

Federal Election Commission COVID-19 Workplace Safety Plan

On January 20, 2021, the President issued Executive Order 13991, “Protecting the Federal Workforce and Requiring Mask-Wearing,” instructing agencies to immediately require masks and physical distancing measures in all Federal buildings consistent with current U.S. Centers for Disease Control and Prevention (CDC) guidance. On January 24, 2021, the Office of Management and Budget (OMB) issued M-21-15, *COVID-19 Safe Federal Workplace: Agency Model Safety Principles*, to assist Federal agencies in developing tailored COVID-19 workplace safety plans.

Consistent with the requirements of EO 13991 and OMB M-21-15, this plan has been developed to provide minimum mandatory safety guidance for the Federal Election Commission (FEC). The health and safety of all FEC employees, onsite contractors, and individuals interacting with FEC employees continues to be the agency’s highest priority. To protect FEC employees, contractors, and visitors¹ from COVID-19, the agency will follow the health and safety protocols and procedures outlined in this plan until further notice, and update the document to incorporate future guidance from OMB and the CDC as necessary.

I. COVID-19 Coordination Team²

The Office of the Staff Director (OSD) will continue to serve as lead for the FEC’s COVID-19 planning, response, and management as it relates to the protection of the FEC workforce and those with whom we come in contact. The FEC has a core COVID-19 Coordination Team (Team) to serve in an advisory role to the Commission in resolving matters that are crucial to the development and implementation of these guidelines and other supplemental guidance.

The Team is chaired by the Staff Director and consists of the following FEC personnel:³

- Staff Director – Alec Palmer
- Acting General Counsel – Lisa Stevenson
- Chief Financial Officer – John Quinlan
- Deputy Staff Director for Management & Administration – Kate Higginbotham
- Deputy General Counsel – Administration – Greg Baker
- Director of Human Resources – Lauren Lien
- Assistant General Counsel for Administrative Law – Christine McClarin
- Special Counsel to the General Counsel – Lawrence Calvert
- Director of Congressional Affairs – Duane Pugh
- Office of Staff Director’s Management & Program Analyst – Rebecca Hough

¹ With respect to visitors, see also part V.F below.

² This Team is informally referred to as the agency’s “COVID-19 Management Team.”

³ Per OMB M-21-15, the agency requested that the Safer Federal Workforce Task Force designate a delegate to serve as the public health expert on the agency’s Team and was provided with a point-of-contact at the CDC, who can assist the Team with health-related questions.

The Team is responsible for advising the Commission on matters including, but not limited to:

- Assessments to establish, implement, and monitor compliance with: (a) occupancy limit requirements; (b) safety protocols for physical space and masking; (c) determinations of onsite work and telework; and (d) strategies for implementing new COVID-related laws and programs;
- Revisions to the COVID-19 workplace safety plans and protocols;
- Outreach strategy for communicating with the FEC workforce and the agency's labor union that is regular and transparent and complies with FEC's obligations under Federal labor management relations law and existing agreements;
- Compliance issues and procedures for remediating them; and
- Appropriate exceptions to policies, and procedures for reviewing such requests.

Where appropriate, the Team may consult with the General Services Administration (GSA), the Office of Personnel Management (OPM), OMB, and CDC. The Team shall meet as needed and may form subgroups, or workgroups, with representatives from other offices in the agency to help support and inform the work of the Team.

The Team has designated the following individuals to serve on the Working Group for Agency Re-Opening:

- Deputy Staff Director for Management & Administration – Kate Higginbotham
- Deputy General Counsel – Administration – Greg Baker
- Director of Human Resources – Lauren Lien
- Office of Staff Director's Management & Program Analyst – Rebecca Hough
- Administrative Services Division Manager/Physical Security Officer – India Robinson
- Contracting Officer – Pamela Jones
- Deputy Chief Information Officer for Operations (or designee) – Kimberly Humphries (or Aaron Coles)
- OCIO's Enterprise Resource Analyst – Dorothy Yeager

This working group is charged with providing advice to the Team on plans, procedures, and protocols to allow for the safe return of employees to the workplace; developing appropriate COVID-19 safety training and guidelines for employees; and implementing approved safe return to work practices. Additionally, the group may develop and conduct employee surveys, or otherwise solicit employee feedback, on agency plans for returning employees to the workplace to help inform the Team's work. Other work groups may be formed by the Team as needed.

II. Telework & Other Workplace Flexibilities

As a general principle, every effort will be made to maximize the use of telework during periods of widespread community transmission of COVID-19. The FEC is currently operating under an evacuation order.⁴ While under this order, all FEC employees are in a mandatory telework

⁴ The agency has been operating under an evacuation order since March 24, 2020. The most recent order, issued on March 16, 2021, will be in effect until September 12, 2021 unless rescinded by the Commission at an earlier date.

status, unless they have volunteered to perform essential onsite operations (*see* Part III below), or have received prior approval from either the Staff Director or Acting General Counsel to access the building. Employees shall perform their regular duties, or other work that falls within their knowledge and skills, as assigned by their supervisors from their alternative worksite. Even FEC employees whose job would not otherwise be considered telework eligible or who do not have a telework agreement in place may be required to telework. In the rare event that an employee cannot be assigned remote work, they may be granted weather and safety leave.

When community transmission levels of COVID-19 have improved,⁵ the FEC intends to move initially from a mandatory telework posture to a maximum telework posture before returning employees to the office. During this transition period, all employees will be strongly encouraged to continue teleworking, unless their position entails work that cannot be effectively performed from home. Employees who are ineligible for telework and whose presence in the workplace is contraindicated because of the level of risk of infection as described by CDC may be granted weather and safety leave. Until directed otherwise, weather and safety leave should continue to be granted to employees who are not eligible for telework who fall within vulnerable populations as defined by the CDC.

The agency's telework posture will be assessed continually, and employees will be informed in writing in advance of any changes.⁶

In addition to maximizing telework, the FEC will continue to make available other flexibilities for use by employees to increase the safety of the FEC workforce and to help sustain employees' work day while managing family care responsibilities that have arisen from COVID-19. These flexibilities include, but are not limited to:

- Administrative leave for receiving COVID-19 vaccinations (*see* Section V(K));
- Alternative and compressed work schedules;
- Elimination of Core Hours requirements; and
- Limited Excused Absences Program.⁷

A comprehensive list of these flexibilities is posted for employees on FECNet at <http://fecnet.fec.gov/human-resources/covid-19-resources-fec-staff/>.

III. Essential Onsite Operations

Taking into consideration safety, maintaining practices that have proven successful in limiting the spread of COVID-19, and the efficacy of agency operations, the FEC has determined that certain functions essential to ensuring smooth agency operations require employees to be physically present in the office and should be continued as set forth in this part.

⁵ The decision on when to make this transition will be guided by forthcoming guidance from OMB and OPM, which is expected to include benchmarks for when community transmission levels will be considered sufficiently improved such that more Federal employees can return to onsite work.

⁶ To the extent possible, the Team will endeavor to provide employees with at least two weeks' notice prior to changing the agency's telework posture (e.g., moving from mandatory telework to maximum telework).

⁷ The Limited Excused Absences Program is tied to the FEC's evacuation order and will only be available while the agency is under such an order.

The Team has determined that the agency's mail center operations, including the physical receipt of mail by certain divisions, is an essential operation that must be performed onsite. Therefore, designated staff from the following offices will report to FEC's headquarters building on designated days to process and receive mission-critical agency mail: Administrative Services Division (ASD), Office of General Counsel (OGC), Reports Analysis Division (RAD), and Office of the Chief Financial Officer (OCFO).

While the agency is under an evacuation order, employees from these offices will report to building on a strictly voluntary basis. Any employees who are asked to perform essential onsite operations while the agency is under evacuation order, who do not wish to do so should inform their immediate supervisor as soon as possible. In the event that there are an insufficient number of volunteers for certain essential onsite functions, management may require certain individuals to report to the building. Employees who are at increased risk for COVID-19, per the CDC's guidelines, or who have caretaking responsibilities for and/or reside with individuals at increased risk will not be required to report to the building while the agency is under an evacuation order.⁸

The agency will continue to accept mail and packages from UPS, USPS, DHL and FedEx only. ASD will not accept or process any courier deliveries until further notice. Personnel from ASD will report to the building at least once per week to process incoming mail and will deliver mail to the standard locations where divisions normally receive their mail.

Outgoing mail will be processed by ASD only on the designated day(s) that ASD staff are in the building to process and deliver the incoming mail. Offices should place any outgoing USPS mail for processing in their regular outgoing mail locations, and send an email to admin@fec.gov indicating that they have mail for pick-up. Offices can put outgoing UPS mail straight into the UPS drop box at the building (near the loading dock) if it already has a pre-paid air bill on it. For offices that need to regularly send parcels by UPS, ASD can provide assistance with setting up a UPS CampusShip account for that office (if it does not already have one) to allow the office's POC to create their own pre-paid UPS shipping labels and arrange pick-up at an employee's home, as necessary.⁹

Divisions that require mailing supplies (e.g., envelopes, forms, etc.) should send an email to admin@fec.gov requesting those supplies. The supplies will be placed in the Division's designated mail inbox on days when ASD is in the office to process mail.

ASD staff will also be responsible for distributing PPE and cleaning supplies to the divisions that will have employees performing essential onsite operations. Distributions will occur on an as-needed basis and will take place on the day(s) that ASD is reporting to the office to process mail. Divisions that require additional PPE and supplies should send an email to admin@fec.gov requesting those items and specifying the types and amounts needed.

⁸ Current CDC guidelines defining populations at increased risk are available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>. For now, the FEC will permit employees to self-certify their medical and residential circumstances relative to COVID-19.

⁹ The agency will incur additional costs for home pick-up, so to the extent possible, packages should be dropped off at a UPS location or UPS drop box. Some packages, such as laptop computers, batteries, or sensitive electronic media, or those with a higher declared value, cannot be dropped off at a UPS location or drop box, and must be handed directly to a UPS driver or via a scheduled delivery pick-up.

| Type of Activity | FEC Employees Needed |
|---|---|
| Entering building | Security Officer(s), Check-in & Screening |
| Processing & Delivery of Mail & Supply Distribution | ASD (1-2) |
| Receiving & Scanning Mail ¹⁰ | OCFO (1), OGC (2), RAD (1-3) |

To help facilitate social distancing for staff reporting to the building, all building visits shall be coordinated through the Administrative Services Officer. Offices with staff performing essential onsite services will submit their schedule for the following week by no later than Friday of the preceding week, and other FEC personnel and visitors will submit their requested date(s) for accessing the building upon receiving approval by the Staff Director or Acting General Counsel.

Other agency functions may be designated as essential onsite operations as needed. The Team will notify the Commission in the event that other functions are so designated.

IV. Health & Safety Measures

A. Face Masks

Employees, onsite contractors, and all visitors to the FEC must wear a face mask (also called a face covering) that covers the nose and mouth, and is in accordance with current CDC and OSHA guidance.¹¹ All employees, contractors, and other visitors must wear a face mask when interacting in-person with other individuals, and while utilizing all common areas and shared workspaces of the FEC's space (e.g., employee workstations, hallways, elevator lobbies, restrooms, copy centers, cubicle embankments, conference rooms, and breakrooms). Employees with private offices are required to wear face masks when their office doors are open, and are strongly encouraged, but not required, to wear a face mask while alone in their office with the door closed.

Employees are permitted to remove their masks while eating or drinking in a breakroom, at their workstation, or in their office, provided that appropriate social distancing is maintained. Employees with private offices are strongly encouraged to eat or drink in their own office with the door closed.

¹⁰ Only those divisions that have indicated a need to pick up mission critical and/or time-sensitive mail on a recurring basis are included here. Other offices and divisions may send a representative to pick up mail upon request after coordinating with the Administrative Services Officer.

¹¹ Current CDC guidelines recommend using either a non-medical disposable masks (sometimes referred to as surgical or procedure mask); or a cloth reusable mask that is made with breathable fabric (e.g., cotton) and tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), and consists of two or three layers. All masks must fit properly (i.e., snugly around the nose and chin with no large gaps around the sides of the face). Consistent with CDC guidelines, employees are not permitted to wear novelty/non-protective masks, masks with ventilation valves, or face shields as a substitute for masks. More information on the CDC guidelines is available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>.

Per building management, all individuals accessing 1050 First Street, must wear a face mask when entering the building and while in any common areas of the building, including the main lobby, elevators, and stairwells.

Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Employees who cannot safely wear a face covering or mask due to health reasons should notify their supervisor, so that alternative arrangements or accommodations can be made.

B. Symptom Monitoring & Self-Health Assessments

If any employee, FEC contractor, or visitor is not feeling well, they should not enter the FEC's building. The Administrative Services Officer and the Director of Human Resources will coordinate regarding individuals who are permitted to enter the building to ensure that safety training per Section V(I) and health self-assessments are completed timely.

All employees, contractors, and other FEC visitors reporting to the building will be required to complete a standardized self-health assessment each day before arriving at the building. If the health assessment cannot be sent to the individual in advance (e.g., due to last-minute scheduling of a contractor), the health assessment may be conducted upon check-in at the FEC's security desk in the building lobby. The self-assessment includes the employee conducting a temperature check, verifying whether they have cared for or had close contact with an individual diagnosed with or being tested for COVID-19, and assessing whether they are experiencing symptoms that may indicate a possible COVID infection.¹² After completing the self-health assessment, the individual will submit their result to OHR confirming that they have completed the self-assessment and their overall assessment result (i.e., whether they should or should not report to the building).

Individuals with responses indicating they should not report to work or who are otherwise feeling unwell, may not report to the building. Employees should notify their supervisor, as well as the Administrative Services Officer and Director of Human Resources, as soon as practicable that they will not be going to the building on their scheduled day.

Any individual who develops any symptoms consistent with COVID-19 while at the FEC's building must immediately isolate, notify their supervisor (for employees) or FEC point-of-contact (for contractors and other visitors), and promptly leave the workplace. The individual should also notify the Director of Human Resources as soon as practicable.

¹² The self-assessment form will instruct the employee to take their own temperature and include a question regarding fever symptoms. We do not intend to conduct temperature checks of employees at the building due to logistical impediments and information suggesting that such checks are only partially effective in identifying COVID-19 cases and may present their own risks.

C. In the Event of a Known or Suspected COVID-19 Exposure in the Building

Employees, contractors, and other FEC visitors who have accessed the building in the last 14 days, and (1) have tested positive for COVID-19; (2) are experiencing symptoms of COVID-19 and are awaiting test results; or (3) become aware they were in close contact with someone who has been diagnosed with or is experiencing symptoms of COVID-19, are required to report this information to the Director of Human Resources. If this information is reported to a supervisor, management official or other FEC point-of-contact it must be sent to the Director of Human Resources immediately.

If an employee, contractor, or other FEC visitor who has been in the building in the last 14 days informs the Director of Human Resources or any management official that the employee has tested positive for COVID-19, believes they have contracted COVID-19, or has come into contact with an individual who has or is believed to have COVID-19, the following steps will be taken:

- The Director of Human Resources will work with the employee or visitor to identify spaces the person accessed within the building and any contacts they may have had while positive or potentially positive for COVID-19;
- The Director of Human Resources will inform employees and FEC visitors who may have had contact with this individual of their potential exposure while not disclosing the identity of the employee who reported this information;
- The Director of Human Resources and the Administrative Services Officer will inform contractors and guards who may have had contact with this individual of their potential exposure while not disclosing the identity of the employee who reported this information;
- The Director of Human Resources will inform the COVID-19 Coordination Team, Commission, Union, and all FEC employees of a positive case in the building; and
- The Administrative Services Officer will communicate this information to GSA and building management at 1050 First Street.

If agency management otherwise becomes aware of likely or known COVID-19 exposure at 1050 First Street (e.g., a positive case among building staff or an employee of the co-tenant agencies):

- The Administrative Services Officer and Director of Human Resources will work with GSA and building management to determine which areas in the building and which employees or FEC visitors may have been impacted;
- The Director of Human Resources will inform employees and FEC visitors who may have had contact with this individual of their potential exposure while not disclosing the identity of the person who reported this information;
- The Director of Human Resources and the Administrative Services Officer will inform contractors and guards who may have had contact with this individual of their potential exposure while not disclosing the identity of the employee who reported this information;
- The Director of Human Resources will inform the COVID-19 Coordination Team, Commission, Union, and all FEC employees of a positive case in the building.

If it is determined that a notification has been made in error or if a COVID-19 case does not affect FEC staff or contractors, an agency-wide notification is not required. Under either

scenario, agency management will curtail or suspend onsite operations during the period required to coordinate with GSA and building management, and to properly clean and disinfect the FEC's space and any common areas in the building. Onsite operations will not be resumed until employees can safely access the building.

D. Travel

Given currently high levels of transmission in the United States, domestic travel for official business should be limited to only mission critical trips. International travel should also be avoided if at all possible, unless it is mission critical.

Employees should adhere strictly to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. At this time, these include the following precautions: carefully assessing travel risk prior to travel, wearing a mask during all portions of a trip, maintaining physical distance from non-household members, maintaining good hand hygiene by regularly washing hands with soap and water, or using alcohol-based hand sanitizer if soap and water are not available, and getting tested and staying home for prescribed periods of time after higher-risk travel before returning to the workplace. The CDC has extensive guidelines for both domestic and international travel, and Federal workers should consult these resources carefully before deciding to travel.

Employees should be aware that they may be required to stay at home for a period of time after official or personal travel (typically allowing the employee to request personal leave when it results from personal travel, if an employee is unable to telework or is otherwise expected to be present onsite) before they are allowed to return to the workplace, as well as following any testing guidance once issued. OMB guidance has stated that private transportation for official travel is preferred to the use of public or other communal transportation, in combination with other safety/security guidance.

E. Quarantine & Isolation

Any individual with a suspected or confirmed COVID-19 infection will be advised to isolate, pursuant to CDC guidelines, their healthcare provider's instructions, and in compliance with local laws/regulations. Personnel who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and local guidance for quarantine. Employees and contractors who are in isolation or quarantine should not return to the workplace until approved through the Director of Human Resources, based on recommended CDC guidelines and the individual's physician or local public health authority.¹³ Employees are permitted to self-certify

¹³ Current CDC guidelines generally recommend that individuals who test positive for COVID-19 isolate for 10 days provided that they have no symptoms. For individuals who test positive and display symptoms, the CDC advises that isolation can be discontinued 10 days after symptom onset if they have been fever free for at least 24 hours without fever-reducing medication and their symptoms are improving. Individuals who are exposed to COVID-19 (but have not been tested) should quarantine for 14 days. More information on CDC guidelines for quarantine and isolation are available at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>. Where CDC guidelines conflict with the period recommended by the individual's physician or local public health authority, the recommendation with the longer quarantine/isolation period will be followed.

that they have completed all conditions of isolation or quarantine and are permitted to return to work.

F. Confidentiality

All medical information collected from agency 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 and manage COVID-19 procedures.

V. General Safety Protocols

A. Workspace Occupancy

Unless it is physically impossible, generally speaking, occupancy in the FEC's offices should be no more than 25% of normal capacity during periods of substantial or high community transmission in the Washington, D.C.-area. Levels of community transmission can be established by consulting CDC's COVID Data Tracker County View. Exceptions to this policy must be cleared by the Commission as advised by the Team and in consultation with the Safer Federal Workforce Task Force. Exceptions to this policy must still allow for physical distancing in the workplace.

While the agency is under evacuation order, only FEC employees reporting to the building to perform essential onsite operations or who have received prior approval from the Staff Director or Acting General Counsel will be permitted to access the FEC's offices. The agency will establish and require adherence to a schedule for employees performing essential onsite operations, pre-approved staff visits to the building, and other approved visitors (e.g., contractors) coming to the building to limit the number of individuals in the FEC's offices at the same time. To this end, those divisions with employees reporting to the office to perform essential onsite operations, will provide the Administrative Services Officer by Friday of each week with a list of all employees from their office who will be reporting to the office during the following week and the days on which they will be reporting. Individuals approved by the Staff Director or Acting General Counsel to access the building, shall forward their approval to the Administrative Services Officer to coordinate the date and time of their visit.¹⁴

When the FEC is no longer under an evacuation order, the agency may utilize staggered work times and cohort-based scheduling to reduce building density, minimize traffic volume in lobby areas and elevators, and avoid crowds during commuting times. The COVID-19 Coordination Team will work with managers and supervisors to develop a scheduling strategy that allows for appropriate social distancing in all FEC workspaces while ensuring that agency work can be efficiently accomplished.

¹⁴ More information on the procedures for requesting building access is available on FECNet: <http://fecnet.fec.gov/human-resources/covid-19-resources-fec-staff/>.

B. Physical Distancing & Contact Logs

To the extent possible, employees and contractors shall observe social distancing guidelines and strive to keep at least six feet between themselves and other individuals at all times while in the building. Signage and floor markers have been posted in common areas in FEC spaces to help assist employees, FEC contractors, and other visitors with maintaining appropriate distancing. To limit their own exposure and to protect others, employees and contractors should only access those spaces in the building that are absolutely necessary (e.g., their own workspace, spaces required for performance of their onsite duties, restrooms, and breakrooms). Employees and FEC contractors reporting to the building must keep a list of daily contacts with other employees and visitors and spaces that are accessed to facilitate contact tracing in the event of a COVID-19 exposure in the building.

C. Environmental Cleaning

Consistent with building lease amendments executed by GSA in 2020, enhanced cleaning and disinfecting will be performed on a routine basis in common use and high touch spaces, such as elevator lobbies and restrooms, in the building's common areas and within the FEC's leased space, using products identified by the EPA as effective against Novel Coronavirus SARS-CoV-2. These provisions are in effect until September 30, 2021.

The agency will provide CDC, FDA, and/or EPA-approved cleaning supplies, including cleaning wipes and spray, for employee use in their own workspaces and in common areas in which they work.

In the event of a suspected or confirmed case of COVID-19 in the workplace (if the individual had been in the building up to seven days prior), enhanced environmental cleaning will be performed in accordance with CDC and GSA guidance. If such enhanced cleaning is required, the agency will wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, the FEC will wait as long as possible. Employees, contractors, and FEC visitors may be asked to vacate the affected space until cleaning or disinfection is completed.

D. Hygiene

To prevent the transmission of all respiratory infections, respiratory hygiene should be practiced by everyone.

- Cover your cough or sneeze with a tissue or mask, or use the inside of your elbow, and then throw the tissue away in the trash and immediately wash your hands.
- When in public spaces, wear an appropriate mask covering your nose and mouth.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds especially if you have been in a public space, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Clean and disinfect frequently touched surfaces daily.

The agency has posted signage in FEC office space and provided information in our COVID-19 Safety training reminding employees of the importance of proper hand washing in protecting themselves from COVID-19. The information directs employees to use an alcohol-based hand sanitizer with at least 60 percent alcohol if washing with soap and water is not an option. The agency will stock and refill hand sanitizer dispensers in locations that are readily accessible to employees working onsite or provide individual bottles of hand sanitizer to those employees.

E. Ventilation & Air Filtration

The FEC 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 rating that can be utilized based on the capacity of the building's equipment and as recommended by the manufacturer and are changed regularly based on the manufacturer's recommendation; optimizing fresh air and reducing recirculation, and extending operating times if necessary.

F. Visitors

Until further notice, no visitors will be admitted into the FEC's offices, except for contractors who are reporting to perform approved contracted work. Exceptions may be granted on a case-by-case basis by the Staff Director or Acting General Counsel to allow for other types of visitors where necessary to accomplish time-sensitive agency business. The scheduling of these visits must be coordinated through the Administrative Services Officer to ensure that appropriate social distancing with other staff working in the building can be maintained at all times.

G. Elevators

Until further notice, two elevators in the building lobby will be designated for FEC use only. Employees, contractors, and FEC visitors should use these elevators to access the FEC's floors of the building. In accordance with signage posted by building management, no more than two individuals should occupy an elevator at the same time.

H. Other Shared Spaces

Shared tools and equipment must be disinfected by users any time the equipment is used by or transferred to a new person, and disinfectant wipes will be provided. This includes phones, computers and other communication devices, kitchen implements, and other office equipment. Refrigerators, water fountains, kitchen sinks, and coffee brewers with disposable cups may be used with proper hand hygiene. To promote physical distancing in shared spaces (e.g., breakrooms), the agency has installed signage indicating the maximum occupancy for these spaces and placed floor markers to denote appropriate spacing.

I. COVID-19 Safety Training

All employees and FEC contractors reporting to the building during periods of high community transmission of COVID-19 must complete a mandatory safety training developed in accordance with OSHA requirements, which includes information on the proper use and disposal of agency-provided PPE (e.g., disposable face masks and gloves), before they may be scheduled for a visit. The Administrative Services Officer will verify that the training is completed before the employee or FEC contractor's first visit to the building.

J. Parking

Subject to availability, employees reporting to the building to perform essential onsite operations during the period that the agency is under evacuation order will be offered a temporary courtesy parking garage pass paid for by the agency, if they do not already receive parking. All other employees, as well as contractors and other visitors, will be responsible for their own parking expenses.

K. Vaccinations

The FEC has been advised that, at this time, there is no plan to vaccinate federal employees as its own, separate group of the American population. Employees who plan to receive the COVID-19 vaccine should seek vaccination appointments in the local jurisdictions where they live.

To facilitate the expeditious vaccination of our workforce, the FEC will be offering administrative leave for employees receiving the COVID-19 vaccine. Employees are eligible for up to four hours of administrative leave per COVID-19 vaccine dose to use as needed (for a total of 8 hours of administrative leave for employees receiving two doses of the vaccine). Employees may need less time to receive the vaccine and should only take the amount of time needed to receive their doses. Employees in extenuating circumstances who may require additional time to receive their doses should request additional administrative leave through their supervisor.

VI. Compliance

Employees who fail to comply with the requirements of this Agency Safety Plan may be subject to disciplinary action in accordance with applicable agency policies. Contractors and other FEC visitors who fail to comply with requirements of this Agency Safety Plan may be barred from accessing the FEC's headquarters building.

VII. Questions or Concerns

Employees with questions about this Agency Safety Plan may submit those questions to any member of the COVID-19 Coordination Team or the FEC's Administrative Services Officer.

Any individual who has questions or concerns about implementation of and compliance with the health and safety measures and general safety protocols set forth in this plan, should submit those questions or concerns to the Administrative Services Officer.

Employees with questions about telework and other workplace flexibilities available during the COVID-19 pandemic, as outlined in this plan, should submit those questions to the Director of Human Resources.

VIII. Modifications to the Agency Safety Plan

This Plan supersedes any conflicting information in previously published FEC guidance on COVID-19. It is subject to modification by the COVID-19 Coordination Team with Commission approval as updated guidance is issued by relevant authorities, including the Office of Personnel Management, Office of Management and Budget, GSA, the Centers for Disease Control, or Department of Homeland Security, or as conditions require.