



Export-Import Bank of the United States

COVID-19 Workplace Safety Plan

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Export-Import Bank of the United States (EXIM) COVID-19 Safety Plan Overview

The Export-Import Bank's COVID-19 Workplace Safety Plan ("Plan") is intended to protect the health and safety of EXIM's Federal employees, contractors, visitors, and other occupants of EXIM's facilities during the COVID-19 pandemic. EXIM will update this Plan consistent with the best public health practices and guidance from the U.S. Centers for Disease Control and Prevention (CDC), the Office of Management and Budget (OMB), and other health guidance or Administration guidelines, including Guidance and FAQs from the Safer Federal Workforce Task Force ("Task Force").

AUTHORITIES AND REFERENCES

EXIM's Plan follows the President's EO 13991 on Protecting the Federal Workforce and Requiring Mask-Wearing and the Office of Management and Budget Memorandum 21-25, COVID-19 Safe Federal Workplace: Agency Model Safety Principles. This Plan adheres to the National Strategy for the COVID-19 Response and Pandemic Preparedness and includes the latest guidance consistent with the best public health practices and guidance from CDC, OMB, and other health guidance or Administration guidelines.

The Plan is a living document that will be updated as needed to account for changing COVID-19 conditions and updated guidance from the President's EO, CDC, OMB, OPM, OSHA and the Safer Federal Workforce Task Force. Additionally, state, and local governments may provide guidance that differs from this Plan, and when it does and imposes additional pandemic-related requirements more protective than those set forth in this Plan, those more protective requirements should be followed in Federal buildings.

Memorandum M-21-15, *COVID-19 Safe Federal Workplace: Agency Model Safety Principles*, issued January 24, 2021;¹

Memorandum M-21-25, *Integrating Planning for a Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment*, issued June 10, 2021²;

- This Plan implements the Executive Order (EO) 13991, signed January 20, 2021, on Protecting the Federal Workforce and Requiring Mask-Wearing as part of the National Strategy for the COVID-19 Response and Pandemic Preparedness.

Safer Federal Workforce Task Force:

- *COVID-19 Workplace Safety: Agency Model Safety Principles*, issued July 29, 2021³

¹ [M-21-15 \(whitehouse.gov\)](#)

² [M-21-25 \(whitehouse.gov\)](#)

³ [Agency Model Safety Principles - July 29, 2021 \(saferfederalworkforce.gov\)](#)

- *COVID-19 Workplace Safety: Agency Model Safety Principles*, last updated September 13, 2021, issued July 29, 2021⁴;
- *COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors*, issued September 24, 2021⁵;
- Safer Federal Workforce Task Force: Initial Implementation Guidance for Federal Agencies on COVID-19 Community Levels and Mask-Wearing, issued February 28, 2022⁶;
- Frequently Asked Questions⁷;

The President's Executive Order:

- Ensuring Adequate COVID Safety Protocols for Federal Contractors (EO 14042 signed September 9, 2021) – NOTE: Multiple stays and injunctions are pending, and as a result the Safer Federal Workforce Taskforce has notified federal contractors that it will not enforce the requirements of EO 14042 where the contract place of performance is in a U.S. state, the District of Columbia, Puerto Rico and the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, or minor outlying islands;
- Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (EO 14043 signed September 9, 2021 – NOTE: To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Safer Federal Workforce Task Force guidance on other Federal agency safety protocols based on vaccination status—including guidance on protocols related to masking, distancing, travel, testing, and quarantine—remains in effect;

U.S. Centers for Disease Control and Prevention (CDC):

- *Guidance for Fully Vaccinated People*, issued May 13, 2021 and amended through January 20, 2022;
- *Your Guide to Masks, When to Wear a Mask*; updated through January 21, 2022
- *About COVID-19*, updated through January 24, 2022
- COVID-19 Community Levels, A measure of the impact of COVID-19 illness on health and healthcare systems, updated and amended through February 25, 2022⁸

⁴ [Agency Model Safety Principles - September 13, 2021 \(saferfederalworkforce.gov\)](https://www.saferfederalworkforce.gov/agency-model-safety-principles)

⁵ [Guidance for Federal Contractors and Subcontractors \(saferfederalworkforce.gov\)](https://www.saferfederalworkforce.gov/guidance-for-federal-contractors-and-subcontractors)

⁶ [COVID-19 Community Levels Initial Guidance for Federal Agencies 20220228.pdf \(saferfederalworkforce.gov\)](https://www.saferfederalworkforce.gov/covid-19-community-levels-initial-guidance-for-federal-agencies-20220228.pdf)

⁷ [Frequently Asked Questions | Safer Federal Workforce](https://www.saferfederalworkforce.gov/frequently-asked-questions)

⁸ [COVID-19 Community Levels | CDC](https://www.cdc.gov/covid19/community-levels)

Occupational Safety and Health Administration (OSHA):

- Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace, issued January 29, 2021, updated June 10, 2021, and August 13, 2021

Other Federal Guidance:

- EO 13991 requires agencies to take steps to implement the policy established by the EO, and these steps include orders by the occupant agency or the relevant Facility Security Committee (FSC), or, for GSA -controlled facilities, GSA imposing requirements consistent with the EO

The Federal Government has a responsibility to protect the health and safety of its workforce, as well as everyone who enters Federal property. EXIM headquarters and all regional offices understand the importance of implementing the safety principles of this Plan and continuing to follow the recommendations of the CDC and other agencies with a role in promoting public health and workplace safety. As we have done since the start of the pandemic, EXIM strives to balance the delivery of critical mission services with the constantly evolving challenges that COVID-19 presents to the workforce and the organization. EXIM's paramount concern is the health and safety of all Federal employees, onsite contractors, and individuals interacting with the Federal workforce.

APPLICABILITY

The Plan applies to all EXIM facilities, sites, and locations. Masking requirements, contact tracing, symptom monitoring, workplace operations, and all health and safety procedures and protocols apply to everyone onsite at EXIM's facilities, sites, and locations. This includes employees, contractors, visitors, and any other onsite personnel.

PROTECTING THE EXIM WORKFORCE

EXIM is committed to protecting the health and safety of its federal employees, contractors, subcontractors, and visitors by using data and science-based approaches that are appropriate to the risks each person faces in their job.

GUIDING PRINCIPLES

HEALTH AND SAFETY

EXIM's re-entry strategy ensures minimal risk to the health of the workforce, their families, and their communities, keeping in mind those who are most vulnerable. EXIM will observe workplaces and monitor changes in the surrounding community to ensure its ability to maintain personnel health and safety.

Prior to the current injunction, EO 14043 required each agency to implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for covered Federal employees, with exceptions only as required by law. However, on January 21, 2022, a district court judge issued a

preliminary nationwide injunction prohibiting implementation and enforcement of EO 14043. The Department of Justice has appealed this decision. This injunction is limited to implementation and enforcement of EO 14043, which imposes a vaccination requirement. It has no effect on enforcement of other workplace safety protocols related to vaccination status, such as masking, physical distancing, testing, travel, and quarantine requirements.

Per the Safer Federal Workforce Task Force, in consultation with the Department of Justice, Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

TAILORED APPROACH

EXIM will follow all applicable laws and guidelines, update plans as needed, and provide notice when plans have changed. Any occupancy limits previously set forth in earlier versions of EXIM's Workplace Safety Plans are lifted upon the date of implementation of this revised Plan, per the guidance received by OMB. At the time of publishing and until such time as EXIM determines otherwise and notifies all employees of such determination, the provisions in this Plan apply to all employees regardless of their COVID-19 vaccination status.

BASED ON COMMUNITY LEVELS OF COVID-19

EXIM Headquarters and regional offices will make workplace re-occupancy, mask wearing and screening testing decisions based on [CDC's COVID-19 Community Levels](#) for each EXIM's locations at a given time.

[CDC's county-level data](#) related to COVID-19 Community Levels which measure the impact of COVID-19 illness on health and healthcare systems and inform the appropriate prevention strategies to utilize at a given time.

The EXIM COVID-19 Coordination Team (see below) will monitor the Community Levels of EXIM's locations in which the EXIM workforce lives and operates. Please see Appendix III for all EXIM locations and their county of operation with a link to the CDC, and Appendix IV for Community Levels determination factors and preventive behaviors.

Federal agency mask wearing protocols based on COVID-19 Community Levels	
When the COVID-19 Community Level is LOW in the county where a federal facility is located	Mask-Wearing: EXIM will not require individuals to wear masks in EXIM's facilities at this Community Level, regardless of vaccination status.
When the COVID-19 Community Level is MEDIUM in the county where a federal facility is located	Mask-Wearing: EXIM will not require individuals to wear masks in EXIM's facilities at this Community Level, regardless of vaccination status.

When the COVID-19 Community Level is HIGH in the county where a federal facility is located	Mask-Wearing: EXIM will require individuals to wear masks in EXIM's facilities at this Community Level, regardless of vaccination status, consistent with CDC and Task Force guidance on mask-wearing.
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"As noted above, further Task Force guidance will address the intersection of COVID-19 Community Levels with other workplace safety protocols for Federal agencies. At this time, agencies should follow existing Task Force guidance with respect to other COVID-19 workplace protocols" – see EXIM SAFETY PROTOCOLS BY VACCINATION STATUS MATRIX below for additional COVID-19 workplace prevention strategy protocols.

BASED ON PERSON'S VACCINATION STATUS

As of January 16, 2022, the CDC redefined a person's [vaccination status](#), and EXIM has modified those terms slightly for clarity. The vaccination terms used by EXIM are as follows:

- **Up to date** means a person who has received all recommended COVID-19 vaccines, including any recommended additional [primary series doses](#) and [booster shots](#).
- **Fully Vaccinated** means a person who has received the primary series of COVID-19 vaccines, a person is considered fully vaccinated two weeks after completion of a 2-dose mRNA series (Pfizer, Moderna) or 1-dose of JANSSEN (Johnson & Johnson Vaccine)
- **Unvaccinated** means a person who has NOT received the primary series of COVID-19 vaccines.

Although at this time EXIM will not be implementing or enforcing EO 14043 which imposes a vaccination requirement, EXIM will still be enforcing other workplace safety protocols related to vaccination status such as masking, physical distancing, testing, travel, and quarantine requirements. EXIM will also request information regarding the vaccination status of selected applicants for the purposes of implementing workplace safety protocols.

Based on [CDC guidance](#), EXIM recommends receiving only doses of a COVID-19 vaccine approved or authorized for use in the United States to prevent COVID-19. Pfizer-BioNTech or Moderna (COVID-19 mRNA vaccines) are preferred. You may get Johnson & Johnson's Janssen COVID-19 vaccine in some [situations](#).

COVID-19 COORDINATION TEAM

EXIM has established a cross-agency COVID-19 Coordination Team responsible for implementing health and safety guidance and developing health and safety protocols. The EXIM COVID-19 Coordination Team meets bi-weekly to discuss compliance with COVID-19 workplace safety plans and protocols, consider potential revisions to EXIM's COVID-19 workplace safety plans and protocols pursuant to guidance from

the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other human resources flexibilities related to COVID-19 workplace safety. As appropriate, certain members of the COVID-19 Coordination Team may consult with GSA, OPM, OMB, and other federal agencies.

RESPONSIBILITIES:

- Ensure that EXIM leadership is apprised of the Plan contents and that policies and practices are in line with OMB, CDC, and other Federal guidance.
- Review draft COVID-19 workplace safety plans and protocols for EXIM, make any necessary changes, and submit required plans to the Safer Federal Workforce Task Force for review and comment.
- Prioritize the health and safety of EXIM employees, contractors and visitors when guiding actions related to physically opening the workplace to EXIM employees across the country.
- Ensure EXIM's mission is not adversely impacted because of enforcing health and safety protocols.
- Share information on the COVID-19 pandemic and its impact on EXIM's actions to staff through EXIM Connect (intranet site), all-staff emails, Know EXIM online presentations, and all-hands meetings.
- Ensure EXIM's regional offices are aligned with actions and protocols being taken at headquarters.
- Monitor guidance from the CDC, OPM and OMB regarding use of telework to mitigate risk and use this information in determining safe levels of occupancy within EXIM facilities.
- Exercise confidentiality on matters related to health and safety when applicable.
- Periodically review the Plan and consider potential revisions, as necessary.
- Consult with GSA, building security, and safety committees on health and safety protocols.
- Assist the Office of Human Capital (OHC) in collaborating with, and supporting, the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.
- Assist OHC in determining appropriate next steps, including contact tracing, if COVID-19 cases occur within the EXIM workspace in alignment with local public health official guidelines.
- Coordinate with Chief Acquisition Officers/staff given application of safety protocols to onsite contractor employees.
- The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).
- Coordinate with Bargaining Unit representatives and ensure applicable provisions of the collective bargaining agreement are followed.

MEMBERS:

The EXIM COVID-19 Coordination Team has the required representation, including human resources

office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. (See Appendix I for names and contact information):

Office of the Chief Management Officer

- Office of Administrative Services/Resource Management
 - ◆ Facilities and Capital Planning Office
 - ◆ Security and Continuity of Operations Office
- Chief Human Capital Officer
- Office of General Counsel Administrative Law Group
- Occupational and Public Health Expert¹⁹

COMMUNICATIONS:

Effective communications are vital to protecting the workforce. Employees, contractors, and visitors must understand the policies and procedures that have been implemented in the workplace. They also need to be aware of CDC and local health department guidance and recommendations to keep them safe outside of Federal buildings. EXIM is committed to transparency about the measures that are in place, the science relied upon, and the limitations and challenges in addressing the COVID-19 pandemic.

As local conditions, mission requirements, and the scientific understanding of COVID-19 change, this Plan and workplace safety policies and protocols will also change. EXIM expects that CDC, OSHA, the Environmental Protection Agency (EPA), the GSA, the OPM, and the Safer Federal Workforce Task Force will continue to issue updated guidance and recommendations. The COVID-19 Coordination Team will communicate changes to this Plan internally by posting to the EXIM Connect intranet site and communicate them publicly on the EXIM.gov website. EXIM also posts signage and key messages at gateways of entry, doors, reception desks, common areas such as restrooms and hallways, and conference rooms, that provide information about policies and procedures related to COVID-19 for staff and contractors alike.

Disclosures of COVID-19 cases. EXIM will be transparent in communicating related information to the workforce, as relevant and appropriate. Disclosures by EXIM regarding COVID-19 cases is consistent with Federal, State, and local privacy and confidentiality laws and regulations.

CONFIDENTIALITY AND PRIVACY

All medical information collected from individuals, including vaccination information, test results, and

⁹EXIM has engaged the services of [Building Health Sciences, Inc. \(BHS\)](#). BHS provides a combination of medical expertise and building science/engineering expertise to help organizations protect their workforce in the indoor environment through science, experience, and policy implementation. Karen Singleton, MD, MPH is Board Certified by the American Board of Preventive Medicine, Occupational and Environmental Medicine and holds a Master's in Public Health.

any other information obtained because of testing and symptom monitoring, is treated by EXIM in accordance with applicable laws and policies on confidentiality and privacy, and is accessible only to those with a need to know. EXIM has consulted with their Senior Agency Official for Privacy on matters related to the handling of personally identifiable and medical information.

EXIM has identified the OHC as the point of contact for all questions relating to EXIM's treatment of information protected under Privacy Act.

COLLECTIVE BARGAINING OBLIGATIONS:

EXIM communicates regularly with bargaining unit representatives on workplace safety matters. EXIM works to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans.

- There may be collective bargaining obligations over the impact and implementation of the Agency Model Safety Principles and CDC guidelines. Section 2(c) of the EO requires EXIM to promptly consult, as appropriate, with employee unions. EXIM has been in consultation with its union regarding actions it intends to take in compliance with orders and CDC guidelines.
- EXIM has provided draft plans to the union enabling a meaningful opportunity for consultation.
- EXIM understands and has implemented the Federal Safety Workplace Task Force principles and guidelines which are essential in protecting the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce in Federal buildings, in Federally controlled worksites, and on Federal lands. These principles and guidelines constitute Government-wide policy that is in effect for employees subject to the requirements of Executive Order 13991
- EXIM will satisfy any applicable collective bargaining obligations under the law at the earliest opportunity, including on a post-implementation basis where appropriate. EXIM management, in consultation with OHC and the Office of General Counsel, will determine the appropriate labor-relations obligations.

To the extent that existing safety plans are already codified in the collective bargaining agreement (CBA), the CBA will satisfy EXIM's labor relations obligations, as appropriate, under Section 2(c) of EO 13991. To the extent that the CBA's safety plan contains more stringent safety standards than provided in CDC guidance, EXIM will operate under the CBA. EXIM shall acknowledge any CBA safety plans in its COVID-19 Workplace Safety Plan.

HEALTH AND SAFETY

TELEWORK AND WORK SCHEDULE FLEXIBILITIES

EXIM utilizes telework, flexible work schedules, and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and EXIM's plans for reentry and post-reentry.

EXIM follows CDC and OPM guidance. During current maximum telework posture, EXIM employees are expected to telework unless otherwise directed by their supervisor for essential business needs.

Employees working remotely on a frequent or regular basis (including on the current expanded remote work schedule of "maximum telework") will be given advance notice and guidance in writing before returning to the physical workplace. EXIM understands that changes in telework and work schedule may impact an employee's commute and child/dependent care arrangements. EXIM will provide a minimum of 30 days of advance notice whenever possible and provide flexibility as employees transition back into the workplace. In some cases, mission critical work may require a shorter notification period. In determining the advance notice provided to employees, EXIM will ensure labor management obligations are met.

PEOPLE AT INCREASED RISK AND OTHER PEOPLE WHO NEED TO TAKE EXTRA PRECAUTIONS

EXIM recognizes that some employees are more likely than others to become severely ill or are caring for family members or others in these groups. The CDC provides information about these populations that may need to take extra precautions. Those at higher risk for severe illness as defined by the CDC include older adults, pregnant people, and people of all ages with certain underlying medical conditions, particularly if those conditions are not well controlled. Such conditions may include chronic lung disease, moderate to severe asthma, serious heart conditions, immune disorders, obesity, diabetes, or chronic kidney or liver disease. Individuals who are concerned about the impact of COVID-19 on their underlying medical conditions are encouraged to work with supervisors to continue telework if they are concerned about returning to the office. Severe illness means that a person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe.

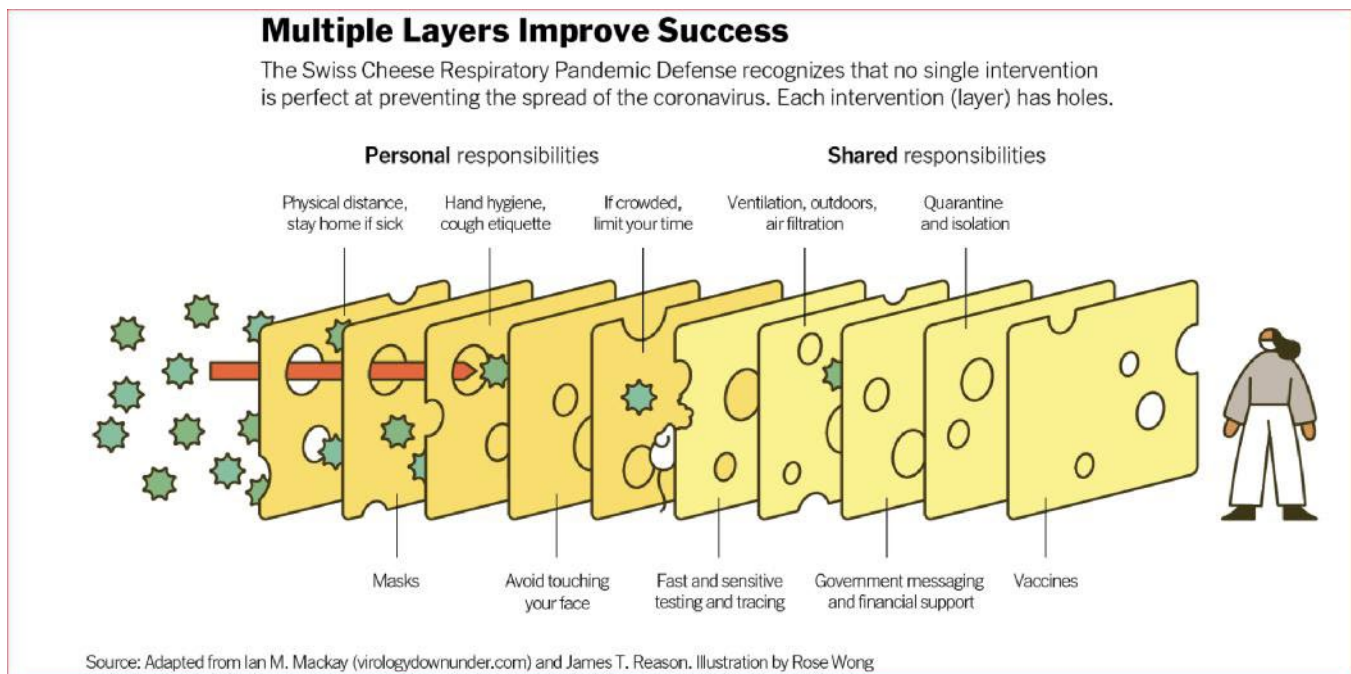
Employees who live with or provide care for vulnerable individuals shall be afforded available workplace flexibilities to help reduce the chances that they could carry the virus to these vulnerable individuals. EXIM supervisors should continue to allow telework or alternative work schedules for these employees. Employees are encouraged to consult with supervisors or human resources personnel regarding workplace flexibilities.

In accordance with OMB M-20-13 and OPM M-20-23, certification by a medical professional is not required and EXIM will accept employee self-identification that they are part of the vulnerable populations as defined by the CDC. However, when Federal guidance provides for all Federal workers and contractors to return to the workplace, with concurrence from the COVID-19 Coordination Team, all EXIM employees, including those identified as being at higher risk, will be expected to return to

their assigned EXIM facility. Individual requests for special accommodations will be evaluated on a case-by-case basis through EXIM’s reasonable accommodation process.

LAYERED APPROACH

The CDC emphasizes the importance of a layered approach to health and safety during the COVID-19 pandemic. Layering strategies across settings and sectors where people live, work, and gather provides greater safeguards to reduce exposure among individuals, transmission, and burden on the health care system.



The workplace strategies contained in this Plan are an important layer in protecting the EXIM workforce and other occupants of EXIM facilities in addition to receiving a COVID-19 vaccination, which significantly reduces but does not eliminate the possibility of contracting the virus.

Per the Safer Federal Workforce Task Force FAQs, “Agencies can continue to require and receive submission of vaccination information and documentation (including proof of primary series vaccination, additional doses, and booster shots) from employees and potential employees who have received an offer of employment, and maintain, review, and use that information and documentation for the purposes of implementing safety protocols based on vaccination status such as masking, distancing, testing, travel, and quarantine. This includes reviewing vaccination documentation and information that was submitted to the agency during implementation of EO

*14043 prior to issuance of the injunction, for the purposes of using that information to implement other safety protocols that are based on vaccination status. **If an employee does not submit their vaccination information and documentation, they should be treated as unvaccinated for the purposes of implementing safety protocols that are based on vaccination status.***

Your vaccination status, in conjunction with the community level of COVID-19 transmission, impacts the level and applicability of safety protocols related to stopping the spread of COVID-19. See EXIM Safety Protocol Matrix by Vaccination Status below.

EXIM SAFETY PROTOCOLS BY VACCINATION STATUS MATRIX

Safety Protocol	Up to Date Vaccination Status	Partially Vaccinated Vaccination Status	Unvaccinated Vaccination Status	Notes
Symptom Monitoring	Conduct a self-assessment at home each day prior to traveling to EXIM worksite.	Conduct a self-assessment at home each day prior to traveling to EXIM worksite.	Conduct a self-assessment at home each day prior to traveling to EXIM worksite.	
Six Foot Distancing	Not required to physically distance while inside any EXIM Building, EXCEPT IF EXIM Building is located in an area of substantial or high transmission (Link to your community transmission level)	If you are not up to date on COVID-19 vaccines , stay at least 6 feet away from other people, especially if you are at higher risk of getting very sick with COVID-19.	If you are not up to date on COVID-19 vaccines , stay at least 6 feet away from other people, especially if you are at higher risk of getting very sick with COVID-19.	Workplace events / meetings may have reduced occupancy limits based on the size of the meeting room and ability for people to social distance

<p>If you were EXPOSED TO COVID-19 (Contact tracing guidance)</p>	<p>No Quarantine You do not need to stay home unless you develop symptoms.</p> <p>Get tested Even if you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19 and watch for symptoms for 10 days.</p> <p>If you develop symptoms <u>Isolate</u> immediately and get tested.</p> <p>Continue to stay home until your COVID-19 Antigen test result is negative. Wear a well-fitted mask around others.</p> <p>Take precautions until day 10. <u>Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public.</u> Do not go to places; avoid travel. Avoid being around people who are at high risk</p>	<p>Quarantine and stay home for at least 7 full days</p> <p>Wear a well-fitted mask if you must be around others in your home.</p> <p>Get tested Even if you do not develop symptoms, get tested 7 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms <u>Isolate</u> immediately and get tested.</p> <p>Continue to stay home until your COVID-19 Antigen test result is negative. Wear a well-fitted mask around others.</p> <p>Take precautions until day 10. <u>Wear a well-fitted mask for 10 full days any time you are around others.</u> Do not go to places; avoid travel. Avoid being around people who are at high risk. Avoid eating and drinking around others.</p>	<p>Quarantine and stay home for at least 7 full days</p> <p>Wear a well-fitted mask if you must be around others in your home.</p> <p>Get tested Even if you do not develop symptoms, get tested 7 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms <u>Isolate</u> immediately and get tested.</p> <p>Continue to stay home until your COVID-19 Antigen test result is negative. Wear a well-fitted mask around others.</p> <p>Take precautions until day 10. <u>Wear a well-fitted mask for 10 full days any time you are around others.</u> Do not go to places; avoid travel. Avoid being around people who are at high risk. Avoid eating and drinking around others.</p>	
<p>If you WERE EXPOSED TO COVID-19 AND HAVE HAD CONFIRMED COVID-19 within the past 90 days (you tested positive using a viral test)</p>	<p>No Quarantine You do not need to stay home unless you develop symptoms.</p> <p>Watch for symptoms until 10 days after you last had close contact with someone with COVID-19</p> <p>If you develop symptoms <u>Isolate</u> immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p> <p>Take precautions until day 10. Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places; avoid travel.</p> <p>Avoid being around people who are at high risk.</p>			

Safety Protocol	Up to Date Vaccination Status	Partially Vaccinated Status	Unvaccinated Status	Notes
Travel	<p>Not restricted to mission-critical travel</p> <p>Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.</p> <p>Follow all state and local recommendations or requirements after travel.</p> <p>If Your Test is Positive, then Isolate yourself to protect others from getting infected.</p> <p>Learn what to do and when it is safe to be around others.</p>	<p>Restricted to mission-critical travel</p> <p>Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.</p> <p>Follow all state and local recommendations or requirements after travel.</p> <p>If Your Test is Positive, then Isolate yourself to protect others from getting infected.</p> <p>Learn what to do and when it is safe to be around others.</p>	<p>Restricted to mission-critical travel</p> <p>Self-quarantine and get tested after travel with a viral test 3-5 days after returning from travel.</p> <p>Stay home and self-quarantine for a full 5 days after travel.</p> <p>If Your Test is Positive, then Isolate yourself to protect others from getting infected.</p> <p>Learn what to do and when it is safe to be around others.</p>	<p>If You Recently Recovered from COVID-19, then you do NOT need to get tested or self-quarantine if you recovered from COVID-19 in the past 90 days. If you develop COVID-19 symptoms after travel, isolate and consult with a healthcare provider.</p>

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

IF YOU Tested positive for COVID-19 or have symptoms, regardless of vaccination status

Stay home for at least 10 days and isolate from others in your home.

Wear a well-fitted mask if you must be around others in your home.

Ending isolation if you had symptoms

End isolation after 10 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving, and you have had a negative COVID-19 antigen test, otherwise continue to isolate.

Ending isolation if you did NOT have symptoms

End isolation after 10 full days after your positive test.

If you were severely ill with COVID-19, then you should isolate for at least 10 days.

Consult your doctor before ending isolation.

Take precautions until day 10

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask. **Avoid travel. Avoid being around people who are at high risk**

The EXIM Symptom Screening Self-Assessment in Appendix II complies with the most recent CDC guidelines and is posted in the entrances of EXIM's facilities. The self-assessment is to be performed prior to departing for the workplace. Individuals with symptoms or answering "yes" to any question are not approved to access EXIM facilities. If a locality imposes more protective pandemic-related safety requirements, EXIM facilities will follow those local requirements.

To promote the safety of the Federal workforce, when a federal employee decides to get vaccinated, the time the employee spends to get any COVID-19 vaccination or booster (including travel time) is administrative leave. Employees may take up to four hours to travel to the vaccination site, complete a vaccination dose, and return to work.

EXIM requires employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply.

Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by EXIM are handled in accordance with EXIM's reimbursement policy.

Employees who have an adverse reaction to the vaccination or booster will receive administrative leave paid time off for up to two days if the adverse reaction prevents them from working (i.e., no more than 2 workdays for reactions associated with a single dose). Employees should work with their supervisor and OHC for answers to any specific questions they might have.

- Employees will also receive up to four hours of administrative leave per dose to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201). Employees should obtain advance approval from their supervisor before being permitted to use administrative leave for "family member" COVID-19 vaccination purposes.

Required Documentation to Prove Vaccination Status

Safety protocols related to quarantine are contingent in part on whether one is [up to date with COVID-19 vaccines](#), including recommended additional [primary series doses](#) and [booster shots](#). To facilitate implementation of safety protocols, Federal agencies are taking steps to maintain information about whether employees are up to date with COVID-19 vaccines, including information about whether they have had recommended additional primary series doses or booster shots, including collection of documentation of proof, as part of broader agency processes and systems for maintaining information on employee vaccination status. Thus, [EXIM employees are required to prove vaccination](#), even if the employee has previously attested to their vaccination status. Employees may provide, to the EXIM Office of Human Capital (OHC), any of the following documents:

- a copy of the record of immunization from a health care provider or pharmacy,

- a copy of the COVID-19 Vaccination Record Card,
- a copy of medical records documenting the vaccination,
- a copy of immunization records from a public health or state immunization information system,
- a copy of any other official documentation containing required data points (the required data points for such other official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)),
- a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above.

Employees must certify under penalty of perjury that the documentation they are submitting is true and correct. Any questions regarding proof of vaccination should be directed to OHC.

EXIM is taking the necessary steps to promote privacy and IT security, while also providing the relevant information to those who need to know to implement the safety protocols. Only persons with a need to know to implement safety protocols will have access to an employee's vaccine verification information. For example, the information would be shared with the people responsible for ensuring the effective implementation of the workplace safety protocols, which, in many cases, will include the employee's supervisor.

EXIM will collect and maintain employee vaccination information in accordance with all applicable laws, including the Privacy Act and Rehabilitation Act of 1973. EXIM does not maintain this information in the Official Personnel Folder of any employee.

If an employee states that they have lost their vaccination documentation or do not have a copy of it, the employee should contact the vaccination provider site where they received their vaccine. If the location where the employee received their COVID-19 vaccine is no longer operating, then the employee should contact their health care provider, who, in most cases, can access a State or local health department's immunization information system (IIS) for the employee's record. In many States or localities, the employees may themselves be able to get their record by directly contacting the State or local health department's IIS. Employees should contact their State or local health department if they have additional questions about vaccination cards or vaccination records.

If an employee was vaccinated in another country, the employee should contact the vaccination provider site where they received their vaccine for information on how to obtain records. Alternatively, the employee should contact the appropriate health department in that country.

Employees who do not provide a copy of their record of immunization document will be deemed unvaccinated. Employees who are unvaccinated must wear masks and physically distance from others while in the workplace and may be subject to testing requirements prior to entering the building.

Prior to contractor employees being subject to a contractual requirement to be vaccinated, onsite

contractor employees need only attest to their vaccination status using the [Certification of Vaccination form](#).

Individuals—including employees, onsite contractor employees, visitors, and members of the public **who are not up to date with their vaccination status, or who have declined to provide their vaccination information when requested**, must maintain a distance of at least six feet from others at all times while in the workplace, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and workspaces. They must also properly wear a well-fitted mask regardless of community transmission level, consistent with CDC guidelines.

EXIM screening testing program for SARS-CoV-2, the virus that causes COVID-19

[Screening tests](#) are intended to identify infection with SARS-CoV-2, the virus that causes COVID-19, in people who are working onsite and are **not up to date** with their vaccines, asymptomatic, and do not have known, suspected, or reported exposure to SARS-CoV-2, when community levels are as noted in the table below:

Federal agency screening testing protocols based on COVID-19 Community Levels	
When the COVID-19 Community Level is LOW in the county where a federal facility is located	Screening Testing: EXIM will not utilize their screening testing program in EXIM’s Federal facilities at this Community Level.
When the COVID-19 Community Level is MEDIUM in the county where a federal facility is located	Screening Testing: EXIM will utilize their screening testing program in EXIM’s facilities at this Community Level. The screen testing is required for people who are working onsite and are not up to date with their vaccines, asymptomatic, and do not have known, suspected, or reported exposure to SARS-CoV-2.
When the COVID-19 Community Level is HIGH in the county where a federal facility is located	Screening Testing: EXIM will utilize their screening testing program in EXIM’s facilities at this Community Level. The screen testing is required for people who are working onsite and are not up to date with their vaccines, asymptomatic, and do not have known, suspected, or reported exposure to SARS-CoV-2.

“As noted above, further Task Force guidance will address the intersection of COVID-19 Community Levels with other workplace safety protocols for Federal agencies. At this time, agencies should follow existing Task Force guidance with respect to other COVID-19 workplace protocols” – see EXIM SAFETY PROTOCOLS BY VACCINATION STATUS MATRIX below for additional COVID-19 workplace prevention strategy protocols.

Screening helps to identify unknown cases so that measures can be taken to prevent further transmission. Learn more about Screening Testing [here](#).

Medium or High Community Levels

Any employee, or covered contractor employee, working onsite whose vaccination status is not up to date should undergo regular screening testing through EXIM's screening testing program when Community Levels are Medium or High. Individuals who are working remotely or who are on maximum telework do not need to undergo regular screening testing.

For purposes of regularly testing these individuals enrolled in the Program, they should be tested within 3 days of coming to work onsite or interact in person with members of the public as part of their job duties. EXIM may require more frequent testing, such as for certain roles, functions, or work environments.

For screening testing programs, agencies may utilize any viral tests authorized by the Food and Drug Administration (FDA) to detect current infection. There are two types of viral tests: antigen tests and nucleic acid application tests (NAATs). Reverse transcriptase polymerase chain reaction (RT-PCR) tests are a type of NAAT. Agencies should consult FDA guidance for specific authorized tests impacted by COVID-19 variants and the current status on recommended use. Test should not be both self-administered and self-read by the employee unless observed by the agency or an authorized telehealth provider.

Options for testing methods include: (1) in-store or drive-through point-of-care (POC) testing, such as at pharmacies, (2) swab-testing capabilities that enable an individual to collect the specimen—using a self-collection kit—and drop it off at a designated collection location or ship it to a laboratory, (3) over-the-counter (OTC) tests, as long as those tests are not both self-administered and self-read by the employee unless observed by the agency or an authorized telehealth provider, or (4) other self-administered tests, as long as those tests are not also self-read by the employee unless observed an authorized telehealth provider. If the results are provided to the Federal employee or contractor employee who was tested, the Federal employee or contractor employee shall provide those results to OHC for verification that required testing has been completed and the employee has tested negative. EXIM acknowledges that it must comply with applicable privacy safeguards and regulations when receiving test results.

Refusal to take a required test or to provide the results of the test may result in adverse action. In addition to pursuing any adverse action, EXIM may bar the employee or contractor employee from EXIM's workplace for the safety of others pending resolution of any action EXIM may pursue, assuming the nature of the employee's work does not allow for it to be performed outside of the workplace.

EXIM will reimburse the Federal employee for the cost of screening testing¹⁰. Federal employee must submit the screening testing result to OHC and follow EXIM reimbursement process for their screening testing cost so that there is no cost to the employee. EXIM will also reimburse Federal employees for

¹⁰ Employees should send receipt of payment along with claim for reimbursement form to BS@exim.gov. Reimbursements will be processed within 2-3 business days.

the cost of required screening testing, should it be necessary, if an employee visits another Federal agency and the employee's supervisory has approved the visit in advance.

When a federal employee is required to be tested pursuant to the screening testing program, the time the employee spends obtaining the test (including travel time) from a site preapproved OHC is duty time; thus, there is no need for the Federal employee to take administrative leave for such time during their basic tour of duty. Federal employees may take up to 90 minutes to travel to the testing site, complete their testing, and return to work.

EXIM requires employees taking longer than 90 minutes to document the reasons for the additional time (e.g., they may need to travel long distances to get the testing). If, due to unforeseen circumstances, the employee is unable to obtain the test during basic tour of duty hours, the normal overtime hours of work rules apply.

When an EXIM employee is not required to be tested but decides to obtain a COVID-19 test during basic tour of duty hours at the employee's own initiative, the employee should contact OHC and request sick leave or other available paid time off for that situation.

VACCINATION STATUS FOR CONTRACTORS

In implementing EO 14042 issued on September 9, 2021, EXIM will comply with all relevant court orders and to the extent not inconsistent with the such a court order, the Safer Federal Workforce Task Force's COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors (Guidance) issued on September 24, 2021 and updated on November 10, 2021. For existing contracts or contract-like instruments (hereinafter "contracts") that contain a clause implementing requirements of EO 14042, EXIM will take no action to enforce the clause implementing the requirements of Executive Order 14042 where the place of performance identified in the contract is in [a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order](#) (hereinafter, "Excluded State or Outlying Area"). In all other circumstances, EXIM will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. Notwithstanding the foregoing exclusions of enforcement or coverage of the clause, EXIM will follow its requirements and/or workplace safety protocols that are applicable to a contractor or subcontractor employee present in a federal workplace. Federal contractors and subcontractors with a covered contract for construction or services above the simplified acquisition threshold (now generally set at \$250,000) will be contractually required to include a contract clause requiring contractors to conform to the following workplace safety protocols – once it is legally permissible to do so:

- Covered Contractor Employees must be fully vaccinated for COVID-19 by January 18, 2022, except in limited circumstances where an employee is legally entitled to an accommodation.
- Compliance by individuals, including covered contractor employees and visitors, with the

- Guidance related to Masking and Physical Distancing while in covered contractor workplaces; and
- Designation of a Point Person to coordinate COVID-19 workplace safety efforts at covered-contractor workplaces.

This new clause applies to issuance of solicitations (including Request for Quotes) and contracts awarded as a result of such solicitations/RFQ's, under the following timelines:

- New contracts awarded on or after November 14, 2021 from solicitations/RFQs issued before October 15, 2021 (this includes new task/delivery orders awarded on or after November 14 from requests for task/delivery order submissions issued before October 15 under existing indefinite-delivery contracts);
- New solicitations/RFQs issued on or after October 15, 2021 and contracts awarded pursuant thereto (this includes new requests for task/delivery order submissions issued on or after October 15 for task/delivery orders awarded pursuant to those requests under existing indefinite-delivery contracts);
- Extensions or renewals or modifications of existing contracts and task/delivery orders awarded on or after October 15, 2021; and
- Exercising of options on existing contracts and task/delivery orders exercised on or after October 15, 2021.

Vaccination of Covered Contractor Employees: Contractors

Onsite covered contractor employees must follow the EXIM SAFETY PROTOCOLS above.

Pursuant to the Guidance, the Executive Order applies to all covered procurement contracts and contract-like instruments for services or construction, including services covered by the Service Contract Act. The term contract or contract-like instrument also includes lease agreements, cooperative agreements, licenses, and permits. The Executive Order also applies to solicitations, extensions or renewals, and exercises of options for these types of contracts and contract-like instruments.

The Executive Order, however, exempts the following: (1) grants; (2) contracts, contract-like instruments, and agreements with Indian Tribes under the Indian Self-Determination and Education Assistance Act; (3) contracts or subcontracts below the simplified acquisition threshold; (4) employees who perform work outside the United States or its outlying areas; and (5) contracts or subcontracts solely for the provision of products (including commodity purchases).

EXIM strongly encourages all contractors to incorporate these requirements into their contracts even though they may be excluded by the Executive Order, such as contracts under the simplified acquisition threshold and contracts and subcontracts for products.

Once any applicable court ordered injunction (referenced above) has been lifted, covered contractors must ensure that all their covered employees are up to date with their vaccines for COVID-19 unless the employee is legally entitled to an accommodation. All covered contractor employees are to be fully

vaccinated by the first day of performance required under the contract/order, whether it be on a newly awarded covered contract, an exercised option or modification to an existing contract extending the period of performance under the contract/order.

Vaccination of Covered Contractor Employees: Employees

"Covered contractor employee" means any full-time or part-time employee of a covered contractor working on or in connection with a covered contract. The Guidance in this Plan also applies to all contractor employees who are working at a "covered contractor workplace," defined as a "location controlled by a covered contractor at which any employee of a covered contractor working on or in connection with a covered contract is likely to be present during the period of performance for a covered contract." The Guidance requirements, including COVID-19 vaccination(s), will apply to these types of contractor employees unless the contractor can affirmatively determine that there will be no interactions between covered contractor employees and non-covered contractor employees in common areas such as security clearance areas, elevators, stairwells, meeting rooms, and parking garages.

EXIM will NOT collect the Certification of Vaccination forms on any covered contractor employees. EXIM will direct onsite covered contractor employees to complete the Certification of Vaccination form and keep it with them during their time on EXIM's premises—they may be asked to show the form upon entry to a federal building or federally controlled indoor worksite and to a Federal employee who oversees their work.

Prior to being subject to a contractual requirement to be vaccinated, onsite covered contractor employees who are not up to date with their vaccination status (or who decline to disclose vaccination status) are required to show proof of a negative COVID-19 test result from within the previous 3 days before entry to EXIM's workspace.

Prior to having a contractual requirement for its employees to be vaccinated and if authorized and consistent with the terms of the contract, EXIM may request a contractor to facilitate compliance by its onsite covered employees with EXIM's safety protocols, such as by having the company attest that all onsite covered contractor employees are up to date with their vaccinations.

Covered contractor employees working remotely or performing outdoors are still subject to vaccination requirements if they work "on or in connection with" a "covered contract," even if they work separately from where covered employees perform the federal contract work.

Covered contractor employees also may request an accommodation for a medical condition or a religious accommodation.

Masking and Physical Distancing

The Guidance calls for contractors to ensure that their employees, and visitors, comply with CDC

guidance for masking and screening testing at a covered contractor's workplace. Covered contractors must require individuals in covered contractor workplaces who are required to wear a mask to:

- Wear well-fitted masks consistently and correctly (over mouth and nose).
- Wear appropriate well-fitted masks in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- For individuals who are not up to date with their vaccines, wear a well-fitted mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not up to date with their vaccines, consistent with CDC guidance.

Designation of a Point Person

The Guidance requires covered contractors to designate one or more persons to coordinate implementation of and compliance with the Guidance and workplace safety protocols. The designated person must ensure that information on required COVID-19 workplace safety protocols is provided to covered contractor employees and all other individuals likely to be present at covered contractor workplaces. The designated person must also ensure that covered contractor employees comply with the Guidance requirements.

Vaccination Status for Visitors

A visitor is defined anyone who is not an EXIM employee or covered contractor employee. Visitors will be asked to provide information about their vaccination status during Medium and High Community Levels via the [Certification of Vaccination Form \(Form\) which will be provided](#) at the building entrance. The visitors will be directed to complete the Form and keep it with them during their time on federal premises—visitors may be asked to show the form upon entry to a federal building or federally controlled indoor worksite.

If a visitor is not up to date with their vaccines or declines to answer the Form, they will be required to show a negative COVID-19 test result from within the previous three days. Additionally, if they are not up to date with their vaccination status, they must comply with all relevant CDC guidance and safety protocols, including mask-wearing and physical distancing from other people.

EXIM staff in anticipation of their visitor's arrival, may email the Form to the visitor in advance of their arrival to enable them to easily complete it, but EXIM will not maintain Certification of Vaccination forms from visitors.

EXIM will not ask visitors for vaccination documentation to verify their attestation.

Signage is posted at EXIM entry points notifying visitors of the proper documentation (Self-assessment, Certification of Vaccination Form and proof of negative COVID-19 test, if applicable) needed to enter an EXIM workplace. Local security personnel will affirm the visitor has read the posted signage and has the proper documentation needed to enter before allowing them to proceed through security screening. Documentation will be verified by OHC, the first stop the escorting EXIM employee will bring

the visitor. EXIM staff receiving and/or escorting visitors should confirm the visitor has completed the Form.

STATUS OF FEDERAL VACCINE REQUIREMENT

EXIM encourages all employees be up to date with their vaccination status. To ensure compliance with the current applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. EXIM will request vaccination status for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

At this time, EXIM will not process requests that have been received for disability or religious exceptions to the COVID-19 vaccination requirement pursuant to EO 14043. EXIM will not ask employees for additional information that may be required to process previously submitted exception requests, or take any other steps related to adjudication of exception requests.

[EXIM's Disability Compliance, Reasonable Accommodation, and Personal Assistance Service Policy](#) and additional resources are available to EXIM staff on [EXIM](#) Connect Intranet should you have any questions.

FACE MASK WEARING

Wearing a mask, in conjunction with physical distancing, can slow the spread of COVID-19 and remains a critical step in protecting those around you. EXIM employees, on-site contractors, volunteers, customers, and visitors during times when Community Levels are High are required to wear a mask in Federal buildings and in government owned or leased vehicles; except for the limited exceptions outlined below.

EXIM informs building occupants of face mask policies with on-site signage, working with the Department of Veterans Affairs at Headquarters and Department of Commerce for Regional Offices to ensure they have appropriate signage in place at all facilities.

EXIM will provide face masks to personnel and visitors as requested and/or necessary to ensure Plan compliance.

ACCEPTABLE FACE MASKS

Masking is a critical public health tool for preventing spread of COVID-19, and it is important to remember that any mask is better than no mask.

To protect yourself and others from COVID-19, CDC continues to recommend that you wear the most protective mask you can that fits well and that you will wear consistently.

In line with CDC recommendations, EXIM defines acceptable and unacceptable masks as follows:

Acceptable	Unacceptable
Non-medical disposable masks, N95 or KN95 mask.	Do not combine two disposable masks. Use only one N95 or KN95 mask at a time.
Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face). Use a mask fitter or brace	Masks that do not fit properly (large gaps, too loose or too tight)
Masks made with breathable fabric (such as cotton)	Masks made from materials that are hard to breathe through (such as plastic or leather). Scarfs or Ski masks.
Masks with two or three layers of fabric	Masks with one layer of fabric
Masks made with tightly woven fabric	Masks made from loosely woven fabric or are knitted
Masks with inner filter pockets	Masks with exhalation valves or vents

Wearing two masks – (a disposable mask underneath AND a cloth mask on top	Other types of face protection (e.g., face shields, novelty/non-protective masks)
Masks with nose wire to prevent air from leaking out of the top of the mask	Inappropriate, explicit, or otherwise offensive embroidery in a mask

Most people of varying levels of health can safely wear face masks. Pursuant to CDC Guidance on [wearing masks](#), EXIM will make accommodations for individuals in exceptional situations with required documentation approved by EXIM’s Reasonable Accommodations (RA) official, if applicable. Employees should consult with the RA official about any questions on this matter. All exceptions must be documented, and alternative health and safety measures must be implemented to safeguard the health of the individual, granted the exception and others that they may encounter or interact with in the workplace. The COVID-19 Coordination Team should be informed of all exceptions that are granted.

Individuals in the following situations may be considered for exception with required documentation, if applicable:

- People of any age with certain disabilities including cognitive, intellectual, developmental, sensory, and behavioral disorders
- People who are deaf or hard of hearing, and those who interact with people who are hearing impaired
- People with certain underlying medical conditions

DIAGNOSTIC TESTING

Diagnostic testing is intended to identify current infection in individuals and should be performed on anyone that has signs or symptoms consistent with COVID-19.

EXIM employees who have been exposed to persons with COVID-19 **at work** should receive diagnostic testing at no cost to the employee. Since EXIM does not have in-house capability to provide diagnostic testing at worksite, EXIM will reimburse employees for the cost of the testing¹¹.

EXIM has established procedures for employees who require testing for diagnostic purposes after workplace exposure. Diagnostic testing is for employees who are experiencing COVID symptoms and/or have recent known or suspected close contact exposure to COVID positive individual(s) **at work**

EXIM's process for employee diagnostic testing is as follows:

- Employees purchase FDA Authorized COVID Test Kit (Rapid Antigen Test that produces name, time, result with a witness service) or
- Employees leverage third-party Test Services such as doctor, clinic, CVS, Walgreen, Amazon, drug stores, free testing facility, etc.
- Employee will submit the negative test result to OHC and follow EXIM reimbursement process for their diagnostic testing cost so that there is no cost to the employee.
- Testing for unvaccinated employees when on-site at EXIM facilities, including those with vaccination exemptions

EXIM established a program to test employees who are not vaccinated through the reasonable accommodation process. Such testing will be weekly or twice-weekly based on time at the workplace. Please follow the testing guidance above and contact the OHC for additional questions.

Under OSHA's record keeping requirements, if an employee tests positive for SARS-CoV-2 infection, the case must be recorded on the OSHA Illness and Injury Log if each of the following conditions are met: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by 29 CFR 1904.5); and (3) the case involves one or more relevant recording criteria (set forth in 29 CFR 1904.7) (e.g., medical treatment beyond first aid, days away from work). EXIM follows state and county reporting requirements and complies with state and county contact tracing efforts.

EXIM'S process to document COVID-19 test results complies with all applicable laws and in accordance with federal records management policies. EXIM promotes privacy and IT security, while also providing the relevant information to EXIM officials who need to know to implement the safety protocols. As appropriate, EXIM management consults with its EXIM's Records Officer, Chief Information Officer, Chief Medical Officer, Senior Management for Privacy, and EXIM legal counsel to determine

¹¹ Employees should send receipt of payment along with claim for reimbursement form to BS@exim.gov. Reimbursements will be processed within 2-3 business days.

appropriate information management protocols.

CLOSE CONTACT NOTIFICATION PROTOCOL

All employees and contractors who have been at an EXIM facility should report known and suspected COVID-19 exposures to Larry Williams, Senior Labor Management and Employee Relations Advisor in the Office of Human Capital, at Larry.Williams@exim.gov so appropriate precautions in the workplace can be taken. EXIM management and the COVID-19 Coordination Team will work to ensure all employees and contractors are aware of the COVID-19 Incident Reporting and Investigation Procedures.

Employees who have worked onsite and who test positive for COVID-19 should report their test results to HR by sending the COVID-19 Incident Report Form to Larry Williams at Larry.Williams@exim.gov so that appropriate precautions in the workplace can be taken. Employees do not need to provide a copy of a positive test or a doctor's note. The identities of affected individuals will be protected and only provided on a need-to-know basis to applicable EXIM or public health officials, as governed by Federal, state, or local public health regulations and existing EXIM policy. All positive test notifications shall adhere to EXIM privacy requirements. Under certain "need-to-know" situations, certain members of the EXIM COVID-19 Coordination Team may need to know the identity of the affected person as the EXIM COVID-19 Coordination Team is responsible for making sure an investigation and contact tracing occurs. Again, this information will be kept private from other employees, contractors, visitors, and the public who do not need to know.

OHC will collaborate with and support the contact tracing programs of local health departments to identify, track, and manage contacts of COVID-19 cases, as required or necessary, consistent with applicable law. The EXIM HR Officer, or other such HR designee, who has been trained in close contact notification will lead the contract tracing efforts supported by the EXIM COVID-19 Coordination Team for cases identified as having been in the workplace. Internal contact tracing and notifying of potentially exposed individuals will occur as quickly as practicable upon determining that exposures may have occurred. Privacy of all impacted employees will be protected throughout the contact tracing process.

EXIM's Facilities department will implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (either due to specific symptoms or positive test).

MEDICAL SCREENING / SYMPTOM MONITORING

Early detection and diagnosis of COVID-19 is vital to reducing transmission of the disease. Employees, contractors, and visitors should not enter a federal building if they are sick, not feeling well, experiencing symptoms associated with COVID-19, or have been directed by a medical or public health official to quarantine/isolate. Employees, onsite contractors, and visitors should also review the EXIM Symptom Screening Self-Assessment (see Appendix III) based on the CDC's symptoms questionnaire, and ensure all answers are negative before entering the workplace. Additionally, if an employee wants to take a self-administered COVID-19 test at home, EXIM will provide a COVID-19 test kit for personal use. If the individual has any symptoms consistent with COVID-19 or test positive, they should not enter a federal facility.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and

one is available), notify their supervisor, promptly leave the workplace, and isolate themselves from others.

Employees running a temperature of 100.4 degrees or higher or experiencing other symptoms of illness should remain home and telework or use sick leave as appropriate. Employees who exhibit signs of illness at their duty location should notify their supervisor and leave work immediately. Supervisors should remind the employee of leave options, such as requesting sick leave, or annual leave.

If the employee has no leave available, supervisors are authorized to approve requests for advanced leave or leave without pay in certain circumstances. When an employee opts not to take leave or telework voluntarily, a supervisor can direct the employee's use of leave. Supervisors should consult with appropriate human resources (HR) staff and the Office of General Counsel before taking such a step as enforced leave is an adverse action that imposes procedural requirements.

SELF-QUARANTINE AND SELF-ISOLATION

Any individual with a suspected or confirmed case of COVID-19 will be advised to self-isolate for 10 days, pursuant to best practices to ensure the health and safety of EXIM building occupants. Isolation is used to separate people infected with COVID-19 from those who are not infected.

If an individual who is not [up to date with COVID-19 vaccines](#), and has not had confirmed COVID-19 within the last 90 days, comes into [close contact](#) with someone with COVID-19, they should [quarantine](#) at home for at least 10 full days after their last close contact with someone who has COVID-19 as per the EXIM SAFETY PROTOCOLS BY VACCINATION STATUS MATRIX. Note: the date of exposure is considered day 0, and day 1 is the first full day after they last had close contact with someone with COVID-19).

Employees and onsite contractor employees, who are up to date with respect to their vaccination status, and who have come into close contact with someone with suspected or confirmed COVID-19, need to be tested 5 days after exposure, even if they do not have symptoms. These individuals will need to wear a mask in public indoor settings for 10 days. If the person experiences symptoms or their test result is positive, they should isolate for 10 days. They should continue to stay home until their COVID-19 Antigen test result is negative.

Leave related to isolation due to SARS-CoV-2 infection. If an employee is subject to isolation due to being infected with COVID-19 and is unable to telework, the employee may request sick leave, as weather and safety leave would be unavailable. Employees may also request accrued annual leave and other forms of paid or unpaid leave in this situation as appropriate. (See OPM CPM 2020-02, February 7, 2020)

Travel and Events

OFFICIAL TRAVEL

EXIM will not approve official travel for any individual who has come into close contact with someone with COVID-19, regardless of vaccination status, for 10 days after the close contact. A [close contact](#) is defined as being within 6 feet of someone who has [probable](#) or confirmed COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period. In the rare circumstance when an urgent mission-critical need for the individual who had a close contact to undertake official travel during that time period, the individual is required to wear a well-fitting mask when around others for the duration of the travel during the 10 days.

Under EXIM's travel policy, EXIM employees are aware that official or personal travel may result in a mandatory quarantine after they travel, but before they are allowed to return to the workplace.

Federal employees should adhere strictly to EXIM travel guidelines before, during, and after travel.

Official or personal travel may result in a mandatory quarantine after travel and before EXIM employees are allowed to return to the workplace.

EXIM employees who are up to date with their vaccination status do not need to get tested before or after domestic travel or self-quarantine after travel, unless required by their destination.

- However, all air passengers coming to the United States from abroad, including Federal employees who are up to date with their vaccination status, are required to have a negative SARS-CoV-2 viral test result no more than twenty-four hours before the flight to the United States departs or must show documentation of recovery from COVID-19 within the previous 90 days before they board a flight to the United States.
- Travelers up to date on their vaccinations are advised that they should also, after traveling abroad, get tested with a viral test 5-7 days after traveling; self-monitor for COVID-19 symptoms; if symptoms develop, isolate, get tested, and follow all recommendations or requirements of their local U.S. destination after travel.
- If isolation is required because of official travel or workplace exposure, EXIM shall provide the employee with paid weather and safety leave, or other administrative leave.
- If isolation is required because of personal travel, and the employee is otherwise expected to be present onsite, the employee may take personal leave while isolating.
- If an employee refuses to isolate or refuses to take personal leave while under mandatory isolation after personal travel, EXIM may elect to bar the employee from the workplace for the safety of others.
- If EXIM elects to bar the employee from the workplace, the employee will be placed on administrative leave until management, as quickly as possible, determines what status the employee should be placed in while in isolation.

For EXIM employees who are not up to date with their vaccination status or who decline to provide information about their vaccination status, official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided unless mission critical.

Only mission-critical travel in support of mission essential functions is permissible during periods of high community transmission or until such travel is deemed sufficiently safe by public health agencies and/or EXIM management in consultation with EXIM's COVID-19 Coordination Committee. Travel authorizing officials are responsible for assessing whether travel is mission-critical, consistent with the guidance herein, in consultation with the traveler and executive leadership.

Remote meetings are strongly encouraged over in-person appearances. Staff traveling to areas that have significant levels of COVID-19 cases should be prepared to quarantine at home after official travel, as directed by applicable CDC and state and local public health quarantine guidelines, before returning to the office. Such travel should occur only after means to otherwise accomplish the business have been exhausted (i.e., remote meetings, hearings, or substitution of a local representative for the task).

As more areas open and medical conditions improve, travel between improved areas may be authorized, but travel to significant outbreak areas should be extremely rare and, as noted above, travelers are subject to CDC and state and local post-travel isolation guidelines, if any. All travelers should comply with guidelines and restrictions imposed by airlines and other carriers, hotels, and host meeting facilities.

Financial commitments for future events should not be made unless the arrangements allow for cancelation without penalty. Questions regarding the appropriateness of scheduling events, training, and conferences shall be raised to the Office of Resource Management.

Multi-person official vehicle travel is discouraged. When a multi-person vehicle trip is required to meet business needs (essential official travel, motor pool use for essential local travel), all vehicle occupants must wear masks at all times and consider other safety measures, such as opening windows to improve air circulation, if possible.

The cost of testing for current infection with SARS-CoV-2, required for official travel and not available through a Federal dispensary or not covered (or reimbursable) through travel insurance, can be claimed in a travel voucher as a Miscellaneous Expense under EXIM'S travel policies.

PERSONAL TRAVEL

EXIM requests that employees engaging in personal travel carefully assess the level of risk prior to travel, wear a mask during all portions of a trip, maintain physical distance from non-household members, maintain good hand hygiene by regularly washing hands with soap and water, or using alcohol-based hand sanitizer if soap and water are not available, get tested, and stay home after higher-risk travel before returning to the workplace. Please follow the CDC guidelines for both

domestic and international travel, and employees should consult these resources carefully before deciding to undertake personal travel. Staff traveling to areas that have significant levels of COVID-19 cases should be prepared to quarantine and/or isolate at home after personal travel, as directed by applicable CDC and state and local public health quarantine guidelines, before returning to the office. Employees who have on-site work requirements and responsibilities and will be taking leave to travel for personal reasons should contact their supervisors prior to leaving and returning to discuss telework and other leave options.

OFFICIAL EVENTS / Meetings, Events, and Conferences

EXIM's posture for reaching customers and external partners through conferences and seminars continues to be virtual. Any in-person meeting, conference, or event that will be hosted by EXIM and attended by more than 50 participants, regardless of whether participants include members of the public, the meeting organizer must first seek the approval of senior management, in consultation with the COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by EXIM, regardless of size, must be asked to provide information about vaccination status. In requesting this information, EXIM will comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act.

In-person attendees who are not up to date with their vaccination status or decline to provide information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not up to date with their vaccination status consistent with the requirements for visitors.

In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Health and Safety: Physical Distancing

PHYSICAL DISTANCING

To the extent practicable, individuals who are not up to date with respect to their vaccination status will be asked to always maintain distance of at least six feet from others, consistent with CDC guidelines.

Dependent upon current health and safety conditions, video or audio conferencing should be used to the maximum practical extent. When in-person meetings must be held, they shall comply with any social distancing protocols and mask requirements in place at that time.

When EXIM determines it is safe to bring employees back to the workplace, at Headquarters, current offices should be limited to a one-on-one meeting. Meetings or conversations with more than two persons must to be conducted in conference rooms or collaboration areas.

Conference rooms are updated with social distancing capacity.

Health and Safety: Environmental Cleaning

ENVIRONMENTAL CLEANING

EXIM will continue to work with the General Services Administration (GSA) to ensure that EXIM workspace is properly cleaned and sanitized in accordance with CDC guidelines, including enhanced environmental cleaning where EXIM has learned that an employee, contractor, or visitor has tested positive for COVID-19 and that individual has been in the workplace.

Continued care will be taken to frequently clean and disinfect high-touch and high-traffic areas such as elevator control panels, door handles, conference room tables, pantry counters and restrooms in accordance with CDC guidance and using products from EPA's list of approved products that are effective against COVID-19. Office spaces that are in regular use are cleaned regularly, and in accordance with CDC guidelines. EXIM's Facilities and Capital Planning Office ensures that wipes, gloves, and other EPA-approved disinfectants are made available for individuals to wipe down their work area and related personal property.

If an employee/contractor/visitor reports that they have tested positive for COVID-19 after having been in the office, the area that the positive person works will be closed off to other staff and **enhanced environmental cleaning** of the spaces, in accordance with CDC and GSA guidance, will be conducted as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, GSA will clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough, but to the area may also be disinfected depending on certain conditions or everyday practices required by its facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before GSA follows the protocols for cleaning and disinfecting. Increase air circulation in the area. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection. EXIM's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

After enhanced environmental cleaning of the spaces in accordance with CDC and GSA guidance, the area can be reopened for workers to return to that area.

Information on cleaning recommendations from the CDC is available at: [Cleaning and Disinfecting Your Facility \(November 15, 2021\)](#). EXIM's Facilities and Workforce planning Office manages the facilities contracts and has arranged to have EXIM's workplace areas cleaned and sanitized, including enhanced

cleaning and disinfection, if needed.

ELEVATORS AND STAIRS

Signage is currently posted in elevator lobbies and in elevators describing physical distancing requirements. Elevator use should be limited to no more than two people in the elevator car at a time. Masks should be worn in compliance with Community Levels.

SHARED SPACES

EXIM's Facilities and Capital Planning Office shall ensure shared spaces are kept clean and sanitized. Shared tools and equipment must be disinfected by users anytime the equipment is used by or transferred to a new person. This includes phones, computers and other communication devices, kitchen utensils, and other office equipment. Disinfectant wipes are available from EXIM Facilities.

Refrigerators, water coolers, and coffee brewers with disposable cups (or a personal re-usable cup/container) and single serve condiments and creamers may be used with proper hand hygiene. GSA and EXIM have installed visual markers to promote physical distancing within common spaces. Staff should always respect and follow maximum capacity signs.

HYGIENE

Hand sanitizer stations are currently available at building entrances and throughout workspaces which contain FDA-approved hand sanitizer with at least 60% ethanol and manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. EXIM ensures the hand sanitizer is not on the FDA's [do not use](#) list.

Signage currently posted near restrooms and other building locations encourage frequent hand washing with soap and water or use of hand sanitizer or alcohol-based hand rubs.

VENTILATION AND AIR FILTRATION

EXIM will continue to work with GSA and building management as appropriate to follow current industry practices and to apply the latest CDC guidance concerning building ventilation systems to include the following: ensuring air filters installed in building are the highest MERV (Minimum Efficiency Reporting Value) rating that can be utilized based on the capacity of that building's equipment and as recommended by the manufacturer; ensuring air filters are changed regularly based on the manufacturer's recommendation; optimizing fresh air, reducing recirculation, and extending operating times if necessary. In summary, to the maximum extent feasible, indoor ventilation has been optimized to increase the proportion of outdoor air and improve filtration.

Appendix I: EXIM COVID-19 Coordination Team

Office	Name	E-mail
Executive Sponsor	Adam Martinez	adam.martinez@exim.gov
Office of Resource Management	Maria Fleetwood	maria.fleetwood@exim.gov
	Alan Foust	alan.foust@exim.gov
	Selma Hamilton	selma.hamilton@exim.gov
Office of Human Capital	Larry Williams	larry.williams@exim.gov
Office of the General Counsel	Jennifer Clark	jennifer.clark@exim.gov
Public Health Expert	Karen Singleton, MD, MPH	
Building Health Services	Don Franklin	

Appendix II: EXIM Symptom Screening Self-Assessment

EXIM Self-Assessment to Stop the Spread of COVID-19

Employees must perform the following self-assessment prior to accessing EXIM Facilities:

1. **Regardless of your vaccination status, do you feel unwell or have experienced any of the follow symptoms consistent with COVID-19?**
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Congestion or runny nose
 - Diarrhea
 - Muscle or body aches
 - Fatigue
 - Headache
 - Sore throat
 - Nausea or vomiting
2. **Have you been in close physical contact (within 6 feet or closer for cumulative total of 15 minutes) in the last 14 days with:**
 - Anyone who is known to have laboratory-confirmed COVID-19?
 - OR
 - Anyone who has any symptoms consistent with COVID-19?
3. **Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?**
4. **Are you currently waiting on the results of a COVID-19 test?**

If you answered “Yes” to any of these questions, your access to EXIM facilities is NOT APPROVED.

If access is not approved, EPA employees should notify their supervisor and expect to telework if possible. Alternatively, employees should take leave and continue to keep their supervisor updated on their work status.

For more information about COVID-19 and basic instructions to prevent the spread of disease, visit CDC’s COVID-19 website (www.coronavirus.gov)

APPENDIX III EXIM OFFICE LOCATIONS

<http://uscounties.com/zipcodes/search.pl>

CDC Covid
Level 3-1-
2022

Eastern

County

Atlanta, GA

230 Peachtree St. NW, Suite 1725
Atlanta, GA 30303
Phone: (404) 730-2697

[Web Site URL](#)

Fulton County

LOW

Miami, FL

5835 Blue Lagoon Drive, Suite 203
Miami, FL 33126
Phone: (305) 526-7436
Fax: (305) 526-7435

[Web Site URL](#)

Miami-Dade County

MEDIUM

New York, NY

Ted Weiss Federal Building, 290 Broadway
– 13th floor
New York, NY 10007, NY 10007
Phone: (212) 809-2650
Fax: (212) 809-2687

[Web Site URL](#)

New York County

LOW

Washington, DC

Washington, DC, DC 20571
Phone: 917-826-5642

[Web Site URL](#)

District of Columbia

LOW

Central

Chicago, IL

233 N. Michigan Ave., Suite 260
Chicago, IL 60601
Phone: (312) 353-8081
Fax: (312) 353-8098

[Web Site URL](#)

Cook County

LOW

Detroit, MI 211 W. Fort Street, Suite 1310 Detroit, MI 48226 Phone: (2240) 369-4187 Fax: (312) 353-8098 Web Site URL	Wayne	MEDIUM
Houston, TX 1919 Smith Street, Suite 10087, Mikey Leland Federal Building Houston, TX 77002 Phone: (281) 721-0470 Fax: (281) 679-0156 Web Site URL	Harris	MEDIUM
Minneapolis, MN 330 2nd Ave. South, Suite 410 Minneapolis, MN 55401 Phone: (612) 348-1213 Web Site URL	Hennepin	MEDIUM
Western		
San Diego, CA 9449 Balboa Ave., Suite 111 San Diego, CA 92123 Phone: (858) 467-7035 Fax: (858) 467-7043 Web Site URL	San Diego	HIGH
San Francisco, CA USEAC, 75 Hawthorne Street San Francisco, CA 94105 Phone: (415) 705-2280 Web Site URL	San Francisco	LOW
Seattle, WA 2001 6th Avenue, Suite 2717, Westin Building Exchange, 27th Floor Seattle, WA 98121 Phone: (206) 307-5289 Web Site URL	King County	LOW

APPENDIX IV – COMMUNITY LEVELS FACTORS
AND PREVENTION BEHAVIORS

New COVID-19 Cases	Indicators	
Per 100,000 people in the past 7 days		Low
Fewer than 200	New COVID-19 admissions per 100,000 population (7-day total)	<10.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	<10.0%
200 or more	New COVID-19 admissions per 100,000 population (7-day total)	NA
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	NA

COVID-19 Community level	Individual- and household-level prevention behaviors
Low	Stay up to date with COVID-19 vaccines and boosters
	Maintain improved ventilation throughout indoor spaces when possible
	Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19
	If you are immunocompromised or high risk for severe disease <ul style="list-style-type: none"> - Have a plan for rapid testing if needed (e.g., having home tests or access to testing) - Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies
	If you are immunocompromised or high risk for severe disease
Medium	Talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing)
	Have a plan for rapid testing if needed (e.g., having home tests or access to testing)
	Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies
	If you have household or social contact with someone at high risk for severe disease
	consider self-testing to detect infection before contact
	consider wearing a mask when indoors with them
	Stay up to date with COVID-19 vaccines and boosters
	Maintain improved ventilation throughout indoor spaces when possible
	Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19
	Wear a well-fitting mask ¹ indoors in public, regardless of vaccination status (including in K-12 schools and other indoor community settings)
High	If you are immunocompromised or high risk for severe disease
	Wear a mask or respirator that provides you with greater protection
	Consider avoiding non-essential indoor activities in public where you could be exposed
	Talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing)
	Have a plan for rapid testing if needed (e.g., having home tests or access to testing)
	Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies
	If you have household or social contact with someone at high risk for severe disease
	consider self-testing to detect infection before contact
	consider wearing a mask when indoors with them
	Stay up to date with COVID-19 vaccines and boosters
	Maintain improved ventilation throughout indoor spaces when possible
	Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19