



USTDA COVID-19 Workplace Safety Plan 9/28/2021

USTDA helps companies create U.S. jobs through the export of U.S. goods and services for priority infrastructure projects in emerging economies. USTDA links U.S. businesses to export opportunities by funding project preparation and partnership building activities that develop sustainable infrastructure and foster economic growth in partner countries.

USTDA achieves its mission by funding feasibility studies, technical assistance and pilot projects that integrate U.S. private sector innovation into infrastructure projects at the critical early stages when design choices and technology options are determined. The Agency also connects overseas project sponsors with U.S. partners through its reverse trade missions, industry conferences and expert workshops.

USTDA's dual mission of facilitating overseas economic development and U.S. exports is unique among federal agencies. In carrying our mission, the Agency places particular emphasis on vital economic sectors including clean energy, information and communications technology, transportation, agribusiness, and healthcare infrastructure.

This workplace safety plan was created in response to a [memorandum](#) issued by the Office of Management and Budget (OMB) on January 24, 2021 in response to the Executive Order, [Protecting the Federal Workforce and Requiring Mask-Wearing](#), which is part of the [National Strategy for the COVID-19 Response and Pandemic Preparedness](#). This workplace safety plan was further updated by incorporating guidance in OMB Memorandum [M-21-25](#) issued on June 10, 2021, Executive Order 14042 [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#), Executive Order 14043 [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), and subsequent guidance issued by the Safer Federal Workforce Task Force.

USTDA created this workplace safety plan to guide how the Agency can implement public health best practices as determined by the Centers for Disease Control and Prevention (CDC). As we have done since the start of the pandemic, USTDA will work to balance delivery of our critical missions with adapting to the everyday challenges that COVID-19 presents to the workforce. The health and safety of the USTDA employees and on-site contractors (together, "Staff") is paramount. In response to the memoranda, we have:

- Established USTDA-wide guidance requiring correct and consistent use of masks and physical distancing consistent with current CDC guidance in USTDA facilities and offices
- Reviewed the safety principles provided by OMB and adapted them to meet the needs of USTDA
- Designated a COVID-19 coordination team within USTDA

- Established a Vaccination Status Screening Process
- Established a Screening Testing Program for federal employees of USTDA

While this plan is in response to the COVID-19 pandemic and will guide us thru the pandemic recovery transition, it will also serve as a starting point for any similar future workplace disruptions.

The USTDA COVID-19 workplace safety plan is as follows:

Health and Safety

Telework and Remote Work

USTDA's workplace capacity will be aligned with the government-wide guidance from OMB and OPM. Any occupancy limitations must be approved by the Director, as advised by the COVID Coordination Team, and in consultation with the Safer Federal Workforce Task Force, as appropriate. All Staff who are returning to the physical workplace, are advised to follow best health practices identified by the CDC, and the guidance laid out in this workplace safety plan.

In addition to Federal agency guidance, USTDA will consider the guidance of state and local government where the USTDA office is physically located, with respect to occupancy and or other restrictions. Levels of community transmission will be obtained by consulting [CDC's COVID Data Tracker County View](#).

Staff who are teleworking on a frequent or regular basis (e.g., if on an expanded telework schedule, such as "maximum telework") will be given as much advance notice as possible, consistent with government-wide guidance, before being directed to return to the physical workplace. In some cases, mission critical work may require a shorter notification period. The workplace safety plan will remain in effect as staff return to the physical workplace until the Director, in alignment with government-wide guidance, determines that it is no longer necessary.

COVID-19 Coordination Team

USTDA has established a COVID-19 Coordination Team which includes the Director of Management Operations, Director for Program Management, Chief of Staff, General Counsel and Administrative Officer. The team is responsible for conducting assessments to establish, implement, and monitor compliance with: (a) safety protocols for physical space and masking; and (b) determinations of protocols for on-site and telework/remote working. The USTDA COVID-19 Coordination Team meets as needed to review compliance with USTDA COVID-19 workplace safety plans and protocols, consider potential revisions to USTDA's COVID-19 workplace safety plan and protocols, and any other operational needs. As part of the role of the USTDA COVID-19 Coordination Team, it will review COVID-19 workplace safety plans and protocols, provide recommended changes to the Director for approval, implement approved changes, and coordinate with the Safer Federal Workforce Task Force as may be required. As appropriate, the USTDA COVID-19 Coordination Team may consult with

the General Services Administration (GSA), the Office of Personnel Management (OPM), and the Office of Management and Budget (OMB).

Face Masks and other PPE

USTDA staff and visitors who are not fully vaccinated, or decline to disclose their vaccination status, must wear a mask inside USTDA office spaces regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask inside USTDA office spaces. Fully vaccinated individuals may choose to wear a mask, during low or moderate transmission levels, for a variety of reasons.

The mask must cover the nose and mouth in accordance with current CDC and OSHA guidance. CDC [recommends](#) the following: non-medical disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. USTDA will not allow novelty/non-protective masks, masks with exhalation valves, or face shields as a substitute for masks. Please see communication section below detailing how USTDA will inform USTDA staff and visitors about the mask rule and other procedural requirements.

If any staff member is unable to wear a mask properly, [adaptations and alternatives](#) will be considered. Accommodations may be made for individuals with required documentation and should be requested in accordance with the existing USTDA Reasonable Accommodation policy. For individuals who are required to wear a mask:

- Appropriate masks must be worn consistently and correctly (over mouth and nose).
- Appropriate masks must be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).

In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those that are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.

USTDA has approved 2 exceptions to the above requirements:

- 1) Mask wearing is not required when an individual is alone in an office with floor to ceiling walls and a closed door.
- 2) The mask may be removed for a limited time when eating or drinking while maintaining distancing in accordance with CDC guidance.

USTDA staff should considerably make visitors aware of the masking requirement. To the extent funds are available, USTDA may purchase masks to provide to visitors but is not required to provide masks. Notice of the mask requirement via written signage must be posted conspicuously at each public entrance to USTDA's office, along with contact information to reach USTDA by phone, mail, email, or the Internet. If the visitor refuses, they must be directed politely to depart the premises and to conduct their business off-

site (over the phone or online). USTDA staff should remain respectful yet safe and call for assistance from their supervisor, the Administrative Officer, the Director of Management Operations, or from local authorities if the situation cannot be resolved.

Vaccination Status Screening

All Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation.

All Federal contractors covered by Executive Order 14042 are required to be fully vaccinated, except in limited circumstances where the contractor is legally entitled to a reasonable accommodation.

Contractors who are not covered by EO 14042 and visitors (including visiting Federal employees) are required to complete, display to USTDA personnel upon request, and maintain with them during their visit to USTDA offices a USTDA Contractor and Visitor Vaccination Certification form.

All contractors who are not covered by EO 14042 and visitors (including visiting Federal employees) who have not certified that they are fully vaccinated will be required to display evidence of a dated negative COVID-19 test within 3-days prior to entering USTDA offices, and maintain that evidence with them while visiting USTDA offices. All employees, contractors, and visitors who have not certified that they are fully vaccinated are required to properly wear a mask and social distance within USTDA offices, regardless of the current community transmission rates.

It is the responsibility of the USTDA employee who is hosting the visitors to ensure the visitors are aware of the safety protocols and to also view either the visitor's fully vaccinated certification or evidence of a negative COVID-19 test within the previous 3-days before allowing the visitor to enter the USTDA office.

Testing Program

USTDA developed a COVID-19 Screening Testing Program in response to OMB M-21-25. Safer Federal Workforce Task Force guidance subsequent to Executive Order 14043 (*Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*) rescinds the requirement to establish an Agency Screening Testing Program. The Agency Director may implement the USTDA Screening Testing Program, as advised by the COVID Coordination Team and in alignment with applicable guidance from the CDC and Safer Federal Workforce Task Force on this matter.

Contact Tracing

USTDA's COVID-19 Coordination Team will collaborate with and support the contact tracing efforts of local health departments to identify, track, and manage contacts of COVID-19 cases. Staff who receive a positive COVID-19 result, or experience COVID symptoms within seven (7) days of being in the office, must report the positive COVID-19 result, or occurrence of COVID symptoms to the Director of Management Operations immediately.

The Director of Management Operations will notify other staff members who were in the office during the same 7-day period as the staff member who reported the positive COVID test or the occurrence of COVID symptoms.

If three (3) COVID-19 cases occur within the office, it will be the responsibility of USTDA's COVID-19 Coordination Team to determine—in consultation with local public health officials—appropriate next steps, provide recommendations to the Director for approval, and implement the approved action. This may include potential redesign of safety practices in the building/work setting and/or reevaluation of work scheduling. USTDA will be transparent in communicating related information to the workforce, as relevant and appropriate, consistent with local and Federal privacy and confidentiality regulations and laws.

Travel

USTDA staff should adhere strictly to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. The CDC has extensive guidelines for both domestic and international travel, and federal workers should carefully consult these resources, as well as [the Safer Federal Workforce](#) website, before deciding to travel. USTDA will follow guidance from the Department of State regarding USTDA staff at overseas duty stations.

USTDA staff should be aware that they may be required to stay at home for a period of time after official or personal travel, as well as follow any testing guidance as appropriate before they are allowed to return to the workplace. Staff should research any potential restrictions related to official travel and advise their supervisor before the travel request is put forward for consideration. Staff should include the status of COVID restrictions related to the proposed travel in their request for travel approval. Staff who are anticipating coming to the worksite should notify their supervisor of any personal travel that may lead to a required quarantine. Private transportation for official travel is preferred to the use of public or other communal transportation, in combination with other safety/security guidance. If a staff member has engaged in personal travel that results in the requirement of quarantine, and if the staff member is unable to telework during the quarantine period, the staff member should take appropriate leave, consistent with current guidance. Staff who need to quarantine after work-related travel, and who are not able to telework, may request administrative leave or weather/safety leave, as appropriate.

There are currently no government-wide restrictions on travel for fully vaccinated Federal employees.

Federal employees who are not fully vaccinated are restricted to official domestic travel in support of mission-critical trips. For such employees, international travel should also be avoided unless the purpose for the travel is assessed to be mission critical (such as in support of military deployments, COVID-19 response deployments/activities, diplomats traveling, or high-level international negotiations that cannot occur remotely).

Symptom Monitoring

If USTDA staff or visitors are not feeling well, they should not enter the USTDA workplace. Staff working on site may be asked to complete symptom screening (such as a symptom questionnaire) prior to entering the workplace. Visitors may also be asked to complete symptom screening before entering USTDA office spaces. In developing these screening tools, USTDA may adapt the ones used by the CDC. Any individual who develops any [symptoms consistent with COVID-19](#) during the workday must immediately isolate, notify their supervisor and the Director of Management Operations, and promptly leave the workplace. USTDA will follow the guidance of and consult with the Safer Federal Workforce Task Force with questions related to symptom monitoring.

Quarantine and Isolation

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate by their supervisor, pursuant to CDC guidelines, and in compliance with local laws/regulations. Staff who have had a close contact ([as defined by the CDC](#)) with someone who has COVID-19 should follow CDC and local guidance for quarantine. As mentioned above, staff who receive a positive COVID test result or experience COVID symptoms within seven (7) days of being in the office, must report the positive COVID test result or occurrence of COVID symptoms to the Director of Management Operations.

Confidentiality

All medical information collected from staff, including test results and any other information obtained as a result of testing or 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. The Director of Management Operations is the point of contact for all questions relating to personal medical information. Staff will be asked to refer questions related to reasonable accommodation to the Reasonable Accommodation Manager (the Director of Management Operations), who is familiar with protecting medical data.

Compliance

Compliance with the safety protocols described in this Workplace Safety Plan are required to be authorized entry into USTDA offices. Failure of a USTDA federal employee to comply with these safety protocols could result in administrative action including an adverse personnel action up to and including removal, in conformity with USTDA's Discipline and Adverse Actions Policy.

Workplace Operations

As mentioned above, USTDA will require all staff and all persons in the USTDA office to wear face masks, maintain physical distance, and take other public health measures as appropriate (see guidance above in Face Masks and other PPE section).

Occupancy

The USTDA workplace capacity will be aligned with the government-wide guidance from OMB and OPM.. Any occupancy limitations must be approved by the Director, as advised by the COVID Coordination Team, and in consultation with the Safer Federal Workforce Task Force, as appropriate.

Physical Distancing

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance within USTDA office space. Contractors not covered by EO 14042 and visitors (including visiting federal employees of another agency) who are not fully vaccinated, or decline to disclose their vaccination status, must maintain distance, to the greatest extent practicable, maintaining a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and workspaces.

Environmental Cleaning and Disinfection

Enhanced cleaning and disinfection in common use/high touch/high density spaces, such as lobbies, restrooms, elevators, and stairwells will be provided. Office space that is in regular use will be cleaned and disinfected regularly, and in accordance with [CDC guidelines](#). Wipes, gloves, and [EPA-approved disinfectants](#) will be made available for individuals to wipe down their workstation and related personal property. Physical barriers such as plexiglass shields may be installed where appropriate. Signage will be provided where shared tools and equipment are located to ensure that users disinfect and clean before and after usage.

In the event of a suspected or confirmed case of COVID-19 in the workplace (if the individual had been in USTDA's offices up to seven days prior), enhanced environmental cleaning and disinfection will be performed in accordance with [CDC](#) and [GSA](#) guidance. In order to minimize exposure risk to cleaning personnel, if such enhanced cleaning is required, we will wait 24 hours, and possibly longer, as conditions necessitate, before cleaning or disinfecting the area. Personnel and visitors may be asked to vacate the affected space until cleaning and disinfection is completed.

USTDA's COVID-19 Coordination Team will determine the suitable scope of workplace closures—in some cases, it may be a suite of offices or part of a floor, in other cases, it may include the entire office. Staff will be informed when it is safe to return to the office after cleaning and disinfection is complete.

Hygiene

Hand sanitizer stations will be available throughout the workspace, and will contain FDA-approved hand sanitizer, with at least 60% ethanol. Personnel are encouraged to wash their hands with soap and water for at least 20 seconds or use hand sanitizer or alcohol-based hand rubs frequently. Staff are also encouraged to follow [CDC guidance](#) on hand hygiene including before eating, or drinking, and after using the restroom.

Ventilation and Air Filtration

The Administrative Office has coordinated with Monday Properties, landlord of the USTDA office space, to ensure appropriate ventilation and air filtration processes are in place. Monday Properties has worked with their portfolio Mechanical Engineering Firm to ensure HVAC operations in the building exceed the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommendations, which are aligned with CDC guidelines, in response to COVID-19. Monday Property engineering teams have implemented the following:

- Performed necessary preventative maintenance and confirmed optimal communication with the building automation system (BAS).
- Increased outside air levels beyond what is typically recommended by ASHRAE and building codes in order to promote the dilution of indoor contaminants.
- Programmed air flushing sequences before and after operating hours via BAS.
- Increased inspections and replacement of filters.
- Installed the highest MERV rating on filters allowable per specifications of the HVAC equipment (MERV-13).

Monday Properties will continue to closely monitor COVID-19 guidelines related to operations of HVAC systems.

Visitors

During periods of high or substantial community transmission of COVID-19, the number of visitors to the USTDA workplace will be minimized, and efforts should be made to conduct visits virtually, whenever feasible. Specifically, we will restrict visitors to essential, time-sensitive, scheduled visits only, require visitors to be escorted at all times and limit visitor access to non-essential areas of USTDA. Visitors may also be asked to complete symptom screening before entering USTDA office spaces. Mask wearing and physical distancing requirements will also apply to any visitors to USTDA, including Federal employees of other government agencies.

Additionally, while this workplace safety plan is in effect during the pandemic recovery transition, all contractors who are not covered by EO 14042 and visitors (including visiting Federal employees) are required to complete, display to USTDA personnel upon request, and maintain with them during their visit to USTDA offices a USTDA Contractor and Visitor Vaccination Certification form.

All contractors who are not covered by EO 14042 and visitors (including visiting Federal employees) who have not certified that they are fully vaccinated will be required to display evidence of a dated negative COVID-19 test within 3-days prior to entering USTDA offices, and maintain that evidence with them while visiting USTDA offices. All employees, contractors, and visitors who have not certified that they are fully vaccinated are required to properly wear a mask and social distance within USTDA offices, regardless of the current community transmission rates.

It is the responsibility of the USTDA employee who is hosting the visitors to ensure the visitors are aware of the safety protocols and to also view either the visitor's fully vaccinated certification or evidence of a negative COVID-19 test within the previous 3-days before allowing the visitor to enter the USTDA office.

Please see the guidance above in the Face Masks and other PPE section, and Vaccination Status Screening section.

Elevators

Individuals must wear masks in elevators and in elevator lobbies. Signage will be posted to explain current procedures.

Shared spaces

Shared tools and equipment must be disinfected by users anytime the equipment is used by or transferred to a new person; disinfectant wipes will be provided by USTDA. This includes phones, computers and other communication devices, kitchen implements, and other office equipment. 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. Visual markers may be installed to promote physical distancing within common spaces, and furniture may be removed to accommodate physical distancing. Steps may be taken to limit the number of people who can use common spaces at any one time, and signage outlining these limits will be prominently displayed.

Agency communication plan to inform staff and visitors of current and upcoming policy changes

USTDA educates and informs staff and visitors to USTDA facilities in a variety of ways.

Staff

USTDA uses All Staff meetings, email, and our Intranet for communicating internal messages to staff. USTDA also posts signage and key messages at main office entrances and in common areas that provide information about policies and procedures related to COVID-19 for all staff.

Visitors

USTDA posts signage and key messages at main office entrances and in common areas that provide information about policies and procedures related to COVID-19. Additionally, the USTDA staff member who is hosting a visitor should convey to them the agency's current policies and procedures in advance of their visit.

Timeline for any updates to existing agency policies

Any subsequent policy updates or building/facility-specific policy updates will be made in accordance with changes to CDC guidelines and guidance from the Safer Federal Workforce Task Force.