider before ending isolation. If an individual is unsure if their symptoms are moderate or severe or if they have a weakened immune system, they should talk to a healthcare provider for further guidance.

Post-Isolation Precautions

Once an individual has returned to working onsite or interacting with members of the public as part of their official responsibilities after having tested positive for COVID-19 and isolated consistent with the above guidance, they must continue to take precautions consistent with CDC guidance for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals. This includes wearing a [high-quality mask or respirator](#) (such as an N95) when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others, and avoiding being around people who they know are at [high risk for severe disease from COVID-19](#).

- As it relates to mask-wearing after returning from isolation, individuals can opt to take two viral antigen tests authorized by the FDA to detect current COVID-19 infection, starting on day six. With two sequential negative tests 48 hours apart, the individual may remove their mask sooner than day 10. If either of their antigen test results are positive, the individual should continue taking antigen tests at least 48 hours apart until they have two sequential negative results. This may mean that the individual would continue wearing a mask and testing beyond day 10.
- If at any point their COVID-19 symptoms recur or worsen, individuals must not enter a federal facility or interact with members of the public as part of their official responsibilities, and they must restart the five-day isolation period at day zero.

Meetings, Conferences, and Events

There are no COVID-19 occupancy restrictions for meetings, conferences, or events hosted by FHFA. However, attendees must comply with any applicable COVID-19 safety protocols, including wearing high-quality masks or respirators when COVID-19 Community Levels are High.

Physical Distancing

Individuals are encouraged to consider avoiding crowding and physically distancing themselves from others when COVID-19 Community Levels are Medium or High, consistent with CDC guidelines, including in offices, conference rooms, and all other communal areas and workspaces. Digital signage will be displayed throughout the building and physical signs at the entrances encouraging physical distancing will be displayed when the COVID-19 Community Levels are Medium or High. FHFA has implemented the reconfiguration of workspaces or office assignments as well as other mitigation strategies to minimize interactions.

Hygiene

Hand sanitizer and disinfecting wipe stations are available at the building entrance and throughout workspaces. Personnel are encouraged to wash their hands with soap and water for at least 20 seconds or use hand sanitizer or alcohol-based hand rubs frequently. They also are encouraged to follow CDC guidance on hand hygiene before eating, drinking or smoking, and after using the restroom. FHFA has ensured that the hand sanitizer provided by the Agency is not on Food and Drug Administration's Do-Not-Use list.

Ventilation and Air Filtration

To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor ventilation, improve filtration, and reduce or eliminate recirculation. This has been completed and continues to be monitored for space occupied at Constitution Center.

Timeline for Updates

This public facing document summarizes the Agency's COVID-19 safety protocols, contained on the FHFA intranet page. Any subsequent policy updates or building/facility-specific policy updates will be done in accordance with changes to CDC guidelines and guidance from the Safer Federal Workforce Task Force.

Confidentiality

All medical information collected from personnel, including test results and any other information obtained as a result of testing, vaccination status, and symptom monitoring, will be treated confidentially in accordance with the Privacy Act and all other applicable federal laws and regulations, and accessible only by those with a need to know in order to protect the health and safety of personnel. The Agency has consulted with the Senior Agency Official for Privacy on matters related to the handling of personally identifiable information. The point of contact for all questions relating to personal medical data is the Agency's Reasonable Accommodation Coordinator.