INTRODUCTION
This report lays out the US Environmental Protection Agency’s (EPA or agency) Plan for managing the COVID-19 pandemic. This report is provided to the Safer Federal Workforce Task Force as a fulfilment of the requirements of Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing, as supplemented by Office of Management and Budget Memorandum M-21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles. EPA will be providing this plan to its internal stakeholders, including employee unions, for review and feedback. The agency expects that this Plan will be continuously updated based on stakeholder and Task Force feedback as well as when the Centers for Disease Control and Prevention (CDC) or other health guidance changes.

Throughout the COVID-19 pandemic, EPA has consistently followed federal guidance and incorporated information provided by the CDC and other agencies into agency operations to protect the health and safety of EPA employees. EPA implemented telework flexibilities for employees and developed and communicated policy and practices that are protective while allowing the agency to accomplish its mission. Communication with management and employees has been a key component of the EPA’s COVID-19 response. In addition to a robust intranet site and frequent employee mailers, more than 150 frequently asked questions and reference links are maintained to support employees across the US. These FAQs are updated as plans or CDC guidance are updated.

EPA has also leveraged in-house expertise from the Office of Research and Development to maintain an EPA Facility Status Dashboard, presenting an at-a-glance view of key COVID-19 data trends at all 123 EPA facilities nationwide. The Dashboard, which is updated weekly, reports five key pieces of information: – 1) reported COVID-19 and flu-like illness symptoms, 2) COVID-19 cases and trends, 3) hospital capacity and preparedness, 4) 14-day COVID-19 incidence rate, and 5) the percent positive COVID-19 tests. The Dashboard incorporates and analyzes data from the HHS Protect Database and the Johns Hopkins University Coronavirus Resource Center to help identify trends. Data is reported separately for the commuting area corresponding to each facility using county data and commuting information provided by the US Census Bureau. This provides a localized snapshot of data and information for use and is available to all employees. This data was used to support reopening decisions. EPA is exploring modification of the Dashboard to analyze data consistent with the CDC COVID Data Tracker.

APPLICABILITY
The EPA’s COVID-19 Workplace Safety Plan applies to all EPA facilities, sites, and locations unless otherwise specified within the plan. Mask requirements, contact tracing, symptom monitoring, workplace operations, and all health and safety procedures and protocols apply to everyone working on-site at EPA’s facilities, sites, and locations. This includes employees, contractors, grantees, visitors, and any other onsite personnel.
The Plan is based on the most recent CDC guidelines for the Federal workplace and will be adjusted as guidelines are updated and new implementing federal guidance is received from the Safer Federal Workforce Task Force.

COVID-19 COORDINATION TEAM
EPA has established a cross-agency Team responsible for the review of COVID-19 workplace safety plans and protocols as well as any human resources flexibility available during the pandemic. The Team is responsible for ensuring that EPA leadership is apprised of the Plan contents and ensuring that policies and practices are in line with OMB, CDC and other federal guidance. If you have questions, please contact the Team at EPA_COVID-19_Coordination_Team@epa.gov.

HEALTH AND SAFETY

Telework and Remote Work
Since the beginning of the COVID-19 pandemic, EPA encouraged employees to maximize telework to the extent possible and offered expanded work hours and work week flexibilities for those with dependent care issues (on Maxiflex or Flexitour schedules). It is now the agency posture to maximize the use of telework and remote work during widespread community transmission. Expanded situational telework will remain available to all employees. Employees with dependent care issues may also continue to work an extended hours schedule.

Unless it is physically impossible or poses a threat to critical national security interests, in general, occupancy in EPA workspaces will be no more than 25% of normal capacity during periods of significant or high community transmission, as discussed further in the occupancy section below. Each EPA facility has a team that is responsible for approving daily entry and weekly entry statistics are compiled and reported to agency leadership. A staffing plan will be developed if the occupancy rate of a facility may exceed 25% which will need to be included in the occupancy waiver request.

Employees currently working remotely on a regular basis will be given advance written notice and a two-week transition period before being required to return to the physical workplace. In addition to the minimum two-week transition period, the agency will provide the necessary advanced notice in accordance with negotiated union agreements.

Face Masks
EPA requires all persons working onsite and visitors at EPA’s offices, laboratories, and warehouses to wear a mask in accordance with CDC guidance and Executive Order on Protecting the Federal Workforce and Requiring 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. CDC recommends the following: Non-medical disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. EPA will not allow novelty/non-protective masks, masks with ventilation valves, or face shields as a substitute for masks. All EPA locations have signage at all entrances and throughout facilities with reminders of the mask requirement. EPA’s COVID-19 intranet site, used for all COVID-19 communications to employees, also contains information on mask-wearing.
A mask must be worn on EPA property and in all areas inside EPA facilities, including all common spaces, cubicle bays, laboratories, hallways, stairwells and elevators. The mask requirement applies to all persons working in EPA facilities -- employees, contractors, grantees, and visitors. The mask should completely cover your nose and mouth and fit snugly against the sides of your face. While in EPA facilities, masks may be removed when working alone in a private office (office not used for meetings) with floor to ceiling walls and a closed door, or for short periods of time when eating or drinking and maintaining physical distancing in accordance with CDC guidelines. Any exception to this mask-wearing policy must be submitted to the COVID Coordination Team for review and approval.

All EPA locations have non-medical disposable masks available to any person that forgets their mask and is entering an EPA facility, including visitors. EPA will issue one reusable cloth mask to each EPA employee (this does not include contract employees). Contractors are responsible for ensuring that their onsite contract employees comply with all of EPA’s health and safety requirements, including the mask requirement, while working at EPA facilities and sites.

Individuals may be asked to lower their masks briefly for identification purposes.

Employees needing a related reasonable accommodation (e.g., modified face covering for interpreters, individuals with pulmonary difficulties, etc.) should consult with their supervisor for a modification or feasible alternative. In accordance with guidance issued by the Equal Employment Opportunity Commission (EEOC), an agency may legally require employees to wear a mask while physically in the workspace to reduce the transmission and an employee who fails to follow this requirement could be subject to disciplinary action. Supervisors should work with their labor and employee relations contact for any issues that may arise. The appropriate Contracting Officer’s Representative or Contracting Officer should be contacted if onsite contractors are not in compliance with this mask requirement.

Testing
EPA will comply with federal requirements for testing and recognize that guidance is forthcoming from the Safer Federal Workforce Task Force.

EPA does not currently have comprehensive testing guidance; however, EPA did pilot a program during the west coast wildfires. While EPA Regions 9 and 10 were deployed under a FEMA Mission Assignment, EPA developed and implemented a pilot testing program, including guidelines and instructions for COVID-19 testing of EPA employees and contractors. The purpose of this pilot testing program was to proactively detect COVID-19 in the regional emergency response population and take immediate action to protect employee and community health. The geographic areas of EPA Regions 9 and 10 had seen high levels of COVID-19 community spread during the rampant wildfires along the west coast. Quantitative testing, using self-collected COVID-19 test kits, were conducted before, during, and after response deployment. A total of 180 personnel were deployed over a 70-day period with 2,152 tests administered. COVID-19 testing provided an effective tool to ensure the agency remained response ready.

Contact Tracing
In July 2020, EPA established Contact Tracing Guidance to provide information and email templates for communication and reporting in response to COVID-19 exposure in EPA facilities. EPA conducts contact
tracing in EPA’s fixed facilities. EPA’s guidance has been made available to all staff, via the COVID-19 information page on the agency’s intranet site, in order to understand the notification process for cases of COVID-19 exposure in the workplace. The guidance is based on the latest information available from the CDC and is updated as necessary when new information is available.

The Contact Tracing Guidance requires all regions and headquarters program offices to identify a CT Point of Contact and a minimum of one back-up. These individuals serve as EPA’s team of contact tracers. They have been trained in the use of EPA’s contact tracing application, a secure, limited-access application that allows agency-wide reporting and tracking of COVID-19 cases affecting EPA workspaces. EPA’s contact tracing guidance extends to contractors and grantee recipients (i.e., Senior Environmental Employment enrollees, post-doctoral fellows and other grantees, etc.) working on premise.

In accordance with the guidance, every effort is made to quickly notify employees in the affected facility when a case is identified and to encourage COVID-19 affected individuals to report their status to local health departments during their period of transmission. The Agency is modifying its policy to allow contact tracers to notify local public health departments. The CT application automatically sends an email message to Facility Managers so that they can quickly respond by closing and cleaning affected spaces. The contact tracing guidance also identifies the senior leader at each EPA location who is responsible for notifying personnel at their location when there is a reported COVID-19 case. At EPA headquarters, those notifications come in the form of a Mass Mailing from the Office of Mission Support to headquarters employees. Contractors and grantees who work onsite and have EPA email accounts also receive the notifications.

Travel
The EPA is advising employees to refrain from all official travel unless it is determined to be mission critical. Mission critical work is work that is deemed an emergency response or essential to the operation of the EPA services or systems whose failure or disruption would impact human health or the environment, travel required by judicial/ court proceedings or travel required for continuity of government purposes, including relocation. Mission critical will be determined by the top official for each program or region (Assistant Administrator, Regional Administrator, or their Deputy), and travel authorization officials will be required to consult with their AA or RA (or their Deputy). Other types of travel may be determined to fall within mission critical definitions, on a case by case basis, and should be documented as such. Note that response work for official emergencies is excepted, and separate guidance is in place. In lieu of travel, employees are encouraged to take advantage of virtual settings, such as Microsoft Teams, to accomplish agency objectives and mission.

Employees and managers should continue to assess the mission requirements for travel along with any attendant risks as decisions are made to travel during this time. If an employee is at increased risk, they should consult with their supervisor before travelling as appropriate. Relevant Federal, State, Tribal and local requirements should be understood and accommodated, where possible, recognizing these requirements evolve and may not be uniform. The health and safety of our employees and the people they interact with, while on TDY and upon return, are important considerations. Employees should be aware they may be asked to be tested and/or self-quarantine after travel.

Travel Approval Determination

1. The AA or RA will make the determination that mission critical travel is necessary.
2. Once the travel is deemed mission critical work, safety considerations must be evaluated consistent with the CDC guidelines.
3. The traveler’s supervisor will determine whether the traveler can travel to the official travel destination while complying with the necessary local and federal safety precautions.
4. Supervisors must request a signed memo from their AA or RA approving the travel as mission critical. This memo must be included in Concur as documentation with the traveler’s authorization.

Testing Requirements
When an employee is going on official travel to a destination that requires COVID-19 testing prior to or upon arrival, the employee can be reimbursed for the cost of the COVID-19 test. To be reimbursed, the test requirement must be included on the travel authorization, and the receipt from their test should be included as an attachment to the voucher. Other waivers related to adjustments to travel logistics needed for COVID-19 impacts or local circumstances (i.e. use of POV (see below), increase in per diem, additional lodging costs incurred from an extended trip, etc.) also require documentation and must be included on the travel authorization. Receipts and other justifications used to approve the waiver must be scanned and uploaded into Concur, as part of the voucher. Please note that employee vouchers and supervisor approvals are still due within five days of return from travel.

After any higher risk travel, travelers should expect to be tested and to quarantine in accordance with the February 2\textsuperscript{nd} CDC guidance. The guidance calls for a \textit{viral test} 3-5 days after travel and to stay home and self-quarantine for a full 7 days after travel. Even if the test result is negative, travelers may be asked to stay home and self-quarantine for the full 7 days. If the test result is positive, the traveler must stay home and \textit{isolate} to protect others from getting infected. If for some reason, a traveler does not have the test performed, they may be asked to stay home and self-quarantine for 10 days after travel. In all cases, travelers should avoid being around people who are at \textit{increased risk for severe illness} for 14 days, whether tested or not. Further guidance will be forthcoming in a separate agency memo.

Private Transportation Guidance
To help reduce the potential for the transmission of SARS-CoV-2 and the spread of COVID-19 disease, private transportation for official travel is preferred over the use of public or other communal transportation. Employees using their POV can be reimbursed up to the GSA full rate per mile, as long as the use of a POV is determined by the EPA as being “advantageous to the government.” Otherwise, employees will be reimbursed the constructive mileage rate limited to the cost that would be incurred for use of a common carrier.

Potential Exposure While on Temporary Duty
If the employee is on official travel when COVID-19-like symptoms appear; in self-isolation while awaiting COVID-19 test results; or determined to be positive for COVID-19, the agency can extend Temporary Duty if: (1) the employee is incapacitated by illness and takes leave; or (2) if the agency determines the employee has a “special need.” The FTR states that TDY may be extended for a reasonable period when an employee interrupts a travel assignment and takes leave (sick or annual) because of an “incapacitating illness or injury” (see 41 C.F.R. 301-70.501). This “reasonable period” is “normally not to exceed 14 calendar days” but can be extended “if justified.”

In the event of exposure or illness while on official travel, employees may decide, in consultation with the travel authorizing official, to return to the official duty station instead of self-isolating at the TDY location if travel in a separate vehicle can be arranged (i.e., POV, or rental vehicle). Alternative forms of travel will be reimbursed (i.e. POV or Rental Car), where appropriate. EPA will not put exposed or ill
employees on a plane or other public transportation at government expense due to the risk of exposure to others. The travel authorization may be amended to accommodate the change in transportation means and any associated lodging requirements. Employees and their supervisors should work with their appropriate Senior Resource Official and Senior Budget Officer.

The agency also can pay for extended TDY if the employee is deemed to have a “special need.” As noted above, under FTR Part 301-13, agencies may provide accommodations to an employee with a special need by paying for additional travel expenses incurred. A special need can include being at increased risk of severe illness from COVID-19. [1]

The Office of the Chief Financial Officer will continue to work with other agency officials to issue more agency-specific, travel-related guidance as new developments arise.

Symptom Monitoring
Our goal is to protect the health and safety of all employees, onsite contractors, and visitors entering the EPA workplace. The updated EPA Self-Assessment Checklist (attached) complies with the most recent CDC guidelines and is posted in the entrances of EPA’s facilities. The self-assessment is to be performed prior to departing to the office. Individuals with symptoms or answering “yes” to any question are advised to not enter the federal building as outlined in the self-assessment. Self-assessment forms are not collected to ensure privacy/confidentiality rights are maintained. Once CDC guidelines are updated with the latest symptom information, changes are made to the EPA Self-Assessment Checklist which is then reposted to the COVID-19 intranet site. Communication is also shared with employees through mass mailers along with updates shared by senior leadership in their various meetings with employees. EPA is not using a mobile application to support symptom screening and monitoring at this time.

Quarantine and Isolation
EPA has developed Contact Tracing Guidance to ensure that any individual in an EPA facility with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines. Close contacts will be notified and personnel who have had a close contact with someone who has tested positive for COVID-19 are instructed to follow CDC guidance for quarantine.

Confidentiality
All medical information collected from personnel, including test results and any other information obtained as a result of testing and symptom monitoring, will be treated confidentially in accordance with applicable law and accessible only by those with a need to know in order to protect the health and safety of personnel. The COVID-19 Coordination Team will serve as the point of contact for all questions related to personal medical data.

WORKPLACE OPERATIONS

Occupancy
EPA maintains a posture of maximum telework. EPA has been monitoring building occupancy to ensure that physical distancing is able to be implemented at our locations. Approximately 90% of the EPA workforce has been teleworking full-time and will continue to telework full time throughout the COVID-
19 pandemic. EPA will implement a limit of 25% normal occupancy standard, considering the high community prevalence or transmission nationwide. In order to ensure a location maintains the 25% occupancy limit, employees needing to enter a facility will need to notify the team identified by the facility. EPA will continue to monitor the incidence and change in incidence within the commuting areas of all our facility locations through the Dashboard.

**Occupancy Exceptions**

EPA requires an exception to the occupancy restriction. This exception applies to the agency’s Airborne Spectral Photometric Environmental Collection Technology (ASPECT) aircraft, Trace Atmosphere Gas Analyzer (TAGA), Portable High-Throughput Integrated Laboratory Identification System (PHILIS) and research vessels. In addition, the agency requests an exception for all research, regional, and program laboratory space. The summaries below outline the specific justifications.

The ASPECT aircraft and the mobile PHILIS and TAGA laboratories require an exception from the occupancy restriction for both routine and emergency response operations. All personnel assigned to these Special Teams follow established safety protocols in accordance with CDC guidelines to include the use of masks and temperature/health screenings. However, the mobile labs and aircraft simply do not allow for adequate physical distancing due to the confined space. Additionally, limiting the number of personnel, or providing this work virtually, is not a viable option. For example, the use of ultra-dilute chemical warfare agents requires a “buddy system” while handling material within the mobile lab. Flight operations on ASPECT require a minimum of three personnel inside the small aerial asset to include a pilot, co-pilot, and at least 1 sensor operator.

Vessel operations on the Lake Guardian requires a minimum of 14 crew members to safely operate the vessel. In addition to crew, EPA will need a science party of 11 (vs. the normal 35) to complete research and monitoring. In order to safely complete the Lake Guardian monthlong survey, COVID-19 testing and a 14-day quarantine procedure will be incorporated into applicable contracts and safety plans.

Lake Explorer II is a research vessel used extensively during the months of mid-May through the end of September across the Great Lakes. There is an operational crew of at least 3 people (Boat Captain, first mate and engineer). These minimums are needed not only for safe operations but mandated by US Coast Guard vessel operation regulations. In addition to the boat crew, a minimum number of science staff will also be on board to maintain safety protocols for sample collection using the “buddy system.” To mitigate potential concerns related to COVID-19, CDC guidance and maritime safety protocols have been employed to develop a vessel-specific health and safety plan for operations. The plan includes social distancing when possible, mask usage, disinfection protocols, and pre-boarding testing and isolation prior to the onset of the mission.

The research vessels Silversides and Maritime skiff in Narragansett, RI are used extensively for routine field activities, and as occasion demands, for emergency sampling use. All personnel who board the vessels are following CDC safety protocols related to COVID-19, which include the wearing of masks, completion of a daily self-health assessment and additional precautions such as reducing the number of personnel aboard, maximizing distance between them, and maximizing ventilation. However, while these measures have been workable during the limited off-season field activities, they will limit the ability to conduct more full-scale field sampling activities which typically occur during the warmer months. Certain activities such as sediment collection or the use of the Sediment Profile Imaging (SPI)
camera require greater numbers of crew, working in closer proximity, to safely accomplish the sampling activities.

The agency also has personnel doing critical research that cannot be done remotely. EPA researchers are focused on SARS-CoV-2 including efficacy evaluations for new disinfectants for COVID-19 response, salivary antibody assay development, wastewater monitoring and detection and filter efficiency of face masks and face coverings. Scientists at laboratories across EPA’s regions are also conducting sample analysis associated with spills, releases, and other emergency events and high priority investigations to identify potential contamination of air, land, surface water, ground water and drinking water.

In addition, the Office of Research and Development is conducting mission critical PFAS and lead research. Also, the agency has critical staff deployed in the event of an emergency for SARS-CoV-2 virus cleanup and disinfection and those focused on the protection of federal property and/or supporting critical research (e.g. animal care). In some cases, scientists are required to be present in their laboratories for reassessment accreditation purposes—a time-sensitive concern. While these reassessments can be conducted with auditors remotely, the analysts must be in their laboratories to present their space and instruments in order to maintain their accreditation.

Since the pandemic began, agency laboratories have routinely been above 25% occupancy in support of these high priority public health and other research efforts. In addition to following the agency’s guidance on workplace safety and health, early on, laboratory management established procedures specifically intended to allow laboratory operations to be performed in a safe and responsible manner. Protocols were established for working both in office workstations and in the laboratory environment. They include cohort planning (e.g., limiting the number of analysts in the laboratory spaces at any given time and staggering work days with telework days and staggering schedules), physical distancing (whenever possible), masks, use of standard PPE and other appropriate equipment (e.g., gloves, lab coats, etc.), and using mobile technology and cameras to connect on-site staff with remote personnel and to limit site visits. Laboratory instrumentation and equipment is assigned to individual researchers, and this equipment, along with laboratory areas and common touch surfaces within the office area, is regularly cleaned. These safeguards are captured in workforce safety plans for each location.

All laboratory personnel have been encouraged to contact their supervisor about any concerns regarding their health and safety. Individuals with underlying conditions or other health concerns have been encouraged to continue teleworking.

**Physical Distancing**

Signage is posted at entrances and in high traffic areas throughout buildings encouraging employees, contractors, grantees, and visitors to maintain physical distance in common areas throughout the buildings. Markings on the floor have been added to high-traffic areas such as entrance lobbies and elevator lobbies. Occupancy limits have been posted for elevators. Signage and floor markings will be continuously evaluated and augmented as needed. Courtyards are open, but physical distancing must be maintained. Where appropriate, plexiglass partitions have been placed at guard desks and screening entry points and employee IDs are not be touched upon entry. Plexiglass partitions have also been installed at workstations with low partitions such as administrative workstations where appropriate.

**Environmental Cleaning**
Custodial contracts include daily disinfection of all common areas such as restrooms, pantries, and stairwells. High touchpoint areas such as elevator buttons, door handles and handrails are disinfected multiple times daily. All products used for cleaning/disinfecting comply with CDC and EPA cleaning requirements. Cleaning supplies are available for on-site staff to disinfect their office space. The Agency is currently in the process of ordering gloves.

**Hygiene**

Hand sanitizers are positioned in each entrance lobby. Hand sanitizer (with at least 60% ethanol) and disinfecting spray or disinfecting wipes are provided in office common areas and staff are encouraged to wipe down surfaces before and after any in-person meetings. Hand sanitizer, disinfectant spray or wipes and disposable gloves will be provided in office areas and staff is encouraged to disinfect all contact work surfaces in their cubicles and offices daily. EPA facilities also include signage encouraging frequent handwashing.

**Ventilation and Air Filtration**

An important approach to lowering the concentrations of indoor air pollutants or contaminants, including any viruses that may be in the air, is to increase ventilation – the amount of outdoor air coming indoors. Using a heating, ventilation and air conditioning (HVAC) system to ensure proper ventilation with outside air can help reduce the concentration of airborne contaminants, including viruses, indoors. The degree to which outdoor air can be brought into any building varies depending on the age and capacity of its HVAC systems. Air handling units should be outfitted with the highest efficiency level of filtration that does not significantly diminish air flow using the existing filter rack, fan, and other limiting factors of the air handling units. The filters should be well sealed, so that all air passes only through the filter, without bypassing them. GSA is responsible for operating and maintaining HVAC systems in federally owned buildings; and working with the lessor to ensure appropriate operations and maintenance in federally leased buildings.

At EPA owned facilities, outdoors air is brought in at 100% or the highest level possible, depending on the system and outside temperature conditions. The highest rated air filters are used based on the specific building system. EPA’s two largest owned facilities (RTP and Cincinnati) are using MERV-13 filters and bringing in 100% outside air, or as much as possible depending on outside weather conditions.

**Visitors**

Only mission-essential visitors will be allowed to enter EPA facilities and must perform the self-assessment prior to entering the facility. Signage is posted at entry points reminding visitors of the self-assessment questions before entering the facility, presenting identification and proceeding through security screening. All visitors must follow EPA COVID-19 guidance, including the requirement to wear a mask and maintain physical distancing. Visitors will not be allowed entry without wearing a face mask. The Agency will work to update post orders for all guards.

**Staggered Work Times and Cohort-based Scheduling**

At this time, EPA has included an exception to the occupancy limit for those functions that cannot be completed without exceeding the 25% occupancy. All other personnel are being encouraged to utilize maximum telework and work schedule flexibilities as currently available at their location. In order to ensure a location maintains the 25% occupancy limit, employees needing to enter a facility will need to
notify the team identified by the facility. EPA tracks the entrance logs of all facilities in order to monitor employee density and staggered work times and cohort-based scheduling will be developed if necessary.

**Elevators**

Elevator floors are marked to identify the location to stand to support physical distancing within the elevator cab. EPA’s owned locations established elevator occupancy limits, and EPA’s leased and shared facilities worked with GSA or building management to ensure that occupancy limits follow physical distancing guidelines. In all locations, elevator lobby floors are marked to identify where individuals waiting for an elevator should stand to maintain physical distancing.

**Shared Spaces**

Employees should make every effort to adhere to the CDC physical distancing guidance by keeping six feet between yourself and other people to help prevent the spread of COVID-19. Employees should not congregate in areas including, but not limited to, entry and exit doors, hallways, lobbies and foyers, elevators, stairwells, corridors, restrooms, pantries/kitchens, break rooms, photocopy and printer areas.

Hand sanitizer, disinfecting spray or wipes and disposable gloves are provided in common areas of office bays and staff is encouraged to wipe down surfaces before and after any in-person meetings and to disinfect all contact work surfaces in their cubicles/offices and shared electronics daily (including copiers, printers, fax machines, etc.)

Signage is posted at conference room doors with the maximum capacity for physical distancing. Meeting planners should monitor seating arrangements to ensure six-foot separation between attendees.

Restrooms have a posted maximum occupancy, depending on the size (usually no more than two people). There are also multiple health & safety signs within restrooms encouraging handwashing and to support physical distancing.

Entry into pantries and kitchen areas is limited depending on the size of the pantry and signage is posted accordingly. Doors without automatic door openers are propped open to limit touching doorknobs/handles.