

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 take immediate action to require masks, physical distancing and other public health 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. On May 13, 2021, the CDC issued *Interim Public Health Recommendations for Fully Vaccinated People*, which updated guidance for fully vaccinated people with respect to masking and physical distancing. On July 29, 2021, the Safer Federal Workforce Task Force issued *COVID-19 Workplace Safety: Agency Model Safety Principles* (amended September 13, 2021). On September 9, 2021, the President issued [Executive Order 14043](#) on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and [Executive Order 14042](#) on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*. On February 25, 2022, the CDC set new recommendations related to COVID-19 Community Levels, which updated guidance for determining workplace masking and screening testing protocols.

Consistent with the requirements described above, this Workplace Safety Plan (Plan) has been developed to provide minimum mandatory safety guidance for the Federal Election Commission (FEC, or “the agency”). 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 will update the document to incorporate future guidance from OMB and the CDC as necessary.²

I. COVID-19 Coordination Team³

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:⁴

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

² In cases where local regulations impose pandemic-related requirements more protective than the guidance provided by the Safer Federal Workforce or the OMB, those requirements will be followed.

³ This Team is informally referred to as the agency’s “COVID-19 Management Team.”

⁴ 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.

- Staff Director – Alec Palmer
- Acting General Counsel – Lisa Stevenson
- Chief Financial Officer – John Quinlan
- Deputy Staff Director for Management & Administration – Kate Higginbothom
- 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
- Performance Manager – Amy Kort
- Office of Staff Director’s Management & Program Analyst – Rebecca Hough

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, as appropriate; (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, 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 will meet regularly 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 Higginbothom
- Deputy General Counsel – Administration – Greg Baker
- Director of Human Resources – Lauren Lien
- Office of Staff Director’s Management & Program Analyst – Rebecca Hough
- Performance Manager – Amy Kort
- 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. Health & Safety Standards

A. Federal Employee Vaccination Requirement

Note: The Federal employee vaccination requirement in Executive Order 14043 on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* is currently the subject of a preliminary nationwide injunction. To ensure compliance with the injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the FEC is currently taking no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043, including not taking any actions with respect to processing requested legal exceptions to the vaccination requirement. The injunction has no effect on enforcement of other workplace safety protocols related to vaccination status, such as physical distancing, testing, travel, and quarantine requirements.

Under Executive Order 14043 on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*, FEC employees are required to be fully vaccinated for COVID-19, except in limited circumstances where an employee is entitled to an exception. Employees are considered "fully vaccinated" two weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. For the Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford vaccines, that is two weeks after an employee has received the second dose in a two-dose series. For the Johnson and Johnson (J&J)/Janssen vaccine, that is two weeks after an employee has received a single-dose.

The FEC fully supports employee efforts to stay current with their vaccinations, including by providing leave flexibilities related to COVID-19 vaccinations and other COVID-19 leave flexibilities, as detailed in Appendix A.

The FEC collects information necessary to verify that FEC employees are fully vaccinated for COVID-19. This information includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation, as set forth below. When providing this information, employees must certify under penalty of perjury that the information they are submitting to the agency is true and correct. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points. The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic

site(s) administering the vaccine(s). Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above. A recent antibody test cannot be used to prove vaccination status.

In requesting this vaccination information from employees, onsite contractor employees (as described below), and visitors,⁵ the agency complies with applicable Federal laws, including requirements under the Privacy Act, and any applicable collective bargaining obligations; takes steps to promote privacy and IT security, while also providing the relevant information to those who need to know in order to implement the safety protocols; consults with its Records Officer, Chief Information Officer, and Co-Chief Privacy Officers to determine the best means to maintain this information to meet the agency's needs; and only disseminates this vaccination information to the appropriate agency officials who have a need to know to ensure effective implementation of the safety protocols.

The agency requires that individuals who start their government service after November 22, 2021, be fully vaccinated, and provide documentation of their vaccination status, as described above, prior to their start date, except in limited circumstances where an exception is legally required. Information regarding this requirement is included in all FEC job postings.

The agency may grant an exception to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. Employees who are not fully vaccinated, including due to a pending or approved request for an exception or extension to the COVID-19 vaccination requirement, must follow applicable physical distancing and screening testing protocols, as well as applicable travel guidance, for individuals who are not fully vaccinated.⁶

Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

B. Onsite Contractor Vaccination Requirement

Note: The contractor vaccination requirement in Executive Order 14042 is the subject of injunctions issued by Federal courts. In accordance with OMB Guidance, and pending further notice, the FEC will take no action to enforce any contract clauses implementing the requirements of EO 14042 for any contract where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order. There is no change to the Safer Federal Workforce Task Force's guidance for COVID-19 workplace safety protocols for Federal agencies, which apply in all Federal buildings and Federally controlled facilities. Contractor employees working onsite in those facilities must still follow those Federal agency workplace

⁵ See section III.F for more information on requirements for visitors.

⁶ Information concerning the FEC's testing protocols for unvaccinated employees is included in II.E.

safety protocols including completing the Certification of Vaccination form and follow applicable guidance in this Safety Plan.

In compliance with Executive Order 14042 on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, the FEC includes in contracts a clause that specifies that the contractor or subcontractor will, for the duration of the contract, comply with all guidance for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force. These requirements include:

- COVID-19 vaccination of covered contractor employees, except in limited circumstances where an employee is legally entitled to an accommodation;
- Compliance by individuals, including covered contractor employees and visitors, with the Guidance related to masking and physical distancing while in covered contractor workplaces;
- Designation by covered contractors of a person or persons to coordinate COVID-19 workplace safety efforts at covered contractor workplaces.

Prior to contractor employees being subject to a contractual requirement to be vaccinated, the FEC will ask about the vaccination status of those onsite contractor employees when they are in the FEC's building during periods when the [COVID-19 Community Level](#) is medium or high in Washington, D.C. Onsite contractor employees must attest to the truthfulness of the response they provide. If an onsite contractor employee chooses not to provide a response, they will be treated as not fully vaccinated for the purpose of agency safety protocols. For contractor employees not yet subject to a contractual requirement to be vaccinated, the agency provides them with the [Certification of Vaccination form](#) prior to entering the building. Onsite contractors shall complete the form and keep it with them during their time at the FEC—they may be asked to show the form to security personnel and to a Federal employee who oversees their work. The FEC does not collect these forms, or any other document of vaccination status, from onsite contractors.

Prior to being subject to a contractual requirement to be vaccinated, onsite contractor employees who are not fully vaccinated (or who decline to disclose vaccination status) are required to be able to show documentation of a negative COVID-19 test result when in the FEC's building during periods when the [COVID-19 Community Level](#) is medium or high in Washington, D.C. The test result must be from within the previous 3 days.

Contractor employees entering FEC Headquarters with a valid FEC-issued PIV card do not need to provide onsite proof of vaccination. Onsite contractor employees without a valid PIV card will be considered visitors seeking to enter the facility for reasons other than to obtain a public service or benefit, and must follow the protocols for such individuals.⁷

Onsite contractor employees must follow required workplace safety protocols while accessing the facility, such as mask wearing where masking is required.

⁷ See III.F.

C. Face Masks

During times of high COVID-19 Community Levels in Washington, D.C.,⁸ all FEC employees, onsite contractors, and visitors to the FEC will be required to wear a mask while in FEC workspaces.⁹

During times of low or medium COVID-19 Community Levels, employees, onsite contractors, and visitors to the FEC will not be required to wear a mask or physically distance while working within the confines of the FEC workspaces, unless called for by D.C. law, rules, or regulations. The agency will announce changes to masking policies based on the prior week's COVID-19 Community Level in Washington, D.C. If employees wish to continue wearing a mask or practice physical distancing while in the FEC workspaces during periods of low or medium COVID-19 Community Level, they are permitted to do so. Building management may require all individuals accessing 1050 First Street to wear a face mask when entering the building and while in any common areas of the building, including the main lobby, elevators, parking garage, and stairwells, regardless of the COVID-19 Community Level.¹⁰

Regardless of the COVID-19 Community Level, employees must wear a mask in accordance with CDC quarantine and isolation guidance, if they have symptoms, recently tested positive, or were in close contact with someone with COVID-19. More detailed isolation and quarantine guidance, including periods for which mask wearing is required, can be found in Appendix B.

During periods when face masks are required, employees, onsite contractors, and 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. Employees are permitted to remove their masks for a limited time when they are eating or drinking. Employees are permitted to eat or drink in a breakroom or at the employee's own workstation/office, provided that appropriate physical distancing is maintained.

Masks and respirators (i.e., specialized filtering masks such as "N95s") can provide different levels of protection depending on the type of mask and how they are used. The CDC recommends that individuals wear the most protective mask that they can, that fits well and that can be worn consistently. Masks should completely cover the nose and mouth and fit snugly against the sides of an individual's face with no gaps.¹¹ Consistent with CDC guidelines, employees are not permitted to wear novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

⁸ The agency assesses the COVID-19 Community Level for Washington, D.C. on a weekly basis to determine proper mask-wearing requirements for the upcoming week using [Community Level data from the CDC](#).

⁹ Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

¹⁰ Please note that the building's mask requirements apply to all elevators and stairwells, even when being used to move between the FEC's floors. Therefore, if the building has more strict masking rules than those in effect for the FEC's workspace, those rules must be followed in all elevators and stairwells.

¹¹ Visit the CDC's website for more information regarding masks, including [a guide to masks](#), [types of masks and respirators](#), and [improving how masks protect you](#).

Employees who cannot safely wear a face covering or mask due to a health condition should notify their supervisor or contact the agency's EEO Disability Program Manager, so that alternative arrangements or accommodations can be made.

D. Symptom Monitoring & Screening

Employees are required to monitor themselves for COVID-19 symptoms.¹² By entering the FEC building, employees are attesting that they have not experienced COVID-19 symptoms in the past 48 hours, have not been in close contact with someone who has confirmed COVID-19 or symptoms consistent with COVID-19, are not isolating or quarantining, and are not currently awaiting results of a COVID-19 test because of exposure. Informational signage reminding employees of this requirement will be posted in the main lobby and elevator bays of each floor of the FEC workspaces.

If any employee, FEC contractor, or visitor is not feeling well, they should not enter the FEC's building, regardless of vaccination status. Employees should notify their supervisor as soon as practicable that they will not be going to the building on that 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 Administrative Services Officer and Director of Human Resources as soon as practicable if they test positive for COVID-19.

E. Testing

1. Diagnostic Testing

The FEC will pay the costs of diagnostic testing¹³ for an FEC employee who has been exposed to a person with COVID-19 at work. Employees are notified of workplace exposures through the procedures outlined in II.G. Employees who wish to receive diagnostic testing following a workplace exposure should contact the Director of Human Resources to discuss testing options and the Office of the Chief Financial Officer regarding the process for receiving reimbursement.

In addition, the FEC will pay employees' costs for diagnostic testing for current infection with SARS-CoV-2, required for official travel and not available through a Federal dispensary or not covered (or reimbursable) through travel insurance. Such costs can be claimed in a travel voucher as a Miscellaneous Expense under agency travel policies.

The FEC is not responsible for providing diagnostic testing to an FEC employee who is exposed to a person with COVID-19 outside of work. An employee who comes into close contact with a

¹² Visit the CDC's website for detailed information regarding [symptoms of COVID-19](#) and a [COVID-19 self-checker assessment tool](#).

¹³ [Diagnostic testing](#) is intended to identify current infection in individuals and should be performed on anyone that has signs and symptoms consistent with COVID-19 and/or following recent known or suspected exposure to SARS-CoV-2.

person with COVID-19 outside of work should follow CDC guidelines for testing and quarantine consistent with their vaccination status and is responsible for the cost of testing. Additional information regarding diagnostic testing can be found in Appendix C.

2. Screening Testing

During weeks with high or medium COVID-19 Community Levels, FEC employees who are not fully vaccinated, including due to a legal exception to the vaccine requirement, must undergo screening testing¹⁴ through the FEC's screening testing program, as detailed in Appendix C. The costs of testing required for employees included in the FEC's screening testing program are paid by the FEC, and testing will be performed during the employee's duty hours.¹⁵ For employees included in the FEC's screening test program, the agency will provide the employee with a self-administered test that is [authorized by the Food and Drug Administration](#) (FDA) to detect current infection. Testing will be performed by the employee and observed virtually by an agency official, authorized third-party certified testing guide, or an authorized telehealth provider. Weekly results will be reported to the agency official.

Employees included in the screening testing program must be tested once a week for any week during which they work onsite or interact in person with members of the public as part of their job duties during periods of medium or high COVID-19 Community Levels. Employees included in the screening testing program do not need to provide the results of a negative test each time they enter or are present in the FEC's facilities.¹⁶

Refusals to take a required screening test or to provide the results of the test may result in disciplinary measures.¹⁷

3. Collection of Information on Employee Test Results

The FEC collects and stores information on employee test results to ensure compliance with the screening program. In requesting this information, the agency complies with applicable Federal laws, including requirements under the Privacy Act, and any applicable collective bargaining obligations; takes steps to promote privacy and IT security, while also providing the relevant information to those who need to know in order to implement the safety protocols; consults with its Records Officer, Chief Information Officer, and Co-Chief Privacy Officers to determine the

¹⁴ [Screening tests](#) are intended to identify infection with SARS-CoV-2, the virus that causes COVID-19, in unvaccinated people who are asymptomatic and do not have known, suspected, or reported exposure to SARS-CoV-2. Screening helps to identify unknown cases so that measures can be taken to prevent further transmission. Screening testing is separate and distinct from diagnostic testing, which should be performed on anyone that has signs and symptoms consistent with COVID-19 or following recent known or suspected exposure to SARS-CoV-2.

¹⁵ Employees are only authorized to spend time related to screening testing during the employee's basic tour of duty hours and only for the amount of time necessary. If, due to unforeseen circumstances, the employee is unable to obtain the test during basic tour of duty hours, the normal overtime hours of work rules apply.

¹⁶ Federal employees generally are treated as visitors during a visit to another agency. During periods when the [COVID-19 Community Level](#) is medium or high in the area where the other agency is located, they should be able to show proof of a negative COVID-19 test result administered within the past three days if they are not fully vaccinated or decline to provide their vaccination information to the host agency.

¹⁷ If the employee seeks an accommodation from the requirement to be regularly tested, the FEC will follow its ordinary process to review and consider what, if any, accommodation should be offered in accordance with Federal employment nondiscrimination laws.

best means to maintain this information to meet the agency's needs; and only disseminates this information to the appropriate agency officials who have a need to know to ensure effective implementation of the safety protocols and screening program.

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

F. COVID-19 Safety Training

All FEC employees and onsite FEC contractors reporting to the building must review and familiarize themselves with this Workplace Safety Plan. Employees are also required complete a mandatory safety training developed in accordance with OSHA requirements. The Administrative Services Officer will verify that the training is completed.

G. 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 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 they were in the building on or during the two days prior to 1) the day their COVID-19 symptoms began or 2) the day they were tested. 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 during the timeframes outlined in the preceding paragraph 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; and
- 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.

Employees that are affected by a workplace contact notification should follow the quarantine and isolation protocols outlined in part II.I.

In all cases, the agency will take steps to promote privacy and IT security, while also providing the relevant information to agency officials who need to know in order to implement these safety protocols.

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 may 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.

H. Travel

Employees who are not fully vaccinated are subject to Government-wide restrictions on official travel and will be limited to mission-critical trips only. There are no Government-wide restrictions on travel for fully vaccinated individuals; they are subject to prevailing FEC travel policies.

Employees should adhere strictly to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. CDC COVID-19 prevention measures continue to apply to all travelers, including those who are vaccinated. [The CDC has extensive guidelines for both domestic and international travel](#), and Federal workers should consult these resources carefully before deciding to travel.

Employees travelling abroad 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 follow any testing guidance once issued.

All employees travelling domestically or abroad are encouraged to get tested with a viral test 3-5 days after travel. They should also self-monitor for COVID-19 symptoms, and if symptoms develop, isolate, get tested, and follow all recommendations or requirements of their U.S. destination after travel.

I. Quarantine & Isolation

Any individual, regardless of vaccination status, 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 and 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 information. 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.¹⁸ Employees may self-certify that they have completed all conditions of isolation or quarantine and are permitted to return to work. More detailed isolation and quarantine guidance is contained in Appendix B.

Official or personal travel may result in a mandatory quarantine before an employee is allowed to return to the workplace. If quarantine is required because of official travel or workplace exposure, the employee should follow the guidance in Appendix B. If quarantine is required because of personal travel, and the employee is otherwise expected to be present onsite, the employee may take personal leave while quarantining. If an employee refuses to quarantine or refuses to take personal leave while under mandatory quarantine after personal travel, the agency may elect to bar the employee from the workplace for the safety of others. If the agency bars the employee from the workplace, the employee must be placed on administrative leave until the agency determines what status the employee should be placed in while on quarantine.

Employees who need to quarantine or isolate and are able to work should utilize medical telework. If an employee is subject to isolation due to being infected with COVID-19 and is unable to telework due to illness, the employee may request sick leave, as weather and safety leave would be unavailable. Employees may also request accrued annual leave and other forms of paid or unpaid leave in this situation as appropriate. For more information on leave and telework flexibilities during quarantine and isolation periods, see Appendix A, Part II and Appendix B.

¹⁸ More information on CDC guidelines for quarantine and isolation is available at: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.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.

J. 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.

III. General Safety Protocols

A. Workspace Occupancy

The FEC may establish alternative work scheduling¹⁹ and occupancy limits as a means of facilitating physical distancing. The COVID-19 Coordination Team will work with managers and supervisors to develop a strategy that allows for appropriate physical distancing in all FEC workspaces while ensuring that agency work can be efficiently accomplished. Individual employees with concerns about physical distancing in their workspace should raise these concerns with their first-line supervisor.

B. Physical Distancing & Contact Tracing

Individuals—including employees, onsite contractor employees, visitors, and members of the public who are seeking a public service or benefit—who are not fully vaccinated, or who have declined to provide their vaccination information when requested, must maintain a distance of at least six feet from others at all times (including in offices, conference rooms, and all other communal and work spaces) and properly wear a mask during periods of high COVID-19 Community Levels, [consistent with CDC guidelines](#).

In areas of medium or low COVID-19 Community Levels, in most settings, fully vaccinated people generally do not need to physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations.

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases. The Team will ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of FEC employees, onsite contractor employees, and the general public, in accordance with local public health mandates. The agency will be transparent in communicating related information to the workforce, as relevant and appropriate. Any disclosures by the agency regarding COVID-19 cases will be consistent with Federal, State, and local privacy and confidentiality laws and regulations

C. Environmental Cleaning

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

¹⁹ The agency utilizes telework, flexible work schedules, and remote work consistent with the principles set forth in OMB Memorandum [M-21-25](#).

within the FEC's leased space, using products identified by the EPA as effective against Novel Coronavirus SARS-CoV-2.

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 has been in the building in the last 24 hours), enhanced environmental cleaning will be performed in accordance with CDC and GSA guidance.

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.
- 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.

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 the 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. Visitor Entry into FEC Headquarters

When the COVID-19 Community Level is either medium or high in Washington, D.C., visitors to the FEC, except for members of the public entering the FEC to receive a public service or benefit, will be asked to complete a Certification of Vaccination form and keep the form with

them throughout the duration of their visit. When the COVID-19 Community Level is either medium or high in Washington, D.C., visitors who are not fully vaccinated or who decline to provide information about their vaccination status must show documentation of a negative COVID-19 test from within the previous three (3) days prior to their entry. This information will be reviewed but not collected by the agency. All visitors must comply with posted requirements regarding safety requirements, including masking when applicable.

Members of the public who are entering FEC space for a public service or benefit are not required to complete a Certification of Vaccination form or provide proof of a negative COVID-19 test.²⁰ All visitors must comply with posted requirements regarding safety requirements, including masking when applicable.

The agency has posted signage regarding these requirements for visitors, added information about this on the FEC website, and where practicable communicated this information to its visitors seeking public services or benefits. If a member of the public is unable to access the FEC due to these safety protocols, the FEC provides alternative procedures (including online access to FEC filings and call-in support in accessing this information, as well as virtual or call-in meetings) so that individuals may continue to obtain agency services and benefits.

G. Meetings, Events, and Conferences

When the COVID-19 Community Level is high in Washington, D.C., any in-person meetings, conferences, and events that will be attended by more than 50 participants must be approved by the Commission. In-person attendees at any meeting, conference, or event will be asked to provide information about vaccination status. When the COVID-19 Community Level is either medium or high in Washington, D.C., in-person attendees who are not fully vaccinated or decline to provide information about their vaccination status must provide documentation of a negative COVID-19 test completed within the previous three days. In-person attendees must wear a mask in public indoor settings, regardless of vaccination status, during periods of high COVID-19 Community Levels.

H. 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.

I. 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.,

²⁰ Individuals accessing a public service or benefit include Advisory Opinion requestors appearing at a Commission Open Meeting; Respondents to an enforcement matter; and individuals visiting the agency's Public Records Office.

breakrooms), the agency has installed signage indicating the maximum occupancy for these spaces and placed floor markers to denote appropriate spacing.

IV. Compliance

A. Failure to Comply

Employees who fail to comply with the requirements of this 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 Plan may be barred from accessing the FEC's building.

B. Reporting Non-Compliance

Employees may report non-compliance with the Workplace Safety Plan, including failure to follow safety protocols, to their first-line supervisor or to the Administrative Services Officer.

V. Questions or Concerns

Employees with questions about this Plan may submit those questions to the FEC COVID-19 Communications email address, 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 Office of Human Resources.

Questions relating to the agency's treatment of personal medical information in the context of its COVID-19 workplace safety protocols should be submitted to the Director of Human Resources.

VI. Modifications to the Workplace 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.

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