



# **Export-Import Bank of the United States**

## **COVID-19 Workplace Safety Plan**

May 2021

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# EXIM COVID-19 Safety Plan Overview

## EXECUTIVE SUMMARY

EXIM's COVID-19 Workplace Safety Plan ("Plan") is intended to protect the health and safety of EXIM's workforce, to include contractors, as well as visitors and other building occupants at EXIM's facilities. This Plan implements the Executive Order (EO) 13991, signed January 20, 2021, on *Protecting the Federal Workforce and Requiring Mask-Wearing*. The EXIM Reconstitution Plan dated June 8, 2020 has been amended to complement this Plan with return to workplace information.

The Federal government has a responsibility to protect the health and safety of its workforce, as well as everyone who enters Federal property. EXIM headquarters and all regional offices understand the importance of implementing the safety principles of this Plan and continuing to follow the recommendations of the CDC and other agencies with a role in promoting public health and workplace safety.

## AUTHORITIES

EXIM's Plan follows the President's Executive Order (EO) 13991 on Protecting the Federal Workforce and Requiring Mask-Wearing and the Office of Management and Budget Memorandum 21-25, COVID-19 Safe Federal Workplace: Agency Model Safety Principles. This Plan adheres to the National Strategy for the COVID-19 Response and Pandemic Preparedness and includes the latest guidance from the U.S. Centers for Disease Control and Prevention (CDC). Additionally, it follows the General Services Administration (GSA) and the Office of Personnel Management (OPM) Safer Federal Safety Task Force.

## PROTECTING THE EXIM WORKFORCE

EXIM is committed to protecting the health and safety of its workforce – Federal employees, contractors - and visitors by using data and science-based approaches that are appropriate to the risks each person faces in their job.

## GUIDING PRINCIPLES

### HEALTH AND SAFETY:

EXIM will only re-open the workplace in a way that ensures minimal risk to the health of the workforce, their families, and their communities, keeping in mind those who are most vulnerable. EXIM will observe workplaces and monitor changes in the surrounding community to ensure its ability to maintain personnel health and safety.

**TAILORED APPROACH:**

EXIM Headquarters and regional offices will make workplace re-occupancy decisions based on the community's environmental, medical, and health conditions for each facility. EXIM will follow all applicable laws and guidelines, update plans as needed, and provide notice when plans have changed.

At the time of publishing and until such time as EXIM determines otherwise and notifies all employees of such determination, the provisions in this Plan apply to all employees regardless of whether they have received the COVID-19 vaccination.

EXIM is committed to maintaining workplace operations in a manner that enables mission-critical responsibilities to be met while protecting the workforce. While this guidance is not intended to address every practical situation that may arise, this framework provides basic guidance within which each component can work to maintain operations. Where available information is not abundant or consistent, the EXIM COVID-19 Coordination Team members (see next section) are available to discuss such situations or decisions.

# COVID-19 COORDINATION TEAM

EXIM has established a cross-functional COVID-19 Coordination Team responsible for implementing health and safety guidance and developing health and safety protocols.

## RESPONSIBILITIES:

- Prioritize the health and safety of EXIM employees, contractors and visitors when guiding actions related to physically opening the workplace to EXIM employees across the country.
- Ensure EXIM's mission is effectively delivered while enforcing health and safety protocols.
- Share information on the COVID-19 pandemic and its impact on agency actions to staff through EXIMConnect (intranet site), all-staff emails, and all-hands meetings..
- Ensure EXIM's regional offices are aligned with actions and protocols being taken at headquarters.
- Monitor guidance from the CDC, OPM and OMB regarding use of telework to mitigate risk and use this information in determining safe levels of occupancy within EXIM facilities.
- Exercise confidentiality on matters related to health and safety when applicable.
- Periodically review the Plan and considers potential revisions, as necessary.
- Consult with the General Services Administration (GSA) and building security and safety committees on health and safety protocols.
- Assist the Office of Human Capital (OHC) in collaborating with, and supporting the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.
- Assist OHC in determining appropriate next steps, including contact tracing, if COVID-19 cases occur within the EXIM workspace in alignment with local public health official guidelines.

## MEMBERS:

The EXIM COVID-19 Coordination Team includes representatives from the following (See Appendix I for names and contact information):

Office of the Chief Management Officer

- Office of Resource Management
- ◆ Facilities and Capital Planning Office
- ◆ Security and Continuity of Operations Office
- Chief Human Capital Officer

### **COMMUNICATIONS:**

Effective communications are vital to protecting the workforce. Employees and contractors must understand the policies and procedures that have been implemented in the workplace. They also need to be aware of CDC and local health department guidance and recommendations to keep them safe outside of Federal buildings. EXIM is committed to transparency about the measures that are in place, the science relied upon, and the limitations and challenges in addressing the COVID-19 pandemic.

As local conditions, mission requirements, and the scientific understanding of COVID-19 change, this Plan and workplace safety policies and protocols will also change. EXIM expects that CDC, Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the GSA, the Office of Personnel Management (OPM), and the Safer Federal Workforce Task Force will continue to issue updated guidance and recommendations. The COVID-19 Coordination Team will communicate changes to this Plan internally by posting to the EXIMConnect intranet site and communicate them publicly on the EXIM.gov website. Employees working remotely on a frequent or regular basis will be given advance notice and guidance before returning to the physical workplace.

### **MONITORING COMMUNITY SAFETY:**

The EXIM COVID-19 Coordination Team will monitor the health and safety of the communities in which the EXIM workforce lives and operates. As part of our science-based approach, the Team (which includes occupational health and safety public health experts from Building Health Sciences, Inc. [BHS]) will assess and determine the impact of different levels of community transmission on workplace health and safety policies and protocols in alignment with assessment and coordination with the Biden-Harris Administration guidelines and directives. During periods of significant and high community transmission, occupancy in Federal workplaces should be limited and maximum telework utilized to the greatest extent possible. Levels of community transmission can be determined by consulting CDC's COVID-19 Data Tracker County View. Available metrics include: Reported Cases; Viral Laboratory Tests; Deaths; and Hospital Utilization. EXIM will also consider transit and parking availability, school and daycare closures, and other health and community infrastructure indicators in making on-site staffing decisions.

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<sup>1</sup> EXIM has engaged the services of [Building Health Sciences, Inc. \(BHS\)](#). BHS provides a combination of medical expertise and building science/engineering expertise to help organizations protect their workforce in the indoor environment through science, experience, and policy implementation.

# Health and Safety: *Telework*

## TELEWORK AND WORK SCHEDULE FLEXIBILITIES

Every effort will be made to maximize the use of remote work during widespread community transmission. EXIM has authorized maximum telework flexibility, up to and including 100% telework. EXIM will follow CDC and OPM guidance if this maximum telework posture changes. EXIM will continue to maintain access to EXIM facilities for essential staff, mission critical staff, and personnel designated by the Office of the Chairman.

During current maximum telework posture, EXIM employees are expected to telework unless otherwise directed by their supervisor for essential business needs.

Employees working remotely on a frequent or regular basis (including on the current expanded remote work schedule of “maximum telework”) will be given advance notice and guidance in writing before returning to the physical workplace. EXIM understands that changes in telework and work schedule may impact an employee’s commute and child/dependent care arrangements. EXIM will provide a minimum of 30 days of advance notice whenever possible and provide flexibility as employees transition back into the workplace.

While performing essential job functions, the need may arise for employees to come into an EXIM facility. EXIM has developed procedures for intermittent onsite access. **In the event an individual must report to the office in person, requirements for mask wearing and physical distancing must be followed, and efforts should be made to minimize face-to-face interactions, including through the use of virtual meeting platforms.** Focus groups under the “New Normal” project will help to inform further policy revisions or exceptions that may be required per staff recommendations.

## BUILDING OCCUPANCY

During periods of significant and high community transmission, occupancy in Federal workplaces should generally be limited to no more than 25% of normal capacity, unless it is physically impossible or poses a threat to EXIM’s essential functions. **Importantly, this percentage is a ceiling, not a floor – if your component can operate at 5% occupancy in its workplace, for example, that is your appropriate operating level.** Occupancy in EXIM workplaces should be limited to only those employees, contractors, and visitors who must be on site to perform essential EXIM mission functions.

EXIM’s executive leadership and supervisors shall ensure compliance with the 25% or less occupancy mandate. The Facilities and Capital Planning Team will monitor overall building occupancy levels through available time keeping and other occupancy data relating to employees, contractors, and visitors.



The COVID-19 Coordination Team will monitor conditions and recommend any future changes to the above pre-approval process for exceeding the 25% occupancy level when transmission levels diminish and/or widespread immunity (including widespread vaccine implementation) occurs.

## **PEOPLE AT INCREASED RISK AND OTHER PEOPLE WHO NEED TO TAKE EXTRA PRECAUTIONS**

EXIM recognizes that some employees are more likely than others to become severely ill or are caring for family members or others in these groups. The CDC provides information about these populations as needing to take extra precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>. Those at higher risk for severe illness as defined by the CDC include older adults, pregnant people, and people of all ages with underlying medical conditions- particularly if not well controlled- including those who suffer from chronic lung disease, moderate to severe asthma, serious heart conditions, immune disorders, obesity, diabetes, or chronic kidney or liver disease, should work with supervisors to continue telework if they are concerned about returning to the office. Severe illness means that a person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe.

Employees who live with or provide care for vulnerable individuals should be afforded available workplace flexibilities to help reduce the chances that they could carry the virus to these vulnerable individuals. EXIM supervisors should continue to allow telework or alternative work schedules for these employees. Employees are encouraged to consult with supervisors or human resources personnel regarding workplace flexibilities.

In accordance with OMB [M-20-13](#) and OPM [M-20-23](#), certification by a medical professional is not required and EXIM will accept employee self-identification that they are part of the vulnerable populations as defined by the CDC. However, when Federal guidance provides for all Federal workers and contractors to return to the workplace, with concurrence from the COVID-19 Coordination Team, all EXIM employees, including those identified as being at higher risk, will be expected to return to their assigned EXIM facility. Individual requests for special accommodations will be evaluated on a case-by-case basis through EXIM's reasonable accommodation process.

# Health and Safety: *Face Masks*

## LAYERED APPROACH TO HEALTH AND SAFETY

The CDC emphasizes the importance of a layered approach to health and safety during the COVID-19 pandemic. Layering strategies across settings and sectors where people live, work, and gather provides greater safeguards to reduce exposure among individuals, transmission, and burden on the health care system.

The workplace strategies contained in this Plan are an important layer in protecting the EXIM workforce and others occupants of EXIM facilities. Just as wearing masks is not a substitute for distancing, they are meant to be used in concert with other CDC-recommended measures, not a replacement. Everyone should continue to follow these simple CDC-recommended steps like wearing a mask, staying six feet apart, avoiding crowds and poorly ventilated indoor spaces, washing hands often, monitoring regularly for symptoms, and taking extra precautions around those at risk of getting very sick – both in and outside the workplace. This includes after receiving a COVID-19 vaccination, which significantly reduces but does not eliminate the possibility of contracting the virus.

## FACE MASK WEARING

Pursuant to the President's Executive Order (EO) on Protecting the Federal Workforce and Requiring Mask-Wearing, “agencies should immediately require masks and distancing consistent with current CDC guidance in all Federal buildings.” Per the CDC’s *Guidance for Wearing Masks*: “A mask is NOT a substitute for social distancing. Masks should still be worn in addition to staying at least six (6) feet apart, especially when indoors around people who don’t live in your household.” Moreover, the CDC recommends that fully vaccinated people should continue to “wear masks, maintain physical distance, and practice other prevention measures when with unvaccinated people from multiple households.”

Thus, all individuals entering EXIM’s facilities or working in Federal workspaces must wear a mask and practice physical distancing in accordance with CDC guidelines. Face masks and other public health measures can help reduce the spread and severity of COVID-19, particularly when communities make widespread use of such measures. Federal employees, on-site contractors, and visitors to Federal buildings must wear a mask that covers the nose and mouth and meets current CDC and OSHA COVID-19 guidance.

EXIM reinforces face mask policies with on-site signage, as seen in Appendix II, working with the Department of Veterans Affairs at Headquarters and Department of Commerce for Regional Offices to ensure they have appropriate signage in place at all facilities. Employees/contractors should immediately report violations of this guidance to their supervisors. Informed by CDC guidelines and its

own workplace health and safety research, EXIM requires face masks to be worn in any common areas (including restrooms, corridors, kitchenettes, and elevators) or shared workspaces (including open floorplan office space, cubicles, and conference rooms). Masks should also be worn in outdoor shared spaces when physical distancing cannot be maintained. Wearing a mask is not a substitute for physical distancing or other safety measures.

Employees/contractors may only remove face masks when eating, drinking, when alone in a closed setting such as a personal or enclosed office, or as required for identification. Personnel may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

EXIM will provide face masks to personnel and visitors, as necessary to ensure Plan compliance.

**ACCEPTABLE FACE MASKS**

In line with CDC recommendations, EXIM defines acceptable and unacceptable masks as follows:

<b>Acceptable</b>	<b>Unacceptable</b>
Non-medical disposable masks	Scarfs or Ski masks
Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)	Masks that do not fit properly (large gaps, too loose or too tight)
Masks made with breathable fabric (such as cotton)	Masks made from materials that are hard to breathe through (such as plastic or leather)
Masks with two or three layers of fabric	Masks with one layer of fabric
Masks made with tightly woven fabric	Masks made from loosely woven fabric or are knitted
Masks with inner filter pockets	Masks with exhalation valves or vents
Wearing two masks – (a disposable mask underneath AND a cloth mask on top)	Other types of face protection (e.g., face shields, novelty/non-protective masks)
Masks with nose wire to prevent air from leaking out of the top of the mask	Inappropriate, explicit, or otherwise offensive embroidery in a mask

Most people of varying levels of health can safely wear face masks. Pursuant to CDC Guidance on [mask adaptations and alternatives](#), EXIM will make accommodations for individuals in exceptional situations with required documentation approved by EXIM’s Reasonable Accommodations (RA) official, if applicable. Employees should consult with the RA official for any questions on this matter. All exceptions must be documented, and alternative health and safety measures must be implemented to

safeguard the health of the individual granted the exception and others that they may encounter or interact with in the workplace. The COVID-19 Coordination Team should be informed of all exceptions that are granted.

Individuals in the following situations may be considered for exception with required documentation, if applicable:

- People of any age with certain disabilities including cognitive, intellectual, developmental, sensory, and behavioral disorders
- People who are deaf or hard of hearing, and those who interact with people who are hearing impaired
- People with certain underlying medical conditions

# ***Health and Safety: Testing and Contact Tracing***

## **TESTING**

Pursuant to the EO on Protecting the Federal Workforce and Requiring Mask-Wearing, a testing plan for the Federal Workforce is being developed by the Safer Federal Workforce Task Force. Additional guidance will follow when it is available. EXIM will provide testing for employees with prolonged close contact exposure to COVID-19 in the workplace once guidance is established by the CDC and presented to the Federal COVID-19 Response Coordinator as outlined in OMB M-21-15.

## **CONTACT TRACING**

All employees and contractors who have been at an EXIM facility should report known and suspected COVID-19 exposures to their supervisors so appropriate precautions in the workplace can be taken. Supervisors must then make the EXIM COVID-19 Coordination Team aware of the occurrence of a potential or known exposure. EXIM management and the COVID-19 Coordination Team will work to ensure all employees and contractors are aware of the reporting policy.

Employees who have worked onsite and who test positive for COVID-19 should report their test results to their supervisor, so that appropriate precautions in the workplace can be taken. Employees do not need to provide a copy of a positive test or a doctor's note. Supervisors shall continue to report cases of onsite employees/contractors testing positive for COVID-19 to the EXIM COVID-19 Coordination Team. The identities of affected individuals will be protected and only provided on a need-to-know basis to applicable EXIM or public health officials, as governed by federal, state, or local public health regulations and existing EXIM policy. All positive test notifications shall adhere to EXIM privacy requirements. Under certain "need-to-know" situations, certain members of the EXIM COVID-19 Coordination Team may need to know the identity of the affected person as the EXIM COVID-19 Coordination Team is responsible for making sure an investigation and contact tracing occurs. Again, this information will be kept private from other employees, contractors, visitors, and the public who do not need to know.

The EXIM COVID-19 Coordination Team and HR Officer will collaborate with and support the contract tracing programs of local health departments, as required or necessary, consistent with applicable law. The EXIM HR Officer, or other such HR designee, who has been trained in contact tracing will lead the contract tracing efforts supported by the EXIM COVID-19 Coordination Team for cases identified as having been in the workplace. Internal contact tracing and notifying of potentially exposed individuals will occur as quickly as practicable upon determining that exposures may have occurred. Privacy of all impacted employees will be protected throughout the contact tracing process.

## **MEDICAL SCREENING AT HEADQUARTERS**

Early detection and diagnosis of COVID-19 is vital to reducing transmission of the disease. Employees, contractors, and visitors should not enter a Federal building if they are sick, not feeling well, experiencing symptoms associated with COVID-19, or have been directed by a medical or public health official to quarantine/isolate. Employees should also review the CDC's symptoms questionnaire, <https://www.cdc.gov/screening/paper-version.pdf>, and ensure all answers are negative before entering the workplace. See Picture 2

Employees running a temperature of 100.4 degrees or higher or experiencing other symptoms of illness should remain home and telework or use sick leave as appropriate. At EXIM headquarters facility, all individuals entering the building will have their temperature scanned with a no-contact device upon entry and will be denied entry if their temperature is 100.4 degrees or higher. Additionally, they will also be asked to answer orally a health questionnaire for the medical screener to obtain information necessary to determine whether the individual may enter the building. The individual's temperature information will not be collected, maintained, or shared. Employees are encouraged to limit building visitors to only those essential for business purposes.

Employees who exhibit signs of illness at their duty location should notify their supervisor and leave work immediately. Supervisors should remind the employee of leave options, such as requesting sick leave, annual leave, or emergency leave under the Families First Coronavirus Response Act (FFCRA), if available to the employee.

If the employee has no leave available, supervisors are authorized to approve requests for advanced leave or leave without pay in certain circumstances. When an employee opts not to take leave or telework voluntarily, a supervisor can direct the employee's use of leave. Supervisors should consult with appropriate human resources (HR) staff and the Office of General Counsel before taking such a step as enforced leave is an adverse action that imposes procedural requirements.

## **SELF-QUARANTINE AND SELF-ISOLATION**

Any individual with a suspected or confirmed case of COVID-19 will be advised to self-isolate for 14 days unless the employee has been registered with their public health office and has received a Work Clearance letter. Personnel who have had close contact in the past seven days with someone who has tested positive for COVID-19 must self-quarantine for 14 days.

# Health and Safety: *Travel and Events*

## **OFFICIAL TRAVEL**

Only mission-critical travel in support of mission essential functions is permissible during periods of high community transmission or until such travel is deemed sufficiently safe by public health agencies and/or EXIM management in consultation with EXIM's COVID-19 Coordination Committee. Travel authorizing officials are responsible for assessing whether travel is mission-critical, consistent with the guidance herein, in consultation with the traveler and executive leadership.

Remote meetings are strongly encouraged over in-person appearances. Staff traveling to areas that have significant levels of COVID-19 cases should be prepared to quarantine at home after official travel, as directed by applicable CDC and state and local public health quarantine guidelines, before returning to the office. Such travel should occur only after means to otherwise accomplish the business have been exhausted (i.e., remote meetings, hearings, or substitution of a local representative for the task).

As more areas open and medical conditions improve, travel between improved areas may be authorized, but travel to significant outbreak areas should be extremely rare and, as noted above, travelers are subject to CDC and state and local post-travel isolation guidelines, if any. All travelers should comply with guidelines and restrictions imposed by airlines and other carriers, hotels, and host meeting facilities.

Financial commitments for future events should not be made unless the arrangements allow for cancelation without penalty. Questions regarding the appropriateness of scheduling events, training, and conferences shall be raised to the Office of Resource Management.

Multi-person official vehicle travel is discouraged. When a multi-person vehicle trip is required to meet business needs (essential official travel, motor pool use for essential local travel), all vehicle occupants must wear masks at all times and consider other safety measures, such as opening windows to improve air circulation, if possible.

## **PERSONAL TRAVEL**

EXIM requests that employees engaging in personal travel carefully assess the level of risk prior to travel, wear a mask during all portions of a trip, maintain physical distance from non-household members, maintain good hand hygiene by regularly washing hands with soap and water, or using alcohol-based hand sanitizer if soap and water are not available, get tested, and stay home after higher-risk travel before returning to the workplace. Please follow the CDC guidelines for both domestic and international travel, and employees should consult these resources carefully before



deciding to undertake personal travel. Staff traveling to areas that have significant levels of COVID-19 cases should be prepared to quarantine at home after personal travel, as directed by applicable CDC and state and local public health quarantine guidelines, before returning to the office. Employees who have on-site work requirements and responsibilities and will be taking leave to travel for personal reasons should contact their supervisors prior to leaving and returning to discuss telework and other leave options.

## **OFFICIAL EVENTS**

EXIM's posture for reaching customers and external partners through conferences and seminars continues to be virtual. Employees should not attend official events or conferences unless approved by the Coordination team.

# Health and Safety: *Physical Distancing*

## **PHYSICAL DISTANCING**

Individuals working in EXIM workplaces must keep a physical distance of at least six feet from others, even with a mask on. Individuals may remove their masks when eating or drinking in EXIM workplaces, so long as they maintain at least 6 feet physical distance.

In-person meetings should be avoided whenever possible, and video or audio conferencing used to the maximum practical extent. When in-person meetings must be held, they shall be limited to fewer than ten individuals, and held in rooms that permit social distancing protocols and mask requirements to be observed by all meeting participants.

When EXIM determines it is safe to bring employees back to the workplace, at Headquarters, current offices should be limited to a one-on-one meeting. Meetings or conversations with 2 or more need to be conducted at conference rooms or collaboration areas.

Restrooms should not be occupied by multiple people whenever practicable.

## **STAGGERED WORK TIMES**

When EXIM determines it is safe to bring employees back to the workplace, staff work schedules may be staggered when possible in order to bring employees into work at different times to avoid breaching social distancing protocols. Supervisors should work with their teams to make sure staff work schedules are coordinated to ensure social distancing and avoid crowded areas.

# Health and Safety: *Facilities Cleaning, Hygiene and Vaccinations*

## **FACILITIES, & ENVIRONMENTAL CLEANING**

EXIM will continue to work with the General Services Administration (GSA) to ensure that EXIM workspace is properly cleaned and sanitized in accordance with CDC guidelines, including where EXIM has learned that an employee, contractor, or visitor has tested positive for COVID-19 and that individual has been in the workplace. Continued care must be taken to frequently clean and disinfect high-touch and high-traffic areas such as elevator control panels, door handles, conference room tables, pantry counters and restrooms in accordance with CDC guidance and using products from EPA's list of approved products that are effective against COVID-19. EXIM's Facilities and Capital Planning Office shall ensure that wipes, gloves, and other EPA-approved disinfectants will be made available for individuals to wipe down their workstation and related personal property.

If an employee/contractor/visitor reports having tested positive for COVID-19 after having been in the office, the area that the positive person works in should be closed off to other staff. After positive reports, where possible, doors and windows should be opened to increase outside air flow into the area. After at least 24 hours, the area traveled by the person should be cleaned and disinfected in accordance with CDC instruction, including any shared electronic equipment. Cleaning should not include any type of fogging, which is not known to be effective and is not recommended. After having been disinfected, the area can be reopened for workers to return to work.

Information on cleaning recommendations from the CDC is available at: [Cleaning and Disinfecting Your Facility \(Jan. 5, 2021\)](#), and [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes \(Jan 5 2021\)](#). EXIM's Facilities and Workforce planning Office manages the facilities contracts and has arranged to have EXIM's workplace areas cleaned and sanitized, including enhanced cleaning, if needed.

## **ELEVATORS AND STAIRS**

Signage is currently posted in elevator lobbies and in elevators describing physical distancing requirements. Elevator use should be limited to no more than two people in the elevator car at a time. Masks must be worn in elevators. Appendix II, Picture 4-5.

## **SHARED SPACES**

EXIM's Facilities and Capital Planning Office shall ensure shared spaces are kept clean and sanitized. Shared tools and equipment must be disinfected by users anytime the equipment is used by or transferred to a new person. This includes phones, computers and other communication devices, kitchen utensils, and other office equipment. Disinfectant wipes are available from EXIM Facilities.

Refrigerators, water coolers, and coffee brewers with disposable cups (or a personal re-usable cup/container) and single serve condiments and creamers may be used with proper hand hygiene. GSA and EXIM have installed visual markers to promote physical distancing within common spaces. Staff should always respect and follow maximum capacity signs. Appendix II, Picture 6.

## **HYGIENE**

Hand sanitizer stations are currently available at building entrances and throughout workspaces which contain FDA-approved hand sanitizer with at least 60% ethanol. Signage currently posted near restrooms and other building locations encourage frequent hand washing with soap and water or use of hand sanitizer or alcohol-based hand rubs.

## **VENTILATION AND AIR FILTRATION**

EXIM 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 (Minimum Efficiency Reporting Value) rating that can be utilized based on the capacity of that building's equipment and as recommended by the manufacturer; ensuring air filters are changed regularly based on the manufacturer's recommendation; optimizing fresh air and reducing recirculation, and extending operating times if necessary.

## **VACCINATIONS**


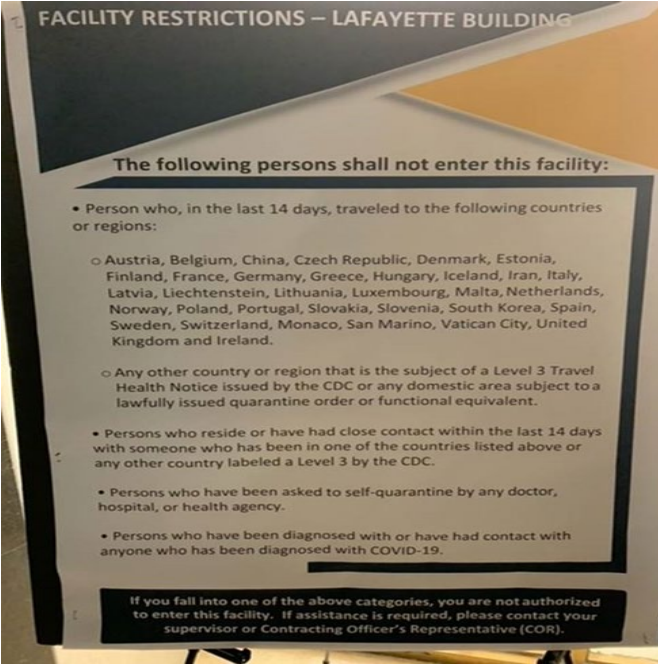
EXIM encourages employees to follow CDC guidance and get vaccinated against COVID-19. As a Federal employee, EXIM employees are allowed up to 4 hours of administrative leave for each dose of the COVID-19 vaccine. This leave is currently not allowable for illness due to the COVID-19 vaccine- employees are expected to take their sick leave or employees may seek guidance from EXIM's Employee Relationship Advisor regarding other options.

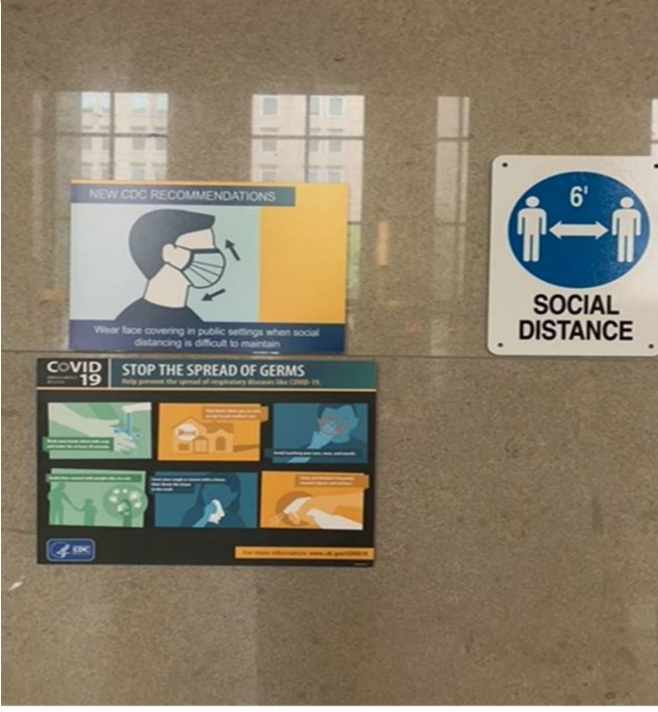

The provisions of this COVID-19 Safety Plan continue to apply to all employees, contractors, and visitors, even those who receive vaccinations.

# Appendix I: EXIM COVID-19 Coordination Team

Office	Name	E-mail
Executive Sponsor	Adam Martinez	<a href="mailto:adam.martinez@exim.gov">adam.martinez@exim.gov</a>
Office of Resource Management	Maria Fleetwood Alan Foust Selma Hamilton	<a href="mailto:maria.fleetwood@exim.gov">maria.fleetwood@exim.gov</a> <a href="mailto:alan.foust@exim.gov">alan.foust@exim.gov</a> <a href="mailto:selma.hamilton@exim.gov">selma.hamilton@exim.gov</a>
<b>Office of Human Capital</b>	Larry Williams	<a href="mailto:larry.williams@exim.gov">larry.williams@exim.gov</a>
Office of the General Counsel	Jennifer Clark	<a href="mailto:jennifer.clark@exim.gov">jennifer.clark@exim.gov</a>
Public Health Expert	Don Franklin	
Building Health Services	Dr. Karen Singleton	

# Appendix II: Photos of Current On-site Signage

Title	Description of Sign	Photo of On-Site Sign
<p>1.COVID-19 signs</p>	<p><i>Mask Wearing signs and Social Distancing signs displayed in the lobby of the building. Everyone entering the building must do the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Wear masks at all times</i></li> <li>• <i>Stay 6 feet apart at all times</i></li> <li>• <i>Wash hands frequently</i></li> </ul>	
<p>2. Signage with entrance restrictions</p>	<p>Picture of the Facility Restrictions postage at the entrance of the building. Persons should not enter the building under the following conditions:</p> <ul style="list-style-type: none"> <li>• Travel outside the United States or exposure in the last 14 days to someone who has traveled outside the United States.</li> <li>• Persons who have been asked to self-quarantine</li> <li>• Persons who have been diagnosed or exposed to someone diagnose with COVID-19.</li> </ul>	

Title	Description of Sign	Photo of On-Site Sign
<p>3. Social distancing restrictions</p>	<p>Mask Wearing signs and Social Distance Signs displayed in the lobby of the building. Persons must wear masks and maintain a distance of 6 feet apart.</p>	
<p>4. Stairs</p>	<p>Sign for COVID-19 precautions to use on stairs. Stay 6 feet apart from others on stairs.</p>	

Title	Description of Sign	Photo of On-Site Sign
5. Elevators	Sign at the elevators. Maximum occupancy is 3 people per elevator car.	
6. Conference Rooms	Sample of Maximum Occupancy notices for conference rooms. Please note, Maximum Occupancy will vary by conference room.	