

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
FEDERAL AVIATION ADMINISTRATION  
AND  
THE NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION**

This Agreement is made by and between the National Air Traffic Controllers Association (“NATCA” or the “Union”) and the Federal Aviation Administration (“FAA” or the “Agency”), collectively known as the Parties. This Agreement represents the complete understanding of the Parties concerning Human Resource Policy Manual (HRPM) Policy Bulletin (PB) #120, Reducing Risk of Exposure to COVID-19 When Entering Any Facility, dated September 1, 2022, and the COVID-19 Daily Wellness Check, dated October 21, 2022. This Agreement supersedes the Parties’ PB #120, Reducing COVID-19 Risk Exposure When Entering Any Facility, and the COVID-19 Daily Wellness Check agreement, dated June 13, 2022.

**Section 1.** NATCA bargaining unit employees (BUEs) are expected to review the COVID-19 Daily Wellness Check, attached as Appendix 1, prior to reporting to a facility/office.

**Section 2.** The Agency will provide hard copies of the COVID-19 Daily Wellness Check to the BUEs covered by the Parties’ 2016 Collective Bargaining Agreement (CBA). The COVID-19 Daily Wellness Check will also be accessible online and will not be safeguarded behind an Agency firewall.

**Section 3.** For BUEs in operational facilities who are ineligible to telework, managers shall grant up to three (3) days of Excused Absence to BUEs who are experiencing COVID-19-related symptoms and are seeking/awaiting test results.

Upon request, telework eligible BUEs shall be permitted to telework up to three (3) days when they are experiencing COVID-19-related symptoms and are seeking/awaiting test results.

**Section 4.** This Agreement does not constitute a waiver of any right guaranteed by law, rule, regulation, or CBA on behalf of either Party.

**Section 5.** Either Party may request to reopen this Agreement to address changes in the Safer Federal Workforce Task Force or Centers for Disease Control guidance.

**Section 6.** This Agreement shall remain in full force and effect for the duration of the Parties’ CBAs, unless modified by mutual agreement of the Parties.

Signed on this 8th day of November 2022:

For the Union:



Dean Iacopelli  
Chief of Staff

For the Agency:



Peter J. Basso III  
Incident Management Team Lead

*Nicole Vitale*

---

Nicole Vitale  
Director of Labor Relations

*Douglas Edwards*

---

Douglas Edwards  
Human Resources Specialist, AHL-300






# Appendix 1 COVID-19 Daily Wellness Check



Federal Aviation  
Administration

In order to help mitigate the spread of COVID-19, it is imperative that we all continually monitor and assess our health, on a daily basis.

**BEFORE YOU LEAVE FOR A FACILITY<sup>1</sup>** each day, you are expected to review the following health questionnaire, answer the questions, and follow the prompts.

QUESTIONS	YES	NO
<p><b>1. Have you experienced any of the following symptoms recently?</b></p> <ul style="list-style-type: none"> <li>• Chills or fever (temperature at or above 100.4° F or 38.0° C)</li> <li>• <b>New or unexplained:</b> <ul style="list-style-type: none"> <li>• Cough, congestion, or shortness of breath</li> <li>• Loss of taste or smell</li> <li>• Sore throat, muscle or body aches, or headache</li> <li>• Nausea, vomiting, or diarrhea</li> <li>• Fatigue<sup>2</sup></li> </ul> </li> </ul>	 <p><b>DO NOT enter any facility. CALL</b> your manager or sponsor for further guidance and available options.</p>	<p><b>Proceed to question 2</b></p>
<p><b>2. Have you tested positive<sup>3</sup> for COVID-19 within the last 10 days?</b></p>	 <p><b>DO NOT enter any facility. CALL</b> your manager or sponsor for further guidance and available options.</p>	<p><b>Proceed to question 3</b></p>
<p><b>3. Have you received instructions from a public health authority or healthcare provider to isolate or quarantine?</b></p>	 <p><b>DO NOT enter any facility. CALL</b> your manager or sponsor for further guidance and available options.</p>	<p><b>Proceed to question 4</b></p>
<p><b>4. Have you been in close contact with a confirmed positive COVID-19 case within the last 10 days?</b></p>	 <p><b>You may report to the facility. Wear a mask and discuss</b> with your manager or sponsor further guidance.</p>	 <p><b>Access to FAA facilities is APPROVED</b></p>

1. "Facility" is any FAA facility, part of facility, other federal facility, supplier facility, or any other location where an employee performs work.

2. Fatigue is very common and a normal physiological response to sustained or intense activity. If answering YES to "Fatigue", it should be unusual and not responsive to rest.

3. Employees must report all positive COVID-19 test results as soon as possible after receipt. You must show test results to your manager.

\* Managers and Sponsors refer to Policy Bulletin #126, "Returning to the Workplace after Identifying a Case of COVID-19 and Close Contacts".