

COVID-19 Safety Plan



To protect OPM employees, contractor employees,
and visitors within OPM work sites.

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I. Introduction

The U.S. Office of Personnel Management (OPM or “the Agency”) is committed to protecting its employees, contractor employees, other building occupants, and visitors to OPM facilities from the effects of coronavirus disease 2019 (COVID-19). This updated COVID-19 Safety Plan (“Safety Plan” or “Plan”) supersedes all prior drafts. It consists of safety principles implemented OPM-wide at all official worksites around the nation and applies to all on-duty or onsite Federal OPM employees, onsite Federal contractor employees, and any other person in OPM space.

OPM will continue to align all safety protocols with guidance from the Centers for Disease Control and Prevention (CDC) and the Safer Federal Workforce Task Force (“Task Force”), including adapting safety protocols to reflect updated guidance, when necessary. We remain committed to keeping the OPM community safe while we continue to deliver on our critical work.

II. Purpose and Background

Pursuant to Executive Order (EO) 13991 (86 FR 7045) Protecting the Federal Workforce and Requiring Mask-Wearing,¹ issued on January 20, 2021, the policy of the U.S. Government is “to halt the spread of COVID-19 by relying on the best available data and science-based public health measures,” including taking a science-based and data-driven approach to safety in Federal workplaces. The health and safety of the Federal workforce is the Administration’s highest priority. OPM is committed to protecting individuals in its facilities from the effects of COVID-19, while preserving the Agency’s ability to complete its mission.

OPM’s Plan responds to guidance from the following:

¹ <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-protecting-the-federal-workforce-and-requiring-mask-wearing/>

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- [EO 14099 on Moving Beyond COVID-19 Vaccination Requirements for Federal Workers](#), which revokes EO 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors and EO 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees;
- [EO 13991 on Protecting the Federal Workforce and Requiring Mask-Wearing](#);
- Office of Management and Budget (OMB) [Memorandum M-21-15 on COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#);
- OMB Memorandum [M-21-25 on Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment](#);
- Safer Federal Workforce Task Force updates, including the [Model Agency COVID-19 Safety Principles](#) (September 2022);
- Information from the [Occupational Safety and Health Administration \(OSHA\)](#); and
- COVID-19 guidance from [CDC](#).

III. Labor Relations

OPM will satisfy any applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing this Plan. OPM will also continue to communicate regularly with the appropriate employee representatives on workplace safety matters.

IV. OPM COVID-19 Coordination Team

The OPM COVID-19 Coordination Team includes representatives from the following OPM organizations:

- a) Office of the Director (OD)
- b) Employee Services (ES)
- c) Facilities, Security, and Emergency Management (FSEM)
- d) OPM Human Resources (OPM HR)

- e) Office of Equal Employment Opportunity (EEO)
- f) Office of the Chief Financial Officer (CFO)
- g) Office of the Chief Information Officer (OCIO)
- h) Office of the General Counsel (OGC)
- i) Office of Privacy and Information Management (OPIM)
- j) Office of Procurement Operations (OPO)
- k) Retirement Services (RS)

The OPM COVID-19 Coordination Team will meet regularly to:

- Review compliance with Plan protocols and policies;
- Consider and implement revisions to its Plan consistent with CDC and Task Force guidance following consultation with the Task Force, when necessary;
- Evaluate operational needs related to COVID-19 workplace safety;
- Identify and address areas of improvement and risks; and
- Communicate the Plan, protocols, and policies to onsite employees and, as appropriate, onsite contractor employees, visitors to OPM facilities, and in-person attendees at OPM-hosted meetings, events, and conferences.

V. Safety Protocols

A. COVID-19 Hospital Admission Level and Overview of COVID-19 Safety Protocols by Hospital Admission Level

OPM continues to comply with guidance from the CDC and Task Force. Our Plan follows the CDC's set recommendations related to [COVID-19 Hospital Admission Levels](#), which measure the impact of COVID-19 illness on health and healthcare systems and informs the appropriate prevention strategies to utilize at a given time. CDC provides county-level data showing the

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COVID-19 Hospital Admission Level for each county in the United States. On a weekly basis, OPM will consult the CDC’s website to determine the COVID-19 Hospital Admission Levels for each county where an OPM facility is located. When the COVID-19 Hospital Admission Level is Yellow / Medium or Orange / High, OPM will implement additional workplace safety protocols in that Federal facility for the upcoming week, consistent with guidance from the Task Force. Please note that where a locality imposes more protective safety requirements related to COVID-19, those requirements will be followed by OPM employees, onsite contractor employees, and visitors in OPM buildings and in OPM-controlled worksites within that locality.

Below is an overview of safety protocols based on COVID-19 Hospital Admission Levels; additional information is available throughout this section.

OPM Facility COVID-19 Safety Protocols	When COVID-19 Hospital Admission Level is Green / Low	When COVID-19 Hospital Admission Level is Yellow / Medium	When COVID-19 Hospital Admission Level is Orange /High
Mask-wearing: ² Require all individuals to wear a high-quality mask or respirator.	No Mask-wearing is optional.	No Mask-wearing is optional.	Yes
Symptom Screening: Require symptom screening self-checks for all individuals prior to entry into OPM facilities.	Yes	Yes	Yes

² There may be times when mask-wearing is required even when the COVID-19 Hospital Admission Level is Green / Low or Yellow / Medium, such as on government-operated transportation conveyances, when COVID-19 symptoms develop, post-exposure, post-isolation, or where required by Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements.

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OPM Facility COVID-19 Safety Protocols	When COVID-19 Hospital Admission Level is Green / Low	When COVID-19 Hospital Admission Level is Yellow / Medium	When COVID-19 Hospital Admission Level is Orange /High
<p>Post-exposure: Inform all individuals known to have been exposed to COVID-19 that they must — for 10 full days from the date they were last known to have been exposed — wear a high-quality mask or respirator when around others indoors, take other post-exposure precautions, and watch for symptoms.</p> <p>They also must be tested at least 5 full days (ideally, on or after day 6) after their last exposure if they are onsite at an OPM workplace or interacting with members of the public in person as part of their official OPM responsibilities.</p>	Yes	Yes	Yes

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OPM Facility COVID-19 Safety Protocols	When COVID-19 Hospital Admission Level is Green / Low	When COVID-19 Hospital Admission Level is Yellow / Medium	When COVID-19 Hospital Admission Level is Orange /High
Isolation: Inform all individuals with probable or confirmed COVID-19 that they must follow OPM isolation protocols and take other precautions consistent with CDC guidance.	Yes	Yes	Yes

B. Vaccination

Vaccination-related Leave

OPM employees who seek any dose of FDA-authorized COVID-19 vaccine (including boosters) during work hours should be granted up to four (4) hours of administrative leave and not use duty time. Administrative leave will cover the time it takes to travel to the vaccination site, receive the vaccine dose, and return to work. If an employee needs to spend less time getting the vaccine dose, only the needed amount of administrative leave should be granted. Employees should obtain advance approval from their supervisor before using administrative leave for purposes of obtaining a COVID-19 vaccine dose. Employees may not be credited with administrative leave or overtime work for time spent getting a vaccine dose outside their tour of duty.

Employees who need to accompany a family member being vaccinated (including booster vaccinations) should be granted up to four (4) hours of administrative leave per family member. Please note that a “family member” is an individual who meets the definition of that term in OPM’s leave regulations (see 5 CFR 630.201). If an employee needs to spend less time having their family member get the vaccine dose, only the needed amount of administrative leave

should be granted. Employees should obtain advance approval from their supervisor before using administrative leave for purposes of obtaining a COVID-19 vaccine dose. Employees may not be credited with administrative leave or overtime work for time spent getting a COVID-19 vaccine dose outside their tour of duty.

Employees who need to address any side effects related to a recent vaccination should be granted up to two (2) workdays of administrative leave. An employee may not take more than 2 workdays of administrative leave for reactions associated with a single dose. If an employee requests more than 2 workdays to recover, the employee may take other appropriate leave (e.g., sick leave) to cover any additional absence. This policy on granting administrative leave is specific to the current COVID-19 pandemic situation and is designed to support agencies' missions by promoting the health and safety of the Federal workforce.

Vaccination Documentation and Information

Consistent with CDC guidance, OPM's COVID-19 workplace safety protocols currently do not vary based on vaccination status or otherwise depend on vaccination information. At this time, OPM does not require, request, or collect vaccination status information from any individual — including employees, contractor employees, visitors to OPM facilities, or in-person attendees at OPM-hosted meetings, events, and conferences — for the purposes of implementing COVID-19 workplace safety protocols. In addition, due to the issuance of EO 14099, OPM will take no action to require or request employees and potential employees to provide information about their COVID-19 vaccination status.

OPM is acting in accordance with the Federal Records Act and other records requirements with respect to preserving vaccination information collection systems and the information collected to date from employees as COVID-19 workplace safety protocols may change in the future or collection of this information from Federal employees may otherwise need to resume. If this information is no longer needed, vaccination documentation previously collected will be disposed of in accordance with the General Records Schedule.

C. Mask-Wearing

Mask-wearing requirements for OPM employees, contractor employees, and visitors who are two (2) years or older are dependent on the COVID-19 Hospital Admission Level for the county in

which the worksite is located. Masks are not required in facilities located in counties with Green / Low or Yellow / Medium Hospital Admission Levels, except where required by Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements. Individuals are not prohibited from wearing a mask, and individuals may choose to wear a mask or respirator when the COVID-19 Hospital Admission Level is Green / Low or Yellow / Medium. Signage is posted throughout OPM-operated facilities to inform OPM employees, contractor employees, and visitors of any mask-wearing requirements.

High-quality masks or respirators (i.e., those that meet U.S. or international standards such as an N95, KN95, and KN94; those that meet a standard such as “ASTM”; and those that are “procedure” or “surgical”-style) are required in facilities located in counties with Orange / High Hospital Admission Levels. They are also required for those who have been exposed to COVID-19 and those with suspected or confirmed positive for COVID-19. When individuals are required to wear a high-quality mask or respirator, masks or respirators must be well-fitting and worn consistently and correctly (over mouth and nose) in all common areas and shared workspaces, including open floorplan office space, cubicle embankments, and conference rooms. Individuals do not need to wear masks or respirators when outdoors, though employees may choose to wear masks in outdoor shared spaces.

When mask-wearing is required, an individual may temporarily remove their mask or respirator when alone in an office with floor to ceiling walls and a closed door or for a limited time when eating or drinking and maintaining distancing from others. An individual may also be asked to lower their mask or respirator briefly for identification purposes in compliance with safety and security requirements. Otherwise, masks or respirators must be well-fitting and worn consistently and correctly at all other times.

If an employee or visitor is unable to comply with mask-wearing requirements due to a medical condition, they may submit a reasonable accommodation request to OPM Human Resources at OPMHumanResources@opm.gov. If the employee is not approved for an accommodation and fails to comply with the mask-wearing requirement, the supervisor will reach out to HR and OGC for guidance on next steps.

If a contractor employee is unable to comply with this mask-wearing requirement, their employer should notify the appropriate OPM Contracting Officer to discuss available contract flexibilities.

Mask-Wearing in OPM-operated Transportation Conveyances

Individuals may choose to wear high-quality masks or respirators when in OPM-operated vans, cars, trucks, and other motor pool passenger vehicles when there are multiple passengers.

FAQs regarding mask-wearing may be found on [SaferFederalWorkforce.gov](https://www.saferfederalworkforce.gov).

D. Testing

Screening Testing

Consistent with Task Force guidance, OPM is not implementing COVID-19 serial or point-in-time screening testing.

Diagnostic Testing

Diagnostic testing is intended to identify current infection in individuals and is performed when a person has symptoms of COVID-19, or is asymptomatic, but has recent known or suspected exposure to someone with suspected or confirmed SARS-CoV-2 infection.

Consistent with CDC guidance and pursuant to EO 13991, asymptomatic employees who are known to have been exposed to someone with COVID-19 must take a diagnostic test at least 5 full days after the date of their last exposure, if the employee works onsite at an OPM facility or interacts with members of the public in person as part of their official OPM responsibilities. An employee may self-administer and self-read the test and report the result to their supervisor.

If the individual with known exposure to COVID-19 had tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, then they do not need to get tested after a known exposure. If the individual with known exposure to COVID-19 had tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using a viral antigen test.

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An individual with known exposure to COVID-19 and who reports onsite at an OPM facility or interacts with members of the public in person as part of their official OPM responsibilities must follow the 'Instructions to Those Known to Have Been Exposed' in the Post-Exposure Precautions section of this Plan. Further, a helpful tool an individual with known exposure to COVID-19 and who reports onsite at an OPM facility or interacts with members of the public in person as part of their official OPM responsibilities and their Supervisor may consult is the CDC's COVID-19 [Isolation and Exposure Calculator](#).

When OPM requires diagnostic testing for any employee (see above), or should an employee choose to be tested for COVID-19 ahead of or following any official OPM travel when consistent with CDC guidance, OPM will reimburse the employee up to \$35.00 per test kit. Any employee seeking reimbursement should complete Optional Form-1164 (OF1164) from the [General Services Administration Optional Forms Library](#) and submit the completed form and receipt to their organization's Resource Management Officer (RMO). Once the RMO has completed their review of the form, they will submit the form to the Office of the Chief Financial Officer (OCFO) for reimbursement processing.

FAQs regarding testing may be found on [SaferFederalWorkforce.gov](#).

E. Official Travel

While there are no Government-wide limits on official travel (i.e., travel conducted under an official travel authorization) , OPM employees:

- Are advised that the CDC recommends that travelers are up to date with COVID-19 vaccines before travel;
- Should consider being tested for current infection with a viral test as close to the time of departure as possible (no more than 3 days) before travel;
- Must adhere strictly to CDC [travel](#) guidance before, during, and after official travel;
- Should check their destination's COVID-19 Hospital Admission Level before traveling, and must wear a high-quality mask or respirator while on-duty and around others indoors if the COVID-19 Hospital Admission Level for the county where their destination is located is Orange / High;

- Should understand and follow all travel restrictions put in place by State, Tribal, local, and territorial governments; and
- Should prepare to be flexible during their travel, as restrictions, policies, and circumstances may change during travel.

FAQs regarding official travel may be found on [SaferFederalWorkforce.gov](https://www.saferfederalworkforce.gov).

Travel for Employees with Known Exposure

OPM may approve official travel for an asymptomatic employee who had known exposure to someone with COVID-19 within the past 10 days.

If the employee remains *asymptomatic before traveling*, then pursuant to EO 13991 and consistent with CDC guidance, the individual must take the following actions (in addition to the other standard pre-travel instructions related to COVID-19):

- Wear a high-quality [mask or respirator](#) the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the 10 full days after their last known exposure (note: the day of exposure is day 0);
- Travel on public transportation such as airplanes, buses, and trains only if they are able to wear a high-quality mask or respirator when around others indoors for the full duration of their travel within the 10 full days after their last known exposure; and
- Follow other aspects of post-exposure protocols, including taking a diagnostic test after 5 full days following their last known exposure, ideally on or after day 6 (note: the employee may need to test while traveling; however, the employee does not need to wait for their post-exposure diagnostic test results to undertake official travel, including return travel).

If the employee *becomes symptomatic after official travel has been approved*, then pursuant to EO 13991 and consistent with CDC guidance, the employee must not undertake further official travel, including those previously approved in the employee's travel authorization. Rather, the employee must follow travel guidance for individuals with COVID-19 symptoms.

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

Pursuant to EO 13991 and consistent with CDC guidance, OPM will not approve travel for individuals who have COVID-19 symptoms and are waiting for an initial diagnostic viral test result. OPM also will not approve official travel for individuals who have tested positive for COVID-19 for at least 5 full days after their first day of symptoms, or after the date of the initial positive diagnostic viral test for asymptomatic individuals.

OPM may approve official travel (i.e., travel conducted under an official travel authorization) for individuals who tested positive for COVID-19 and have returned to working onsite at an OPM facility or interacting with members of the public as part of their official responsibilities once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. Such individuals must, in addition to the other standard pre-travel instructions related to COVID-19, do the following:

- Wear a high-quality mask or respirator the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation, consistent with Task Force guidance;
- Travel on public transportation such as airplanes, buses, and trains only if they are able to wear a high-quality mask or respirator when around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation, consistent with Task Force guidance; and
- Follow other aspects of post-isolation protocols.

If the individual's COVID-19 symptoms recur or worsen after official travel has been approved, then pursuant to EO 13991 and consistent with CDC guidance, the individual must not undertake further official travel, including those previously approved in the travel authorization. Rather, the individual must restart isolation protocols at day 0 and follow travel guidance for individuals with COVID-19 symptoms.

F. Meetings, Events, and Conferences

All in-person attendees at any meetings, conferences, or events hosted by OPM must comply with relevant COVID-19 safety protocols, including mask-wearing when COVID-19 Hospital Admission Levels are Orange / High, pursuant to EO 13991 and consistent with CDC guidance.

FAQs regarding meetings, events, and conferences may be found on [SaferFederalWorkforce.gov](https://www.opm.gov/policy-data-oversight/safer-federal-workforce/).

G. Symptom Screening

If an OPM employee, contractor employee, or visitor has fever or chills, or if they have other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches, they should not enter an OPM workplace. If an individual suspects that they have COVID-19 because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter an OPM workplace and must get tested if they have not already done so.

Consistent with Task Force guidance, all employees and contractor employees working onsite at an OPM facility and all visitors to OPM facilities must complete symptom screening before entering an OPM facility. Where applicable, OPM posts symptom screening signs at entrances so that employees, contractor employees, and visitors review and comply with symptom screening criteria before entering OPM facilities.

Further, all employees must complete symptom screening prior to interacting with members of the public in person as part of their official responsibilities.

OPM requires that any employee, who develops fever, chills, or other new or unexplained symptoms consistent with COVID-19, or who tests positive for COVID-19, while onsite during the workday immediately wear a high-quality mask or respirator, notify their supervisor or Contracting Officer's Representative (COR), and promptly leave the workplace. Supervisors should advise the employee to:

- a) go home prepared to telework (if applicable) should they need to isolate and feel well enough to work;

- b) regularly update their supervisor on their ability to telework; and
- c) take appropriate leave.

Supervisors should contact OPM HR for assistance if the employee is not able to telework. Supervisors may also contact OPM HR if they observe an employee with COVID-19-like symptoms at work and need assistance asking the employee to request leave and promptly leave the workplace. Although leave is generally voluntary, OPM may direct an employee to take leave. While the action to direct leave is considered, the supervisor will generally place the employee on administrative leave. Time and attendance records can be corrected, as applicable, after the action is resolved.

Pursuant to EO 13991 and consistent with CDC guidance, OPM requires that individuals who disclose that they have tested positive for COVID-19 follow isolation protocols.

FAQs regarding symptom screening may be found on [SaferFederalWorkforce.gov](https://www.opm.gov/policy-data-oversight/safer-federal-workforce).

H. Post-Exposure Precautions

The CDC no longer recommends that an asymptomatic individual with a known exposure to someone with COVID-19 quarantine at home, and OPM does not prevent such individuals from entering Federal facilities or interacting with members of the public in person as part of their official OPM responsibilities due to quarantine protocols.

Instructions to Those Known to Have Been Exposed

Pursuant to EO 13991 and consistent with CDC and Task Force guidance on post-exposure precautions, supervisors of employees known to have been exposed to someone with COVID-19 will instruct those employees to:

- Wear a high-quality mask or respirator while indoors at an OPM facility or interacting indoors with members of the public in person as part of their official OPM responsibilities as soon as possible after notification of exposure and continue to do so for 10 full days from the date they were last known to have been exposed;
- Take CDC identified [precautions](#), such as avoiding crowding and physically distancing from others, while onsite at an OPM facility or interacting with members of the public in

person as part of their official OPM responsibilities, for 10 full days from the date they were last known to have been exposed (note: day 0 is the day of their last known exposure to someone with COVID-19, and day 1 is the first full day after their last known exposure); and

- Watch for [COVID-19 symptoms](#) for 10 full days from the date they were last known to have been exposed (note: day 0 is the day of their last known exposure to someone with COVID-19, and day 1 is the first full day after their last known exposure).

Supervisors and individuals with known exposure to COVID-19 may consult the CDC's [COVID-19 Isolation and Exposure Calculator](#), which shares guidance consistent with these instructions.

Required Testing for Those Known to Have Been Exposed

As referenced in the Diagnostic Testing section of this Plan, OPM requires that employees and contractor employees with known exposure to COVID-19 and are onsite at an OPM facility or interacting with members of the public in person as part of their official responsibilities be tested for current infection with a viral test at least 5 full days after their last known exposure, ideally on or after day 6. Employees and contractor employees may self-administer the diagnostic test and self-read test results as long as the employee certifies when they took the test and that they received a negative result. Please see the information in the Diagnostic Testing portion of the Screening Testing section within this Plan for additional information.

Pursuant to EO 13991 and consistent with CDC guidance, if the employee or contractor employee tests negative, OPM must instruct the individual to continue to follow the above precautions for 10 full days from the date they were last known to have been exposed. If they test positive, or if they at any time develop COVID-19 symptoms, they must follow isolation protocols. If the employee or contractor employee with known exposure to COVID-19 is not working onsite at an OPM facility nor interacting with members of the public in person as part of their official responsibilities within 10 days of the known exposure, then they do not have to be tested.

If the employee or contractor employee with known exposure to COVID-19 had tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, then they do not need to get tested after a known

exposure. If the employee or contractor employee with known exposure to COVID-19 had tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using an FDA approved or authorized antigen test.

I. Isolation and Post-Isolation Precautions

Consistent with CDC guidance on isolation and OPM's workplace safety protocols, any individual with confirmed COVID-19, must not enter an OPM facility or interact with members of the public in person as part of their official responsibilities and monitor their symptoms. This includes people who have an initial positive diagnostic viral test for COVID-19, regardless of whether they have symptoms, as well as people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.

Consistent with Task Force guidance, OPM allows individuals who tested positive for COVID-19 and had symptoms to return to working onsite at an OPM facility or interacting with members of the public as part of their official responsibilities after 5 full days from the onset of symptoms (day 0 being the day of symptom onset), once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving (note: the loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

If an individual had moderate illness (if they experienced shortness of breath or had difficulty breathing) or severe illness (they were hospitalized) due to COVID-19, or they have a weakened immune system, then to be consistent with Task Force guidance, the individual would need to delay returning to working onsite at an OPM facility or interacting with members of the public as part of their official responsibilities for a full 10 days. If an individual had severe illness or has a weakened immune system, they should consult their healthcare provider before ending isolation. If an individual is unsure if their symptoms are moderate or severe or if they have a weakened immune system, the individual should talk to a healthcare provider for further guidance.

Once an individual has returned to working onsite at an OPM facility or interacting with members of the public as part of their official OPM responsibilities after having tested positive for COVID-19 and isolated, then pursuant to EO 13991 and consistent with CDC guidance, the

individual must continue to take precautions for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals, including wearing a high-quality mask or respirator when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others, and avoiding being around people who they know are at high risk for severe disease from COVID-19.

As it relates to mask-wearing after returning from isolation, individuals can opt to take two antigen tests authorized by the FDA to detect current COVID-19 infection, starting on day 6. With two sequential negative tests 48 hours apart, the individual may remove their mask sooner than day 10. If either of their antigen test results are positive, the individual should continue taking antigen tests at least 48 hours apart until they have two sequential negative results. This may mean that the individual would continue wearing a mask and testing beyond day 10.

If at any point their COVID-19 symptoms recur or worsen, the individual must not enter an OPM facility or interact with members of the public as part of their official responsibilities, restarting at day 0, consistent with EO 13991 and CDC recommendations on isolation and the protocols set forth by OPM.

An individual with confirmed COVID-19 or has symptoms of COVID-19 as well as their Supervisor may consult the CDC's COVID-19 [Isolation and Exposure Calculator](#), which contains guidance consistent with these instructions.

FAQs regarding isolation and post-isolation precautions may be found on [SaferFederalWorkforce.gov](#).

J. Confidentiality and Privacy

All information collected from OPM employees, contractor employees, and visitors to OPM facilities, including vaccination information, test results, and any other information obtained because of testing and symptom monitoring, will be treated confidentially in accordance with applicable laws on confidentiality and privacy, and will be accessible only by those with a need to know. OPM will consult its Senior Agency Officials for Privacy on matters related to the collection and handling of personally identifiable information. The point of contact for all questions relating to personal medical information is OPMHumanResources@opm.gov.

K. Compliance

All OPM employees, contractor employees, and visitors are required to comply with the guidance and protocols outlined in this document. OPM staff will post signs around the facility to promote compliance. OPM encourages all personnel within an OPM facility to follow public health and safety precautions and expects individuals to follow appropriate health and safety precautions.

Should compliance issues arise, OPM employees, contractors, and visitors will be reminded of OPM COVID-19 Safety Protocols. Those who continue to not comply with the safety protocols may be asked to leave the work area or building by the appropriate worksite official.

VI. Workplace Operations

A. Improving Ventilation and Air Filtration

Consistent with Task Force guidance, OPM continues to make and maintain improvements to indoor ventilation and air filtration throughout OPM-controlled facilities to the maximum extent feasible, regardless of COVID-19 Hospital Admission Levels. Specifically, throughout the course of the pandemic, OPM's Facilities, Security, and Emergency Management organization has spearheaded upgrades to the heating, ventilation, and air conditioning (HVAC) systems in OPM-controlled facilities under its jurisdiction, custody, or control to reduce the risk and spread of COVID-19. For HVAC operations, these measures include taking steps to increase ventilation and improve air filtration in accordance with CDC guidelines. Additionally, air filtration is done through Minimum Efficiency Reporting Value (MERV) 8 pre-filters, MERV 14 post-filters, and ultraviolet treatment.

OPM has also assessed ventilation and filtration at sites operated and maintained by OPM. Per the 2018 GSA Facilities Standards for the Public Building Service (GSA P-100), OPM acts in accordance with the number of air exchanges required in facilities. Personnel working in OPM-controlled facilities may contact their OPM Facility Manager for more information on the specific steps taken in the facility in which they are located.

Especially in indoor common areas and meeting rooms, OPM will continue to consider making and maintaining improvements to indoor ventilation and air filtration, including the use of high-efficiency particulate air (HEPA) filters.

FAQs regarding ventilation may be found on [SaferFederalWorkforce.gov](https://www.opm.gov/policy-data-oversight/safer-federal-workforce/).

B. Facilitating Physical Distancing and Avoiding Crowding

OPM will post signage throughout its facilities to encourage individuals to consider avoiding crowding and physically distancing themselves from others in indoor common areas and meeting rooms.

C. Shared Spaces

Shared spaces within non-OPM managed worksites:

OPM strives to provide its employees in non-OPM managed facilities (such as its workspace in Boyers, Pennsylvania) with the same level of safety protocols, signage, and supplies available to those in OPM-managed facilities. At non-OPM managed facilities, FSEM will ensure that signage is posted within the OPM workspace consistent with the mask-wearing, physical distancing, and screening sections, and cleaning supplies are available. When required, a worksite official will enforce COVID-19 safety protocols.

Shared spaces within OPM-managed worksites:

OPM has responsibility for the operations and maintenance at the Macon, Georgia facility where OPM Data Centers are located as well as its Federal Executive Institute (FEI) campus in Charlottesville, Virginia. At these facilities, signage will be displayed at the entrances as well as throughout workspaces. When required, a worksite official will enforce COVID-19 safety protocols. The frequency of cleaning services of high touch surface areas as well as the regular cleaning will continue at these facilities, consistent with CDC guidance.

VII. Conclusion

OPM is committed to protecting the OPM workforce and stakeholders from the effects of the COVID-19, while preserving its ability to complete its mission.



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