

# Human Resource Policy Manual (HRPM)

## Policy Bulletin #120

### Reducing Risk of Exposure to COVID-19 when Entering any Facility

**This policy bulletin applies to:** (1) non-bargaining unit employees/positions (2) bargaining unit employees/positions, except where the applicable collective bargaining agreement contains conflicting provisions or the subject has not been negotiated.

**Policy bulletin effective date:** 09/01/2022. This policy bulletin will remain in effect until canceled by the Office of Human Resource Management.

**Background information:** This version replaces Policy Bulletin (PB) #120 dated July 17, 2021. Revisions were made to align with directives issued by the Safer Federal Workforce Task Force (SFWTF) on August 31, 2022, based on the recent Centers for Disease Control and Prevention (CDC) updated guidance:

- (1) Revised the scope section to add “required to enter any facility;”
- (2) Updated definition of “Close Contact” in paragraph 3;
- (3) Removed definition for “fully vaccinated;”
- (4) Revised paragraph 4 to align with the new daily wellness check;
- (5) Updated subparagraph 4b to reference the daily wellness check;
- (6) Added paragraph 4c to reference PB #126, Returning to the Workplace After Identifying a Case of COVID-19 and Close Contacts, which requires mask wearing for ten (10) days after close contact and COVID-19 testing on day six (6) after exposure;
- (7) Revised paragraph 5a to include SFWTF guidance;
- (8) Changed return to work reference in paragraph 5b to PB #126, Returning to the Workplace After Identifying a Case of COVID-19 and Close Contacts;
- (9) Updated requirement to take the new eLMS Safer On Site training course;
- (10) Changed any mention of his/her or he/she to non-binary gender pronouns consistent with [Executive Order 14035 Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce](#); and
- (11) Made editorial modifications to ensure compliance with HRPM formatting and plain language requirements.

**Use this policy bulletin in conjunction with:** [FAA’s COVID-19 Daily Wellness Check](#); [Policy Bulletin #126, Returning to the Workplace After Identifying a Case of COVID-19 and Close Contacts](#); and [eLMS Safer On Site Training Course](#).

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1. Purpose
  2. Scope
  3. Definitions
  4. Employee Requirements
  5. Manager’s Responsibilities

**1. Purpose.** This policy bulletin provides policy and procedures to help reduce the risk of exposure to COVID-19 when entering any facility by defining employee requirements and potential management actions. The FAA encourages employees to be aware of risks and responsibilities surrounding the potential for spreading COVID-19 to others in any facility.

**2. Scope.** This policy bulletin applies to all employees required to enter any facility. This policy bulletin does not apply to employees who request to use sick leave for conditions other than suspected or confirmed COVID-19 (e.g., the employee is requesting sick leave for a medical procedure unrelated to COVID-19, recovery from an illness other than COVID-19, or parental leave). For those employees, existing FAA policy addresses the return to work process.

**3. Definitions.**

**a. Close Contact (Suspected COVID-19).** Close contact is being within six (6) feet of a COVID-19 positive individual for fifteen (15) cumulative minutes or more in a 24-hour period during the 48 hours prior to the date of positive test or symptom onset through the last day exposed while infectious, whichever is earlier. This can occur while caring for, living with, visiting, or working with a COVID-19 positive individual. An individual with a close contact is considered to have Suspected COVID-19.

**b. Facility.** Any FAA facility, third-party facility, other Federal facility, supplier, or any other location where an employee performs work such as site audits, site inspections, investigations, and property management.

**c. Molecular Test (RT-PCR or NAAT).** A type of test that detects the genetic material of the virus itself. (A molecular test is more accurate than a rapid antigen test for identifying disease, but may continue to return a positive result for up to 90 days following infection.)

**d. Rapid Antigen Test.** A type of test that detects specific proteins on the surface of the virus.

**4. Employee Requirements.**

**a.** Prior to entering any facility, employees are expected to review the [FAA's COVID-19 Daily Wellness Check](#) each day.

**b.** Any employee who answers "yes" to any of the questions on the [FAA's COVID-19 Daily Wellness Check](#) must not enter any facility and contact their manager for further guidance and available options.

**c.** Any employee who has had a close contact, as defined in paragraph 3a, must follow provisions in [Policy Bulletin #126, Returning to the Workplace After Identifying a Case of COVID-19 or Close Contacts](#), paragraph 5c or 6, as applicable.

**Note:** Employees who are awaiting test results for any reason other than experiencing symptoms may enter FAA facilities.

**d.** If an employee has not received their test results within three (3) days, they must contact their manager for further instruction.

**Note:** The employee must present any test result(s) upon receipt to their manager to validate the applicability of excused absence consistent with this policy bulletin. To protect the employee's personal health information, the employee must not send their test result(s) to their manager by email, text message, or other unencrypted electronic means. If the employee is unable to provide the test result(s) encrypted via electronic format, the employee must consult with their manager to determine the manner to present the test result(s).

**e.** Employees are required to complete the revised Safer On Site eLMS Training course within sixty (60) days after updated eLMS course becomes available.

**Note:** Employees who previously completed the Safer On Site course must complete the revised course.

**f.** Employees sponsoring visitors must comply with all applicable [visitor policies](#).

**5. Manager's Responsibilities.**

**a. Granting Excused Absence.** A manager may grant up to three (3) days of Excused Absence to an employee in operational facilities who is not telework eligible and experiencing symptom(s) consistent with COVID-19, or a temperature at or above 100.4 degrees F (38 degrees C), and is seeking, or awaiting the result of, a COVID-19 test. In the event the employee does not receive their COVID-19 test result in three (3) days, the manager will consult with their servicing [Labor and Employees Relations, Headquarters, or Regional Office](#) and the [Regional Flight Surgeon](#) on next steps.

**b. Next steps based on employee’s COVID-19 test result.** If an employee receives a positive test result, they must meet requirements outlined in Policy Bulletin #126, Returning to the Workplace After Identifying a Case of COVID-19 or Close Contacts, prior to returning to the workplace.

**Revision History Log**

Date	Revision
07/17/2021	Revisions made were to add the definition for “fully vaccinated” and update the requirements for granting excused absence to address employees that are fully vaccinated.
05/02/2021	Issued policy bulletin, which outlined procedures to help reduce the risk of exposure to COVID-19 when entering any facility by defining employee requirements and potential management actions.