

**DATE:** March 10, 2022

**TO:** All US Employees

**FROM:** Travis Adkins, President and Chief Executive Officer

**SUBJECT:** USADF Office Re-Entry Plan

Beginning April 4, 2022, all staff members of USADF/Washington will begin a second phased re-entry which would be a modified hybrid schedule of onsite and teleworking days.

* From April 4, 2022, through September 30, 2022, staff will be required to be in the office one day a week/two days per pay period.
* Each Department will have its own “Core” day each week. This Core Day will be on a Tuesday, Wednesday, or Thursday. Unless previously authorized, staff is expected to be in the office on the day corresponding with his/her Department’s Core Day. The Core days for each Department are as follows:

|  |  |
| --- | --- |
| **OFFICE** | **CORE DAY** |
| Office of the President | TBD |
| Office of General Counsel | Wednesday |
| External and Government Affairs | Wednesday |
| Finance & Administration Division | Thursday |
| Programs Division/OSI/Internal Audits | Tuesday |
| Programs Division (EASA) | Tuesday |
| Programs Division (WACA) | Tuesday |

* Starting October 1, 2022, through December 31, 2022, onsite days will increase to two days per week/four days per pay period, one day each week to coincide with one’s respective Department’s Core Day.
* Starting January 1, 2023, onsite days will increase to three days per week/six days per pay period, one day each week to coincide with one’s respective Department’s Core Day.
* As a reminder USADF core hours of work during which all full-time employees are to be at work are 10:30 a.m. to 3:30 p.m.
* To minimize staff exposure in mass transit, supervisors are instructed to work with their staff for accommodations without impacting operations.
* Per OMB guidance, USADF must now collect staff’s booster status prior to re-entry. Federal regulations, however, do not require staff to receive a booster shot.
* All staff are required to attest to their COVID-19 vaccination status.
* Fully Vaccinated: you are in this category if it’s been 2 weeks since you received the required doses of 2 shots for Pfizer, Moderna, and Astra Zeneca or 1 shot for Johnson and Johnson.
* Up-to-Date Vaccinated: you are in this category if you have received a booster shot.
* Unvaccinated/Not Divulged: you are in this category if you are still in the process of obtaining the fully vaccinated status (see above) or are unwilling to divulge your status. Those who have not been fully vaccinated or prefer not to divulge their vaccination status will need to provide proof of a negative COVID-19 test result taken within the previous 72 hours of entering the office.

As the situation with the COVID-19 pandemic continues to fluctuate, these guidelines are subject to change.

***USADF Masking and Testing Protocols***

Pursuant to the Executive Order 13991, USADF follows CDC guidelines and other public health measures.

If masking is required indoor at federal buildings, USADF will delay any required re-entry and allow for voluntary re-entry. The below metrics will be used to determine the masking requirements based on CDC’s Washington, D.C. community-level infection data ([COVID-19 Community Level](https://usafricandevfound-my.sharepoint.com/personal/mzahui_usadf_gov/Documents/covid19reentry/COVID-19%20Community%20Level)):

***Masking***

\* This chart pertains to staff who have up-to-date vaccinations, to include a booster shot. Staff who are not vaccinated or who haven’t divulged their status are required to be tested.



***Testing***

Screening tests are intended to identify COVID-19 infection in unvaccinated employees who are asymptomatic and do not have known, suspected, or reported exposure to COVID-19 virus. If you are experiencing COVID-19 symptoms, regardless of vaccination status, do not come to the office.

*When is the testing protocol triggered?*

* When COVID-19 Community Levels are MEDIUM or HIGH (for those choosing to go to the office during this level of transmission).

*Who are the targets?*

* USADF employees not fully vaccinated or who have not divulged their status.

*What is the testing frequency?*

* USADF employees who are not fully vaccinated will be tested weekly and within 72 hours prior to coming into the office.

*Where to be tested?*

* Testing may be conducted at any authorized facility (e.g., CVS, Walgreens, county health facility, etc.) or in the USADF entry corridor beside the unisex bathroom. If conducting the test in the USADF entry corridor, the test should not be both self-administered and self-read by the employee. A witness needs to confirm your negative test result before entry into the USADF office suite.

*Who pays for the cost of third-party testing?*

* USADF will reimburse staff employees for required tests conducted at an authorized facility. This does not include test kits that an employee purchases and self-administers off-site. USADF has testing kits on-site that can be utilized free of charge.

*Is required screening testing undertaken on duty time?*

* Yes.

***Safety Protocols***

The health and safety of USADF workforce is leadership ’s highest priority.

*What steps should USADF take if an employee who is up to date with COVID-19 vaccines or had confirmed COVID-19 within the last 90 days comes into close contact with someone with COVID-19?*

* There is no need to quarantine, but the employee will be asked to watch for symptoms for 10 full days after the contact and wear a mask when around others.
* USADF would add the employee to its testing program for at least 5 full days after the last close contact with someone with COVID-19.
* No impact on ongoing re-entry plan phase.

*What steps should USADF take if an employee who is not up to date with COVID-19 vaccines comes into close contact with someone with COVID-19?*

* Employee should quarantine at home for at least 5 days after the last contact and watch for symptoms for 10 full days after the contact and wear a mask when around others.
* USADF would add the employee to its testing program for at least 5 full days after the last close contact with someone with COVID-19.
* No impact on ongoing re-entry plan phase.

*What should USADF instruct staff with probable or confirmed COVID-19 to do?*

* Any staff with probable or confirmed COVID-19, regardless of their vaccination status, should isolate at home regardless of whether they have symptoms.
* Any staff, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so), notify their supervisor, and promptly leave the workplace.
* Any staff with COVID-19-like symptoms (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, etc.) should work from home. People with known allergies who experience these symptoms consistently are excluded and expected to work from the USADF office. \*We are using the Honor System on this and will consider disciplinary action for staff who abuse this.
* No impact on ongoing re-entry plan phase.

*When should USADF allow an employee to return to the office after they have had COVID-19?*

* Staff can return to the office after receiving a negative viral antigen test at an authorized facility. Testing in this case should not be self-administered.
* No impact on ongoing re-entry plan phase.

***Facility Cleaning Protocols***

* USADF will ensure regular cleaning of common use, high-touch, and high-density spaces, such as lobbies, restrooms, elevators, and stairwells.
* Office space that is in regular use will be cleaned regularly.
* Wipes and other disinfectants will be made available for use by individuals to wipe down workstations and related personal property.
* Physical barriers, such as plexiglass shields, may be installed, where appropriate.
* In the event of a suspected or confirmed case of COVID-19 in the workplace, USADF will provide an enhanced environmental cleaning of the spaces that the individual occupied following the metrics below:
* If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect (i.e., spray) the space.
* If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough.
* If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
* Ventilation and Air Filtration: USADF has procured portable commercial grade high efficiency particulate air cleaners and placed them in common and high traffic areas in the office.
* Hygiene: USADF will make available hand sanitizers for staff use.