



# CSOSA

## Court Services and Offender Supervision Agency COVID-19 Safety Plan

### I. Introduction

The Court Services and Offender Supervision Agency (CSOSA or “the Agency”) developed the *COVID-19 Safety Plan* (“Plan”) to protect the CSOSA workforce, contractors, those we supervise, visitors, and other building occupants in CSOSA facilities and to stop the spread of COVID-19. The Plan consists of safety principles implemented at all CSOSA worksites and applies to all on-duty or onsite federal CSOSA employees, onsite federal contractors, visitors, and supervisees (where applicable) in CSOSA space.

Pursuant to Executive Order (EO) 13991 (86 FR 7045) *Protecting the Federal Workforce and Requiring Mask-Wearing*,<sup>1</sup> issued on January 20, 2021, the policy of the US Government is “to halt the spread of COVID-19 by relying on the best available data and science-based public health measures,” including taking a science-based and data-driven approach to safety in federal workplaces. EO 13991 is part of the *National Strategy for the COVID-19 Response and Pandemic Preparedness*.<sup>2</sup> The health and safety of the federal workforce is the Administration’s highest priority. CSOSA is committed to protecting individuals in its facilities from the effects of the (COVID-19) pandemic, while preserving the Agency’s ability to complete its mission.

The President established a *Safer Federal Workforce Task Force* to assist federal agencies with implementing safety plans relative to health, safety, and workplace operations. This Task Force is co-chaired by the Director of the Office of Personnel Management (OPM), the Administrator of General Services Administration (GSA), and the COVID-19 Response Coordinator, with membership from several agencies.

### II. CSOSA COVID-19 Coordination Team

The Agency’s COVID-19 Coordination Team includes representatives from the following CSOSA program areas:

- Office of the Director (OD)
- Office of Administration (OA)
- Office of Human Resources (OHR)
- Office of Equal Employment Opportunity (EEO)
- Office Financial Management (OFM)
- Office of Information Technology (OIT)
- Office of the General Counsel (OGC)

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<sup>1</sup> <https://www.federalregister.gov/documents/2021/01/27/2021-01924/protecting-the-federal-workforce>

<sup>2</sup> <https://www.whitehouse.gov/wp-content/uploads/2021/01/National-Strategy-for-the-COVID-19-Response-and-Pandemic-Preparedness.pdf>

- Office of Investigations, Compliance, and Audits (OICA)
- Office of Legislative, Intergovernmental, and Public Affairs (OLIPA)

The CSOSA COVID-19 Coordination Team will conduct assessments and establish, implement, and monitor CSOSA's compliance with:

- a) implementing safety protocols for physical space and mask-wearing;
- b) making determinations of onsite and telework/remote working<sup>3</sup>;
- c) responding to and mitigating the impact of COVID-19; and
- d) providing notification protocols.

The team will also work to identify areas of improvement and risks that need to be addressed and funded appropriately. The Office of Administration (OA) will monitor CSOSA facility COVID-19 site-specific conditions on a 24/7 basis to remain agile and monitor the routine facility cleaning to include Centers for Disease Control and Prevention (CDC)-recommended cleaning and disinfection when necessary. The team will update this plan as the Safer Federal Workforce Task Force issues new guidance, and periodically publish answers to Frequently Asked Questions.

### **III. Health and Safety Principles**

With goals of responding to and mitigating the impact of COVID-19, workforce safety and health remain CSOSA's top priority. The Agency's COVID-19 Coordination Team adopted the Government-wide Safer Workforce Task Force's model safety principles, consistent with current CDC guidance, and incorporated those principles into this plan.

The Agency has been in Phase One since June 2020. We currently have a limited onsite presence, consisting of Senior Managers and a number of employees in the Office of Community Supervision and Intervention Services (OCSIS), the Office of Information Technology (OIT), and the Office of Administration (OA), whose work requires onsite presence throughout the pandemic for continued operations. Associate Directors provided individual work schedules and social distancing configurations to limit occupancy and promote physical distancing. In addition, the Agency established and implemented appropriate screening, personal protective equipment (PPE), distancing, and cleaning protocols at each open facility. All other employees remain in telework status (unless on leave), subject to the business needs of the Agency.

In the *Increasing CSOSA's Onsite Presence* memorandum, dated September 29, 2021, the Director announced that the Agency would continue the transition to an increased onsite presence in a gradual and measured fashion, beginning November 1, 2021. As guidance has evolved, so has our approach to the transition to increased onsite operations. Indeed, employees should be mindful that this plan will evolve as new information and guidance become available concerning safe work measures and

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<sup>3</sup> Recommendations are shared with the Director for consideration in conjunction with public safety needs.

## **A. Vaccinations**

As part of the President's *COVID-19 Recovery Plan*, Executive Order 14043 *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*.<sup>4</sup> requires federal employees, regardless of whether they are reporting onsite, teleworking, or working remotely, to get vaccinated against COVID-19 with exceptions only as required by law. Such exceptions include limited circumstances where an employee is legally entitled to a reasonable accommodation based on the employee's disability or because of an employee's sincerely held religious belief, practice, or observance.

As previously announced, **employees are required to be fully vaccinated by November 22, 2021. "Fully vaccinated" includes the two weeks after the last dose of a COVID-19 vaccine but does not currently include booster shots.**

Generally, new hires are required to be fully vaccinated by their entrance on duty date or by Monday 22, 2021, whichever is later, except in limited circumstances where an accommodation is required. Should an agency have an urgent, critical hiring need to onboard new staff prior to those staff becoming fully vaccinated, the agency head may delay the vaccination requirement. In the case of such limited delays, new hires are required to be fully vaccinated within 60 days of their start date. They will follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

Employees may get vaccines during their tour of duty, such that there is no need for administrative leave for that purpose. Administrative leave of up to four hours per dose of the vaccine is still authorized, with advance supervisory approval, for employees to accompany a family member to receive the COVID-19 vaccination during their tour of duty. For additional information, contact the Office of Human Resources, Employee and Labor Relations.

Unless an employee receives approval for a reasonable accommodation, failure to abide by the vaccination mandate can lead to disciplinary action, up to and including removal from federal service. Employees will not be placed on administrative leave pending an adverse action for refusal to be vaccinated. Rather, they will be required to follow safety protocols for employees who are not fully vaccinated when reporting to CSOSA worksites.

Federal agencies must collect documentation from employees to prove vaccination, even if they have previously attested to their vaccination status. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points. A digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly

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<sup>4</sup> [Federal Register :: Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#)

displays the information outlined above, is acceptable. Electronic submission of vaccination documentation is strongly encouraged. Employees may upload their documentation and attest to its accuracy using the link initially provided on October 22, 2021. Employees who cannot electronically submit the required documentation can contact the Director of Employee Labor Relations to make arrangements to provide a hard copy of the documentation. Failure to provide proof of vaccination can lead to disciplinary measures, up to and including removal from federal service.

The data that must be on any official documentation are:

- The name of the individual receiving the vaccine;
- The type of vaccine administered;
- Date(s) of administration; and
- The name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Employees must certify under penalty of perjury that the documentation they are submitting is true and correct.

In requiring and maintaining vaccination information where appropriate, CSOSA complies with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. The Agency also adheres to any applicable collective bargaining obligations. It promotes privacy and IT security while also providing relevant information to those who need to know to implement the safety protocols, including contact tracing. The Agency's Office of Information Technology and Senior Agency Official for Privacy determined the best means to maintain this information to meet the Agency's needs.

Employees who believe that they meet the requirements for an exception to the mandatory vaccination requirement based on the employee's medical condition or disability must submit a request for a reasonable accommodation (RA) per the Agency's Reasonable Accommodation policy.<sup>5</sup> Employees seeking this exception should must submit the RA request form (available on the intranet) and supporting documentation to the Agency's Reasonable Accommodation Coordinator (RAC).

The Agency is awaiting final approval of the form for requests for exceptions to the vaccination mandate based on a sincerely held religious belief and will provide it as soon as possible. When it is available, employees who believe that they meet the requirements for an exception because of a sincerely held religious belief must submit their request on the form (to be provided) to the Reasonable Accommodations Coordinator.

The Agency will process accommodation requests on a case-by-case basis. Determining whether an exception is legally required will include considering factors such as the basis for the claim;

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<sup>5</sup> <https://intranet.csosa.gov/Policies/PS0820-Reasonable-Accommodation.pdf#search=reasonable%20accommodation>.

the nature of the employee's job responsibilities; and the reasonably foreseeable effects on Agency operations, including protecting other employees and the public from COVID-19.

Visitors and onsite contractors must complete an [Onsite Contractor/Visitor Certification Form](#) and keep it with them during their time onsite. Employees hosting visitors should forward the form to them and contact the Associate Director (AD) for the Office of Administration (OA) **in advance** to coordinate the inspection of their documentation. The AD for OA will designate an official at each facility to inspect visitor certification forms and any required documentation (i.e., negative COVID-19 test result within the three previous days of their visit if the visitor is not fully vaccinated or declines to disclose his/her/their vaccination status).

Currently, agencies cannot collect or maintain vaccination certification forms from onsite contractors or visitors, nor vaccination documentation.

The requirement to provide information about, certify, and/or document vaccination status does not apply to CSOSA offenders, as they are considered those seeking a public benefit or service who do not need to attest to or otherwise document vaccination status.

Federal agencies are not permitted to share their employees' vaccination information with other federal agencies. Therefore, federal employees are treated as visitors when visiting another federal agency and must complete an [Onsite Contractor/Visitor Certification Form](#). If the employee is not fully vaccinated or declines to disclose his/her/their status, the employee must show proof of a negative COVID-19 test result within the past three days.

## **B. Safety Protocols For Individuals Based on Their Vaccination Status<sup>6</sup>**

Per the CDC and the Safer Federal Workforce Taskforce guidance, the requirements for individuals who are not fully vaccinated are more stringent requirements than those who are fully vaccinated. Regardless of vaccination status, all employees must follow the guidance at their workplace and local businesses.

### **1. Protocols for Individuals Who ARE NOT FULLY VACCINATED**

Employees who are not fully vaccinated when they return onsite, or who will not be vaccinated because they are legally entitled to a reasonable accommodation, must comply with all agency requirements for individuals who are not fully vaccinated, including:

- wearing masks regardless of community transmission level;
- physically distancing; and
- complying with travel requirements for not fully vaccinated individuals, subject to any legally required reasonable accommodation, discussed more fully in Section K, below.<sup>7</sup>

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<sup>6</sup> <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

<sup>7</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

In some cases, the nature of an employee's job responsibilities requires heightened safety protocols if they are provided with a legally required exception.

Federal agencies are currently awaiting guidance from the Safer Federal Workplace Task Force regarding testing protocols for individuals who are excepted from the vaccination requirement. The COVID-19 Coordination Team will update this document when testing guidance is provided.

## 2. Protocols for FULLY VACCINATED INDIVIDUALS

Fully vaccinated individuals do not need to physically distance or have restrictions on their official travel (although they still must comply with any local requirements and relevant CDC guidance for fully vaccinated individuals while traveling).

Per the CDC, individuals who are fully vaccinated:<sup>8</sup>

- Can resume activities they did before the pandemic; but may choose to wear a mask for some of these activities.
- To reduce the risk of being infected with the Delta variant and possibly spreading it to others, wear a mask indoors in public when in an area of substantial or high transmission. CSOSA considers the DC Metropolitan area relevant to the determination of the level of community transmission. Like most areas, the DC Metropolitan area is currently an area of substantial or high transmission, and, as noted below, individuals onsite at federal facilities are currently required, regardless of vaccination status. (See the [CDC COVID-19 Data Tracker County View](#)). The Agency's COVID-19 Coordination Team monitors the CDC data on a weekly basis to determine proper mask-wearing requirements. When the level of transmission in the DC Metropolitan area is reduced from high or substantial to moderate or low, the level of transmission must remain at that lower level for at least two consecutive weeks before the using protocols recommended for areas of moderate or low transmission by CDC guidelines and guidance from the Safer Federal Workforce Task Force.
- Some fully vaccinated people may choose to wear a mask regardless of the level of transmission if they have a weakened immune system or if, because of their age or an underlying medical condition, they are at increased risk for severe disease, or if a member of their household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated.
- A vaccinated individual who has had [close contact](#) with someone who has COVID-19 should get tested 5-7 days after the exposure, even if he/she/they don't have symptoms. Individuals should also wear a mask indoors in public for 14 days following exposure or until the test result is negative. If the test result is positive, the individual should isolate for 10 days.

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<sup>8</sup> <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

### C. Masks

Per CDC guidance, the use of face masks/coverings will slow the spread of COVID-19. Employees should visit the CDC website to obtain more information on the different types of recommended masks, how to properly wear masks, how to store and clean masks, and other considerations related to masks. As the CDC updates its guidance on masks, CSOSA will communicate the latest information to ensure that employees are aware of and can comply with up-to-date information.

Consistent with the CDC's updated guidance, fully vaccinated individuals are no longer **required** to wear masks in federal buildings, except in areas where community transmission is substantial or high. Like most other areas, the DC Metropolitan area is currently designated as such an area. When community transmission in our area is moderate to low for two consecutive weeks, those who are fully vaccinated are not required to wear a mask in federal buildings. Fully vaccinated people who still prefer to wear a mask are welcome to do so. CSOSA is providing CDC-compliant masks to individuals onsite who do not have one. Signs communicating this requirement will be placed conspicuously at the entrance to every CSOSA facility and in common spaces.

1. Acceptable Face Masks/Coverings: 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.
2. Unacceptable Face Masks/Coverings: In following CDC guidance, the following masks are not acceptable methods of complying with requirements in CSOSA facilities:
  - Novelty/non-protective masks,
  - Masks with ventilation valves,
  - Bandanas,
  - Gaiters,
  - Face shields, or goggles as a substitute for masks. Goggles or face shields do not cover the nose and mouth and have large gaps below and alongside the face, where respiratory droplets may escape and reach nearby individuals.<sup>9</sup>
3. To ensure that masks are properly worn, the CDC recommends that individuals:
  - Wash their hands or use hand sanitizer before putting on their masks.
  - Put the mask over their noses and mouths and secure it under their chins.
  - Fit the mask snugly against the sides of their faces, slipping the loops over their ears or tying the strings behind their heads.
  - If it is necessary to continually adjust the mask, it doesn't fit properly, and individuals might need to find a different mask type or brand.

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<sup>9</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>

- Make sure they can breathe easily.
4. Exceptions: An individual may remove his/her/their face mask/covering when the individual is alone in an office with floor-to-ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines. Also, individuals may be asked to briefly lower their face mask/covering for identification purposes to comply with safety and security requirements.

#### **D. Personal Protective Equipment**

The Agency will make Personal Protective Equipment (PPE), i.e., masks, hand sanitizer, and disinfectant sprays and wipes available in all CSOSA facilities for employee, contractor, supervisee, and visitor use onsite. Because of the nature of their work, some employees will be required to wear additional PPE, such as gloves, gowns, shields, and protective clothing. The Agency will provide the additional PPE needed for those positions. Sanitizing spray is provided for government owned vehicles (GOVs) when an employee checks out the car out for use.

#### **F. Contact Tracing**

CSOSA recognizes the importance of contact tracing in slowing the spread of COVID-19 and protecting employees and their families, colleagues, and communities. CSOSA's Office of Human Resources, Employee and Labor Relations (ELR) serves as the COVID-19 Point of Contact (CPOC). When an employee tests positive for, has [symptoms](#) of, or has been in [close contact](#)<sup>10 11</sup> with someone who is suspected or confirmed to have COVID-19, the Agency requires employees, supervisors, others receiving COVID-19-related information, and ELR to take the steps identified in the Agency's internal Contact Tracing Protocols to ensure the safety of CSOSA staff and others.

1. CSOSA employees or contractors who test positive for COVID-19; were exposed to an individual who tested positive for COVID-19; or who suspect they have COVID-19; were possibly exposed to COVID-19, report the situation to their supervisor or the Employee & Labor Relations supervisor (or for contractors, the onsite supervisor).
2. CSOSA ELR will contact the supervisor or Contracting Officer's Representative (COR) for assistance in identifying any individuals with whom the employee or contractor had [close contact](#) while at CSOSA facilities, as well as any building areas the employee or contractor may have visited, date of the employee's positive test, date symptoms first appeared, or date of the employee's last contact with a person who has or is suspected to have COVID-19.

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<sup>10</sup> [Close contact](#) is defined by CDC as **someone who was within 2 meters (6 feet, 6.74 inches) of an infected person for at least 15 minutes within a 24-hour period starting** from 2 days before illness onset (or, for asymptomatic cases 2 days prior to positive specimen collection) until the time the patient is isolated.

<sup>11</sup> <https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/operational-considerations-contact-tracing.html#:~:text=A%20close%20contact%20is%20defined,time%20the%20patient%20is%20isolated>.



3. ELR will remind the supervisor/COR to protect information about individuals who test positive for COVID-19 and those identified as having been exposed to that individual, and provide that information only to those who need to know within CSOSA.
4. ELR will provide the names of impacted offenders, community partners, and/or contractors to the appropriate program office Associate Director, or their designee, for notification as appropriate. As appropriate, ELR will also notify the Office of Facilities to initiate environmental cleaning, discussed more fully in Section H, below.
5. ELR will provide guidance to employees regarding their return to their regular work schedule in accordance with current (and as updated) CDC guidance, if applicable. Per updated CDC guidance, in most cases, fully vaccinated employees with no COVID-19-like symptoms after [close contact](#) with someone who is suspected or confirmed to have COVID-19, do not need to quarantine or be restricted from work, and are expected to report to and/or remain at the work site.
6. As appropriate, ELR will contact the District of Columbia (DC) Department of Health using the [Non-Healthcare Facility COVID-19 Consult Form](#) or contact the DOH at [coronavirus@dc.gov](mailto:coronavirus@dc.gov) with any questions.

Additionally, upon learning about a COVID-19-related incident at a CSOSA-facility (including facilities where CSOSA is a co-tenant), ELR will disseminate an Agency-wide notice with relevant information such as floors affected, location of incident, the day when the impacted individual was last in the facility, and pending corrective actions. The information will not include personally identifiable information (“PII”). Examples of PII include an individual’s name and email address, and any other information, such as symptoms, job title and COVID-19 status, which, when combined with other information, is likely to identify a particular person.

#### **F. Symptom Monitoring**

CSOSA employees, contractors, and visitors are screened for COVID-19 symptoms before entry into CSOSA workspaces. The screening includes temperature readings and questions designed to identify possible COVID-19 exposure. In buildings we share with other agencies, we cannot force co-tenants to conduct or undergo screening. Therefore, in buildings where co-tenants decline to participate in the screening process, CSOSA employees, contractors, and visitors are directed to a designated CSOSA screening space before they are allowed to enter their CSOSA workspace. Screening occurs on the 2nd floor at 800 N. Capitol Street, NW, and in or around other buildings’ lobby/reception areas. Individuals who appear symptomatic, or for whom the screening process indicates exposure to COVID-19, are denied entry into CSOSA workspace. Other than recording the names of individuals onsite for contact tracing purposes, the screeners do not document or maintain records of the information during the screening process.

Any individual, regardless of vaccination status, who develops symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already

doing so), promptly notify their supervisor, and leave the workplace. Associate Directors should coordinate with the Office of Human Resources to determine and inform the employee of his/her/their available leave options and encourage the individual to seek medical attention.

The Safer Federal Workplace Task Force granted CSOSA an exception to the COVID-19 screening process for supervisees to eliminate a mechanism by which non-compliant supervisees can falsely report symptoms to avoid required supervision visits. Effective on or before November 1, 2021, supervisees will undergo temperature screening. Questions included in employee and visitor screening will not be asked of supervisees.

### **G. Physical Barriers**

In addition to utilizing Illegal Substance Collection Units (ISCUs) at field sites as clean spaces, construction to provide wall separation in interview rooms at 3850 South Capitol Street, SE is scheduled to begin in November. Installation of plexiglass dividers in interview rooms at 910 Rhode Island Avenue, NE and 2101 Martin Luther King Avenue, SE is scheduled to begin in November. Installation of plexiglass barriers at guard stations, Day Reporting Centers, group rooms, and training areas should also begin in November. Installation of Offender Reporting carrels at 910 Rhode Island Avenue is also planned.

### **H. Environmental Cleaning**

CSOSA facilities will be cleaned daily, with more frequent cleaning of often-touched surfaces, i.e., elevator buttons and door handles, as well as common, high-traffic areas, following CDC Cleaning and Disinfecting for Community Facilities guidance.<sup>12</sup> Enhanced cleaning will occur on Fridays, unless the Director has approved an alternate day for enhanced cleaning for a particular location.

In the event of a COVID-19 case in the workplace (either due to specific symptoms or a positive test if the person had been in the workplace up to seven days prior), the Office of Facilities initiates an enhanced cleaning of the affected area(s) per CDC and General Services Administration (GSA) guidance, which provides:

- If fewer than 24 hours have passed since the person who is diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is diagnosed with COVID-19 has been in the space, cleaning is enough. The Agency may choose to also disinfect depending on certain conditions or everyday practices required by its facility.
- If more than three days have passed since the person who is diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If such an enhanced cleaning is necessary, personnel and visitors will be asked to vacate the affected space until cleaning or disinfection is completed. Cleaning should occur 24 hours, or as

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<sup>12</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

close to 24 hours as is feasible, after the suspected or confirmed case of COVID-19 for maximum effectiveness. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

### **I. Air Filtration and Ventilation**

Before resuming operations at any facility to which employees or supervisees had not been reporting, the Office of Facilities' Building Management Team inspected the site and operated the heating, ventilation, and air conditioning (HVAC) system at levels appropriate for normal full workday operations for two weeks to ensure proper functioning.

Building systems have been adjusted to maximize fresh air intake at all CSOSA locations and HVAC systems throughout the Agency are equipped with Minimum Efficiency Reporting Values (MERV) 13 filters.

### **J. Elevators**

Face masks/coverings must be worn in the elevators. CSOSA has provided signage to its facilities to display throughout its office spaces. For employees working onsite in facilities that CSOSA does not manage, employees are to follow the elevator guidance posted by the building's management to limit occupancy.

### **K. Travel**

Business-related travel and in-person or offsite training is restricted to mission-critical and requires approval by the appropriate Associate Director and the Office of the Director. Travelers are to follow CDC guidance.<sup>13</sup> Official or personal travel may result in mandatory quarantine before a traveler is allowed to return to the workplace. If quarantine is required because of official travel, the Agency provides weather and safety leave or other administrative leave.

#### **1. Guidance for Fully Vaccinated Individuals**

- If traveling, take steps to [protect yourself and others](#).
- [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at US transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
- Fully vaccinated [international travelers](#) arriving in the United States are still [required to get tested](#) 3 days before travel by air into the United States (or show documentation of recovery from COVID-19 in the past 3 months). They should still get tested 3-5 days after their trip.
- Individuals should still watch out for [symptoms of COVID-19](#), especially if they've been around someone who is sick. If symptoms of COVID-19 appear, the person should get

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<sup>13</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

- [tested](#) and [stay home](#) and away from others. If the test result is positive, the person should isolate at home for 10 days.
- People who have a condition or are taking medications that weaken the immune system should continue to take all [precautions](#) recommended for unvaccinated people to protect themselves against COVID-19 until advised otherwise by their healthcare provider. These include wearing a mask, staying 6 feet apart from others they don't live with, and avoiding crowds and poorly ventilated indoor spaces
  - If traveling in the United States, fully vaccinated individuals do not need to get tested before or after travel or self-quarantine after travel. They need to pay close attention to the situation at their international destination before traveling outside the United States. They do NOT need to get tested before leaving the United States unless their destination requires it.
  - Fully vaccinated travelers still need to show a negative test result or documentation of recovery from COVID-19 before boarding an international flight to the United States. **UPDATE:** Effective November 8, 2021, vaccines will be required for international travelers coming into the United States.
  - Individuals should still get tested 3-5 days after international travel.
  - Individuals do NOT need to self-quarantine after arriving in the United States.

2. Guidance for Unvaccinated or Not Fully Vaccinated Individuals:

- Do not travel if they were exposed to COVID-19, are sick, test positive for COVID-19, or are waiting for results of a COVID-19 test.
- The CDC recommends delaying travel until fully vaccinated.
- If travel cannot be delayed, individuals should take the following steps to protect themselves and others from COVID-19:
- Before traveling, individuals should get tested with a viral test 1-3 days before their trip.
- While traveling, wearing a mask over the nose and mouth is required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at US transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus). CDC recommends that travelers who are not fully vaccinated continue to wear masks and maintain physical distance when traveling.
- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone not in the individual's traveling party.
- Individuals should wash their hands often or use hand sanitizer (with at least 60% alcohol).
- After traveling, individuals should get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
- Even if individuals test negative, they should still stay home and self-quarantine for the full 7 days.

- If the test result is positive, the individual should isolate themselves for his/her/their protection and prevent others from getting infected.
- If individuals don't get tested, they should stay home and self-quarantine for 10 days after travel.
- Avoid being around people at increased risk for severe illness for 14 days, whether they get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if symptoms develop.
- Follow all state and local recommendations or requirements.
- Visit their state, territorial, tribal or local health department's website to look for the

## IV. Workplace Operations

### A. Phase One – Maximum Telework

The Agency has been in Phase One since June 2020. There is a limited onsite presence, consisting of senior managers and a number of employees in the Office of Community Supervision and Intervention Services (OCSIS), the Office of Information Technology (OIT), and the Office of Administration (OA), whose work requires onsite presence throughout the pandemic for continued operations. Associate Directors provided individual work schedules and social distancing configurations to limit occupancy and promote physical distancing. In addition, the Agency established appropriate screening, personal protective equipment (PPE), distancing, and cleaning protocols at each open facility. All other employees remain in telework status (unless on leave), subject to the business needs of the Agency.

During Phase One, the following strategies are in place:

- Though not required to do so when employees are fully vaccinated, Associate Directors configure employees' onsite schedules to promote six feet of physical distancing (two arms' lengths) between employees, where possible.
- In-person supervision visits at CSOSA facilities are generally limited to non-compliant and high-risk offenders. They are conducted either in the field or in clean spaces at CSOSA facilities, wherever possible. If direct contact with supervisees is required, i.e., to install a Global Positioning System (GPS) unit, employees are provided with additional PPE and should limit direct contact to less than 15 minutes.
- Individuals limit their movement within CSOSA buildings to that which is required to perform their work.
- The Agency provides additional cleaning materials/wipes for use by staff performing direct supervision /drug testing functions at the worksite.
- Distribution and/or collection of IT equipment occurs in a manner that limits direct contact between individuals.
- Offender counseling groups are conducted remotely.
- Program managers, Contract Officer Representatives (COR's), and the Office of Procurement coordinated a review of vendors' proposed plans to resume contract services onsite. The Contracting Officer communicated with the vendor to finalize and approve plans. The Office of Procurement is working with vendors to implement the

vaccination mandate for contractors.

- While we cannot guarantee Agency parking for every employee in every instance, we have relaxed parking restrictions to increase available parking to employees reporting to facilities.
- Meetings are conducted virtually, even where participants are onsite.
- Employee access to a CSOSA facility is limited to employees scheduled to work on a particular day at a specific site. Access to facilities by employees in telework status is restricted. It requires approval from the employee's Associate Director, the Associate Director for the Office of Administration, and the Chief of Staff. Permission is granted for good cause only.
- Movement between CSOSA facilities by employees working onsite is restricted. It requires approval from the employee's Associate Director, the Associate Director for the Office of Administration, and the Chief of Staff. Permission is granted for good cause only.

## **B. Phase Two – Expanded Telework (“50/50”) effective November 1, 2021**

Given the increase in violent crime in the District, and having assessed the Agency's needs and capabilities, our ability to maintain safe workspaces, and the vaccination rates of our workforce, the Agency is ready to begin to increase the Agency's onsite presence gradually. Beginning **Monday, November 1, 2021**, the Agency will transition from a maximum telework status to a hybrid onsite/telework arrangement. Employees in administrative support programs have been divided into two groups, which will rotate onsite workweeks, such that approximately 50% of program staff is onsite during any given week. Generally, groups will work onsite for three days in one week of the pay period and telework for the other two days of that week and the following week. The Agency will maintain Fridays as a telework day to continue enhanced cleaning before the next group arrives onsite.

Most employees responsible for offender treatment and supervision will report onsite four days per week, every other week. Duty officers assigned on a rotating basis will report onsite on Fridays. Supervision contacts will involve increased fieldwork. In-person supervision visits at CSOSA facilities will occur in clean spaces wherever possible. If direct contact with supervisees is required, i.e., to install Global Positioning System (GPS) units, employees are provided with additional PPE and should limit direct contact to less than 15 minutes.

Offender supervision and treatment employees responsible for operations that do not lend themselves to this schedule will work schedules that maximize their opportunity to telework while still meeting Agency needs.

Residential programming at the Re-entry and Sanctions Center (RSC) will likely require more onsite work. Affected staff will receive at least 30 days' advance notice of changes to their work schedule.

Examples of Phase Two strategies include:

- An increase in the number of field sites that will be operational.
- The number of employees reporting onsite per day will be limited to approximately 50%, and most employees will spend six to eight days per month onsite, as detailed above.
- Program areas will return to their originally assigned locations within 800 N. Capitol Street, NW. OCSIS and OBI work schedules include physical locations at field offices and the RSC, respectively.
- Though not required to do so when employees are fully vaccinated, Associate Directors configured employees' onsite schedules to promote six feet of physical distancing (two arms' lengths) between employees, where possible.
- Enhanced cleaning will continue and occur on Fridays before the next group begins its onsite week. If an Agency function cannot be adequately performed utilizing this schedule, the Associate Director will present an alternative schedule for approval by the Director.
- Individuals should limit movement within CSOSA buildings to that which is required to perform their work.
- Virtual meetings are encouraged. Where in-person meetings are necessary, employees must comply with current CDC guidance regarding mask-wearing and physical distancing.
- Attendance at in-person meetings, conferences or events with more than 50 participants requires approval from the program area's Associate Director and the Office of the Director.
- Onsite contractor services not included in Phase One and with approved and implemented transition plans will initiate their return to CSOSA facilities. The Office of Procurement is coordinating with contractors to comply with the vaccination mandate.
- Offender counseling groups will be conducted in clean spaces that are large enough to accommodate physical distancing for participants. Where that configuration is not possible, some groups may be conducted remotely.
- Access to a CSOSA facility by employees not scheduled to work onsite on a particular day requires approval from the employee's supervisor and Associate Director. Permission will be granted for good cause only.
- Movement between CSOSA facilities requires approval from the employee's supervisor and Associate Director. Permission will be granted for good cause only.

## **VI. Conclusion**

We will update this information as appropriate. CSOSA is committed to protecting the Agency's workforce and stakeholders from the effects of the (COVID-19) pandemic while preserving the Agency's ability to complete its mission.