

COVID-19 Workplace Safety Plan

Federal Retirement Thrift Investment Board (FRTIB)

77 K Street NE, Washington, DC



**Federal Retirement
Thrift Investment Board**

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EXECUTIVE SUMMARY

The Federal Retirement Thrift Investment Board (FRTIB) developed this Workplace Safety Plan in accordance with Executive Order 13991: Protecting the Federal Workforce and Requiring Mask-Wearing and has updated it to comply with the Office of Management and Budget Memorandum 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”. In March 2020, FRTIB established a COVID-19 Coordination Team responsible for the development of plans to create a safe environment and continue operations during the pandemic. The objectives of this Workplace Safety Plan include but are not limited to the following:

1. Ensure we take every reasonable precaution to provide a safe environment for employees, contractors, vendors, and visitors.
2. Leverage our capabilities to create a safe environment for employees to continue services.
3. Utilize lessons learned during COVID-19 to modify and/or enhance our operational procedures based on local health conditions and/or governmental requirements.

FRTIB continues to adhere to Safer Federal Workforce Taskforce guidance and will adjust plans as needed. The agency looks forward to continuing to work with federal, state, and local government in support of the National Strategy for the COVID-19 Response and Pandemic Preparedness. FRTIB employees, contractors, and visitors with questions about this COVID-19 Workplace Safety Plan can contact the following:

- FRTIB employees - Contact Backto77K@frib.gov.
- FRTIB contractors - Contact the appropriate FRTIB Contracting Official.
- Visitors - Contact the FRTIB office or point of contact for your visit.

HEALTH AND SAFETY

The health and safety of the workforce is our highest priority. The FRTIB COVID-19 Coordination Team was established at the beginning of the pandemic to develop plans to protect the workforce during the pandemic. The actions implemented to address applicable health and safety principles for reentry are provided below.

Information about Vaccination: All employees were required to be fully vaccinated no later than November 22, 2021¹; except in limited circumstances where an employee is legally entitled to an accommodation due to disability or religion. Employees that believed they may be entitled to an accommodation were directed to contact the Employee Relations Specialist located in the Human Resources Division. FRTIB has requested vaccination proof from federal employees and complies with all applicable laws in collecting this information.

COVID-19 Coordination Team: The team is comprised of representatives from human resources, security services, technology services, facility management, general counsel, and executive leadership. The team meets to review CDC, state and local guidelines and make recommendations to leadership on safety plans and telework/remote working procedures during the pandemic.

CDC Community Levels: FRTIB monitors [CDC Community Levels](#) to assist in planning efforts. Per CDC guidance, when CDC Community Levels are LOW or MEDIUM, face masks are optional. When Community Levels are MEDIUM or HIGH, per Safer Federal Workforce Taskforce guidance, signage is posted to discourage crowding.

Telework and Remote Work: Effective May 31, 2022, FRTIB recently updated its Telework policy to allow employees an opportunity to telework 3 days a week. FRTIB's policy also allows for scheduled day and "floating day" options, as well as situational telework days and "split" telework days. FRTIB's policy also allows for medical telework, as needed, by employees who may need to temporarily telework for their own medical condition or the condition of a family member.

Hours of Work: FRTIB offers the 5-4/9 work schedule and gliding arrival and departure times. FRTIB piloted a Maxiflex work schedule option during the pandemic. The pilot was successful, and the schedule option was rolled out to the entire agency in January of 2021. During the transition period to re-entry, and for a limited time after, FRTIB modified its hours of work policy to allow for more flexibility for people coming into the building. Effective May 31, 2022, FRTIB permanently modified its Hours of Work policy to allow for earlier arrival and departure times.

Health Screening: Employees, contractors, and visitors are required to conduct a self-health screening checklist confirming they do not have symptoms identified by the CDC as typical of COVID-19.

Travel: Employees are encouraged to follow [CDC guidance](#) for travel.

Steps Following COVID-19 Exposure: FRTIB adheres to Safer Federal Workforce Taskforce Task and [CDC guidance](#) concerning employees that have been exposed in the workplace to someone suspected or confirmed to have COVID-19. If an employee test positive for COVID-19, they are required to report to human resources.

Confidentiality and Privacy: The Human Resource Division is the point of contact for collection any medical information. Information collected is treated in accordance with applicable law.

¹ FRTIB has followed Task Force guidance relating to the subsequent litigation relating to the vaccine requirement.

WORKPLACE OPERATIONS

The agency continues to adhere to CDC guidelines to mitigate the spread of COVID-19. The actions implemented to address applicable workplace operation principles are provided below.

Occupancy Limits: Per OMB 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,”* occupancy limits are no longer in effect. Currently, the Agency does not have any occupancy limits within its workplace; however, it continues to implement safety guidance from CDC, OSHA, and Safer Federal Workforce Taskforce to mitigate exposure to COVID-19.

Physical Distancing: Fully vaccinated employees, contractors and visitors are not required to comply with any physical distancing procedures.

Environmental Cleaning: FRTIB has coordinated with property management to enhance cleaning and disinfectant options specifically for high touch point areas and restrooms. Cleaning is performed frequently throughout the day. Cleaning staff is using cleaning products approved for use against the virus that causes COVID-19. In the event of a suspected or confirmed case of COVID-19 in the workplace, FRTIB will conduct cleaning in accordance with CDC, GSA guidance which provides 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, 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. You may choose to also disinfect depending on certain conditions or everyday practices required by your 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.

Hygiene: FRTIB has placed hand sanitizer stations throughout the workplace to include disinfectant wipes in kitchenette areas. FRTIB provides wipes and other EPA-approved disinfectants, as necessary, for employees to wipe down their workstation and related personal property. Property management has installed touchless water faucets, toilet flushers and foot pull openers on restroom doors. In addition, nano septic self-cleaning buttons have been installed in elevators.

Ventilation and Air Filtration: Property management and engineering teams are following CDC guidelines and have taken the following measures:

- Increased outside air ventilation where possible including overnight to purge space completely.
- New MERV 15 air filters have been installed on all base building fan systems.
- An independent third party has inspected the base building air and water distribution system.
- Annual air quality inspections are performed.