USDA Forest Service

Guidance and Protocols to Implement the USDA Reopening Playbook

May 2020

Table of Contents

USDA Forest Service
Guidance and Protocols to Implement the *USDA Reopening Playbook*

LEADERS INTENT

The Forest Service is taking steps to safely resume and maintain operations as we respond to the COVID-19 Pandemic. Our goal is to sustain customer service and mission functions and ensure our workforce is safe, healthy and available to meet community and public needs.

The coronavirus pandemic continues to be highly stressful as it disrupts almost every facet of our lives. It has been experienced differently and very personally by employees, their families and friends. It will take careful and consistent attention to employee's needs as we move forward together. While this Guidebook provides process steps for shifting operational status it is equally important that unit leaders and supervisors continue guiding employees through clear and frequent communication. Unit leaders and supervisors will need to respond to the various and unique work, home and health situations among employees and apply the guidelines with fairness and equity. Unit Leaders and supervisors should support employees in problem solving and innovation as we deliver mission work under new conditions. While the pandemic continues, operations will not be business as usual. Delivering work that protects employees and the public remains the highest priority. All of our actions and decisions are informed by the Forest Service Core Values of safety, service and interdependence. The Code and Commitments, especially "treating everyone with respect," "empowering one another," and "taking care of each other" are especially important during this time.

This is a strategy to operationalize the *USDA Reopening Playbook* and is focused on facility operations. We are using a risk management-based approach that complies with the Office of Management and Budget (OMB), USDA, Office of Personnel Management (OPM) and Centers for Disease Control and Prevention (CDC) direction and guidance for a phased-in approach to resume regular facility operations and service. Specific guidance regarding field operations, including fire, will be provided to Regions and Stations through the Deputy Chiefs and will be aligned this strategy.

The Chief of the Forest Service has delegated authority to Regional Foresters, Station Directors, and appropriate National Leadership Council members who oversee detached units, to make decisions to open, close or provide modified facility operations and/or services. These decisions shall be data-driven and supported by risk assessments in alignment with USDA Reopening Playbook. This strategy is intended to support those decisions based on these key factors:

1. **Protect the Health and Safety of Employees and the Public by Mitigating Risk from COVID-19 Exposure**
   - First and foremost, mitigate risk to keep our employees and the public safe in accordance with our core values as an agency.
   - Actively assess and mitigate known risks of exposure to COVID-19.
   - Where risk mitigation is not sufficient, we will suspend or reduce activity until known risks can be managed in a manner that protects the health and safety of our employees and the public.

2. **Achieve Effective Facility Operations to Meet Mission Delivery and Customer Service**
   - Phase-in facility operations to the safest extent possible, as local conditions warrant.
   - Align facility operations with *USDA Reopening Playbook* to phase-in operations, while maintaining proven virus mitigating practices.
   - Account for variations in geographic locations, occupations, facilities and available resources to effectively facilitate an orderly and phased transition to resume facility operations, consistent with *USDA Reopening Playbook*.

3. Support Local and State Efforts to Minimize COVID-19 Exposure
   - Comply with gating and phasing criteria outlined in the *USDA Reopening Playbook* and follow federal, state and local recommendations aimed at mitigating the spread of COVID-19.
   - Collaborate with state and local officials as well as our partner Federal land management agencies to provide coordinated facility operations decisions. Our decisions, and their rationale, will be communicated clearly to the public.

4. Promote a Sense of Connection and Relationship
   - Engage employees through regular dialogue and information sharing
   - Be responsive to the needs and concerns of employees
   - Seek feedback from employees to gauge and address their concerns, issues and needs
   - Clearly and expeditiously communicate decisions to employees, volunteers and contractors.
   - In the spirit of Shared Stewardship, we will work closely with local and state officials, and with our partner Federal land management agencies to coordinate decisions regarding facility operations, particularly where we share space.

PHASED APPROACH TO RESUME REGULAR FACILITY OPERATIONS

The return of Forest Service operations will parallel *USDA Reopening Playbook*. We will be orderly, adaptable and responsive to local conditions. In general, our facilities and associated public-facing services are to be open in accordance with regular service schedules. However, the level of service offered at Forest Service facilities will depend on our workforce capacity, our ability to provide the service in a manner that ensures the safety of our employees and safeguards the sustainability of the resources we are charged to steward. This guidance establishes a process and protocols that align agency operations with the *USDA Reopening Playbook*, provides risk-based protocols and principles, and supports the transition of operations while engaging in practices to support mitigating the virus. It provides the framework for the agency to take actions for a steady return to regular operations and aligns agency operations through a phased approach. These appendices are tools to clarify and provide guidance:

- Appendix 1. Opening Up America Again – Gating Criteria and Practice Guidance
- Appendix 2 Request to Resume Facility Operations Flow Chart
- Appendix 3. Decision & Documentation Principles
- Appendix 4. Visitor Health and Travel Questionnaire
- Appendix 5. Facility Readiness & Workforce Health Assessment Guide
- Appendix 6. Supporting Guidance and Documents

1. Criteria
   Where a community or state has met the "gating" criteria for *Opening Up America Again*, including OMB guidance Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again, decisions to resume operations at facilities may be informed by the following:

   A. State or community compliance in which the facility is located with federal gating criteria and whether the state or community has begun implementing phased in reopening of public and commercial activities;
   B. The facility state, or community in which it is located, has lifted mandatory travel and closure restrictions, and;

   C. Facility has appropriate face coverings or masks, Personal Protective Equipment (PPE), cleaning supplies and services, and the facility has a plan to ensure sufficient social hygiene practices are in place to protect employees, contractors, and the public.
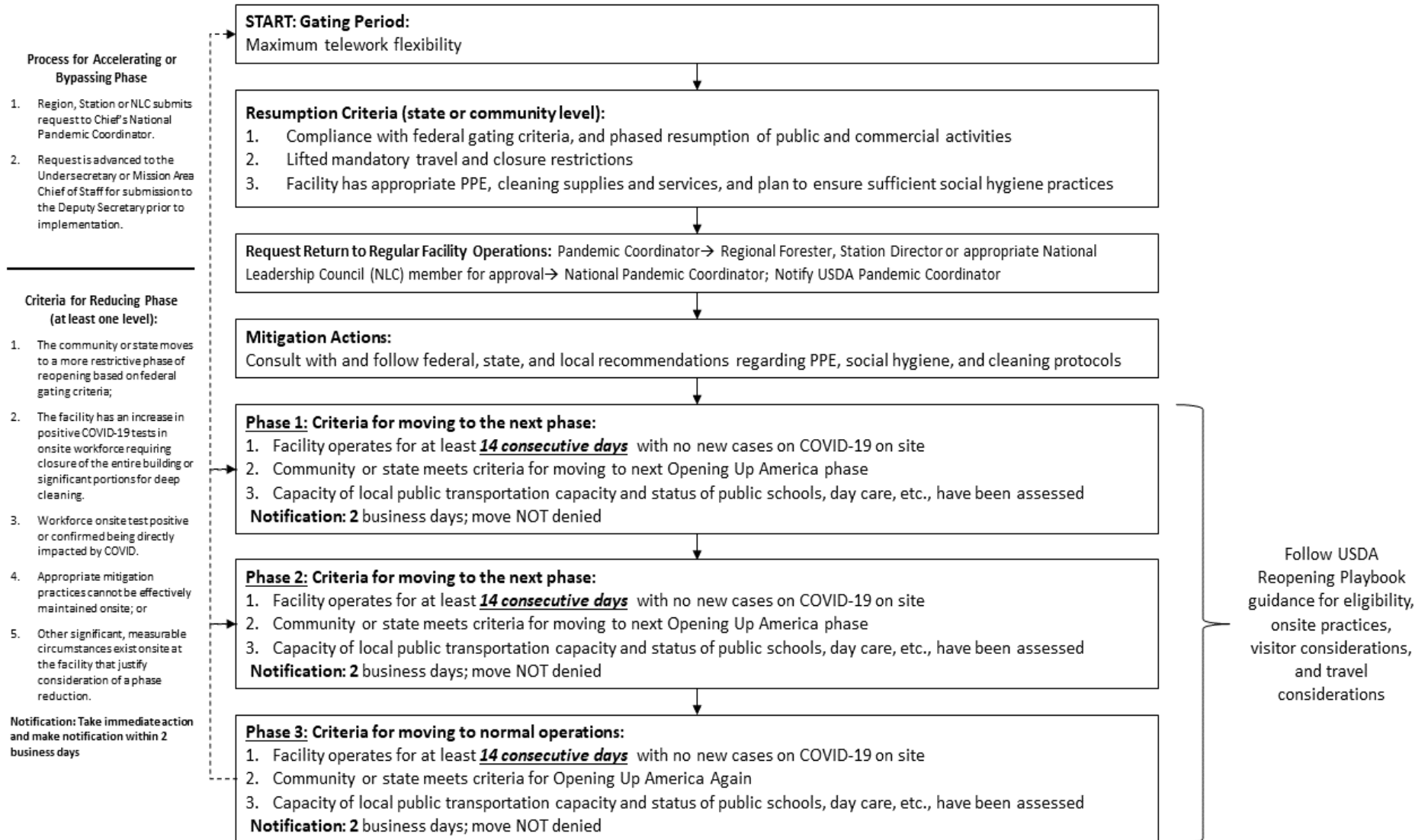
<u>Request a Phase-in of Increased Operations</u>

Before taking action to expand employee presence in a facility:

A. Determine whether conditions in the community justify bringing employees, or the public, into a facility.

B. Determine whether the increased operation of the facility is necessary to fully serve the public, contractors and permittees, ensure customer service, and support the USDA Forest Service mission.

C. Use the [USDA COVID-19 Dashboard](#) to further assess and instruct whether it is appropriate to increase operational presence in facilities.

D. If a decision is made to request increased operations, the field unit should submit a request using the following process. All initial[1] requests are considered pending until reviewed and determined.

E. Decisions must be based on mission needs and should be documented, defensible, and focused on legitimate non-discriminatory reasons.

   1. Field units submit the request to the Regional Forester, Station Director or appropriate National Leadership Council (NLC) member.

   2. The request should include the following information:
      a) Unit seeking request
      b) Facility name and address subject to request
      c) Name, title, email, and phone number of facility senior leader authorizing request
      d) Specify the phase of increased operation sought (see "Phases of Increased Operations" below) and proposed date to implement the phase
      e) Number of employees currently in the facility and estimated number of daily visitors/customers.
      f) Whether any of the employees at the facility have tested positive for COVID-19, including the number of those positives in the last 14 days
      g) Whether any of the employees at the facility have been directly exposed to someone who has tested positive for COVID-19, including the number of those exposures occurring in the last 14 days
      h) Whether other offices (federal or state) are co-located at the facility and is that property controlled by USDA and whether those offices are increasing operational presence in facilities.
      i) Proposed actions for supporting facility operation that will mitigate risk of exposure to employees and customers on site (see "*Mitigation Actions* below) including availability of PPE and cleaning supplies, and ensuring social distancing
      j) Posture or recommendation of the facility highest ranking official, if applicable
      k) Additional information relevant to making the determination (e.g., number of coronavirus cases in your area, local health declarations, etc.)

F. The Regional Forester, Station Director, or appropriate National Leadership Council member will make a determination on whether or not to resume facility operations.

G. The Regional or Station Pandemic Coordinator will promptly notify the Chief's National Pandemic Coordinator of the determination, including if the facility will resume operations, and in what phase in which the facility will resume operations using the reporting protocol described below.

---

[1] An Initial Request is the first request for resuming operations regardless of Phase requested. Subsequent requests to move Phases are subject to the process detailed in "Phases to Resume Regular Operations."

2. Forest Service Gating Criteria Flow Chart

Process for Accelerating or Bypassing Phase

1. Region, Station or NLC submits request to Chief's National Pandemic Coordinator.
2. Request is advanced to the Undersecretary or Mission Area Chief of Staff for submission to the Deputy Secretary prior to implementation.

Criteria for Reducing Phase (at least one level):

1. The community or state moves to a more restrictive phase of reopening based on federal gating criteria;
2. The facility has an increase in positive COVID-19 tests in onsite workforce requiring closure of the entire building or significant portions for deep cleaning.
3. Workforce onsite test positive or confirmed being directly impacted by COVID.
4. Appropriate mitigation practices cannot be effectively maintained onsite; or
5. Other significant, measurable circumstances exist onsite at the facility that justify consideration of a phase reduction.

Notification: Take immediate action and make notification within 2 business days

START: Gating Period:
Maximum telework flexibility

Resumption Criteria (state or community level):
1. Compliance with federal gating criteria, and phased resumption of public and commercial activities
2. Lifted mandatory travel and closure restrictions
3. Facility has appropriate PPE, cleaning supplies and services, and plan to ensure sufficient social hygiene practices

Request Return to Regular Facility Operations: Pandemic Coordinator → Regional Forester, Station Director or appropriate National Leadership Council (NLC) member for approval → National Pandemic Coordinator; Notify USDA Pandemic Coordinator

Mitigation Actions:
Consult with and follow federal, state, and local recommendations regarding PPE, social hygiene, and cleaning protocols

Phase 1: Criteria for moving to the next phase:
1. Facility operates for at least *14 consecutive days* with no new cases on COVID-19 on site
2. Community or state meets criteria for moving to next Opening Up America phase
3. Capacity of local public transportation capacity and status of public schools, day care, etc., have been assessed
Notification: 2 business days; move NOT denied

Phase 2: Criteria for moving to the next phase:
1. Facility operates for at least *14 consecutive days* with no new cases on COVID-19 on site
2. Community or state meets criteria for moving to next Opening Up America phase
3. Capacity of local public transportation capacity and status of public schools, day care, etc., have been assessed
Notification: 2 business days; move NOT denied

Phase 3: Criteria for moving to normal operations:
1. Facility operates for at least *14 consecutive days* with no new cases on COVID-19 on site
2. Community or state meets criteria for Opening Up America Again
3. Capacity of local public transportation capacity and status of public schools, day care, etc., have been assessed
Notification: 2 business days; move NOT denied

Follow USDA Reopening Playbook guidance for eligibility, onsite practices, visitor considerations, and travel considerations

3. Reporting
   A. Data collected through reporting will aid in development of policy and other decisions regarding employee health and well-being, customer service and mission delivery to the public in a COVID-19 environment. This report will establish consistency, evaluate local conditions and provide a snapshot of the status of facilities across the Forest Service for agency leaders in compliance with USDA and OMB reporting standards.

   B. All proposed decisions to resume normal operations must be reported at least two business days in advance of the reopening date. Submit all status changes through the Reopening Tracking Spreadsheet to the National Pandemic Coordinator.

4. Mitigation Actions
   Upon resuming facility operations, unit line officers should consult and follow federal and state recommendations, including, but not limited to, the following:

   A. **OSHA** provides COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.

   B. Personal Protective Equipment (PPE)
   Face coverings, or masks, will be provided to all onsite employees from Phase 1 through Phase 3. Employees are required to follow all mandated PPE and health and safety directives related to face coverings.

   C. Employee Self-Monitoring
   Onsite employees should be instructed to diligently monitor their health, including:
   i. If an employee exhibits COVID-19 related symptoms or is not feeling well, the employee should not be at work onsite until all symptoms subside and the employee is feeling better.
   ii. Employees and contractors should consider taking their temperature daily before going to work. If someone has a fever above 100.4 degrees (F) they should stay home and consult a physician for further medical instruction.
   iii. If an employee or contractor knows he/she has been in direct contact with a person while that person is infected with COVID-19, the person should self-quarantine for at least 14 days after the last date of exposure.

   D. Employee Well-Being
   Resources to aid Forest Service supervisors and employees facing threats to mental, emotional or psychological well-being have been provided by the Casualty Assistance Program (CAP), Employee Assistance Program (EAP) and the Work Environment and Performance Office (WEPO). These compiled resources are readily available on the linked websites, here and in Appendix 5 of this document.

   E. Social Hygiene and Cleaning Protocols

   i. Hand Hygiene
   a. Employees should follow and promote CDC Guidance on Hand Washing which recommends washing hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
   b. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

   ii. Avoid touching your eyes, nose, and mouth with unwashed hands

iii. Facilities should ensure that adequate hygiene supplies are available onsite to ensure proper Mitigation Practices

iv. Proper Facility Cleaning - Follow CDC Guidance for Operating Procedures and Cleaning, and utilize the CDC Cleaning and Disinfecting Decision tool, including:

   a. Increase, and make more frequent, cleaning that is typically conducted in non-pandemic situations and communicate this schedule to employees.

   b. Ensure that common areas, including elevators, bathrooms and regularly touched surfaces are cleaned frequently.

   c. If someone is sick onsite, or tests positive at the facility, enhanced CDC cleaning protocols should be followed per CDC Guidance on Cleaning and Disinfecting Your Facility

v. Social Distancing
   a. Follow CDC Guidance on Social Distancing, Quarantine and Isolation

   b. To greatest extent possible, ensure that the workplace allows for employees, contractors and, if permitted, visitors to maintain a distance of 6 feet apart. Consider providing floor markings, or signage, to encourage distance is maintained. Follow CDC guidelines regarding onsite gathering at any time.

   c. Continue to maximize the use of virtual communications and A/V technology.

vi. Manage Facility Access
   a. To the extent possible, consider separate entry and exit points, closure of break rooms and other areas where people could cluster or congregate, and other measures to mitigate group exposures.

   b. Properly manage visitor access and procedures in a manner that ensures the safety of employees and other visitors.
   c. Begin evaluation of facility modifications prior to moving into later phases as determined appropriate.

vii. Visual Cues and Signage
   a. Ensure that instructions regarding hygiene practices are well marked with signage and strategically placed in common areas, office space and elevators.
      • Post handwashing signs in restrooms.
      • Post handwashing and social distancing reminder signs in common use locations; i.e. printer rooms, supply rooms, breakrooms, restrooms, etc.

PHASES TO RESUME REGULAR FACILITY OPERATIONS

The three phases outlined include guidelines for determining where the physical presence of employees is a necessary component, and mitigation actions that reduce the risk of COVID-19 exposure to employees and the public. These phases precede a complete return to pre COVID-19 operations. Some units are currently operating at Phase One or Phase Two. Decisions to move forward are based on the criteria, and local conditions, in which the unit is currently operating. Ongoing collaboration with local and state officials is expected to occur with adjoining agency partners and communities. Please refer to Appendix 5 Facility Readiness & Workforce Health Assessment Guide as a decision assistance tool.

GATING PERIOD

Agencies should continue maximum telework for all employees not involved in mission critical work. Mission critical work should continue with appropriate PPE in accordance with CDC guidance. Use USDA COVID 19 Dashboard to review a locality's COVID-19 positive cases and trends. The dashboard and state and local gating period determinations will inform unit actions.

PHASE ONE **- Maximum telework should be widely practiced.**

1. **Eligibility to Resume Regular Facility Operations**

   To the extent possible, and with appropriate practices in place, the facility is permitted to resume facility operations with *only the most critical work force* needed onsite to ensure customer service.

   A. Units collocated with another USDA or federal agency need to coordinate to ensure facility capacity is kept to a minimum and maximum social distancing is still possible.

   B. Units should prioritize the return of employees and contractors who cannot telework, are deemed mission-critical, or are customer-facing.

   C. Coordinate with other federal, state and local authorities to ensure decisions consider the interdependency of customer service delivery.

   D. Telework is permitted for employees and contractors who are telework capable and can perform their duties and meet mission needs from home.

   E. Telework should be maintained for employees who are at higher risk for COVID-19, who have self-certified to their higher-risk status and have requested telework as an accommodation.

   F. Employees who are at a higher risk for COVID-19 who have self-certified to their higher-risk status and are receiving weather and safety leave, can continue to receive weather and safety through Phase Two.

   G. Supervisors may take an employee's caregiving responsibilities and public transportation status into consideration when assessing telework status.

2. **Onsite Practices**

   A. The number and onsite positioning of employees, and contractors returning to work can be determined based on the ability to follow all Social Hygiene and Cleaning Protocols including the use of appropriate PPE.

   B. Common and break areas should remain closed.

   C. Staggering of employee schedules to promote social distancing and/or creating rotating groups of employees who alternate schedules, etc.

   D. No commercial food service or retail vendors are allowed on-site. Vending machines may be available and restocked and must be cleaned regularly.

3. **Visitor Considerations**
   A. Visitors are strongly discouraged from entering facilities. Units should develop strategies to provide visitor services where minimal contact is required. Where mission delivery requires visitors on site, as noted in the USDA Playbook, limit visitors to essential, time-sensitive, scheduled visits only and require all visitors to be escorted at all times. Limit visitor access to non-essential areas of the facility.

   B. Prior to arrival at a facility, all visitors should be screened based on health concerns or recent travel. See Appendix 4.

   C. Visitors must adhere to local community recommended PPE, hygiene, and social distancing guidelines. Visitors may be required to wear their own masks or face covering and be subjected to follow onsite safety procedures.

4. **Travel Considerations**
   Only mission essential, time sensitive business travel should be considered. Any local requirements for quarantining upon return from travel should be followed.

5. **Consider moving to Phase Two of Resuming Facility Operations if**:
   A. The facility operates at Phase One *for at least 14 consecutive days* with no new cases of COVID 19 onsite;

   B. The capacity of local public transportation, and status of public schools, day care, etc., have been assessed and accounted for in planning.

6. **To move to the next Phase,** the facility coordinates on the intention to move to the next Phase using the same process noted in the Request to Phase-In of Increased Operations section.

7. Regions, Stations or appropriate NLC member will report the change in phase on the tracking spreadsheet with a minimum of two business days' notice prior to the phase change.

1. Eligibility for Return to Facility
   To the extent practicable and with appropriate practices in place, facility operations may resume with additional employees and contractors whose job category provides a level of service to meet public expectations, but may not require a gathered or physical component of service to individuals. These employees and contractors should have a practical and operational need to be onsite to deliver customer service.

   A. Telework is permitted for employees and contractors who are telework capable and can perform their duties and meet mission needs from home.

   B. Telework should be maintained for employees who are at higher risk for COVID-19, who have self-certified to their higher-risk status and have requested telework as an accommodation.

   C. Employees who are at a higher risk for COVID-19 who have self-certified to their higher-risk status and are receiving weather and safety leave, can continue to receive weather and safety through Phase Two.

   D. Supervisors may take an employee's caregiving responsibilities and public transportation status into consideration when assessing telework status.

2. Onsite Practices
   A. The number and on-site positioning of employees and contractors returning to work must be determined based on the ability to follow all Social Hygiene and Cleaning Protocols and provide sufficient PPE.

   B. Common and break areas should remain closed.

   C. Grab & Go food service and no-contact retail vendors may operate on-site at USDA controlled facilities.

   D. Vending machines may be available and restocked and cleaned regularly.

3. Visitor Considerations
   A. 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 the USDA Forest Service facility.

   B. Prior to arrival, all visitors will be screened based on health concerns or recent travel using the visitor screening process included as Appendix 4.

   C. Visitors must adhere to the community recommended PPE, hygiene, and social distancing guidelines. Visitors may be required to wear their own face covering and be subjected to follow onsite safety procedures.

4. Travel Considerations
   Only mission essential, time sensitive business travel will be considered. Any local requirements for quarantining upon return from travel should be followed.

5. **Consider moving to Phase Three of Resuming Facility Operations if:**
   A. The facility operates at Phase Two *for at least 14 consecutive days* with no new cases of COVID 19 onsite; and

   B. The capacity of local public transportation capacity and status of public schools, day care, etc., have been assessed and considered.

6. **To move to the next Phase,** the facility coordinates on the intention to move to the next Phase using the same process noted in the Request to Phase-In of Increased Operations section. Regions, Stations or

appropriate NLC member will report the change in phase on the tracking spreadsheet with a minimum of two business days' notice prior to the phase change.

<u>PHASE THREE – Operational Optimization</u>

1. Eligibility for Resuming Facility Operations
Facility operations may resume with *up to 100%* of their employees and contractors returning to the facility and resuming onsite mission delivery. If facility includes co-location with other agencies, ensure planning and coordination to ensure trajectory towards normal operations. In phase three, employees should have a need to be onsite to ensure customer service.

   A. Telework is permitted for employees and contractors who are telework capable and can perform their duties and meet mission needs from home.

   B. Telework may be maintained for employees and contractors who are at higher risk for COVID-19 and can provide medical certification to their higher-risk status and have requested telework as an accommodation.

   C. Supervisors may take an employee's caregiving responsibilities and public transportation status into consideration when assessing telework status.

2. Onsite Practices
   A. The number and onsite positioning of employees and contractors returning to work must be determined based on the ability to follow all Social Hygiene and Cleaning Protocols and having the necessary PPE.

   B. Common areas and break areas can reopen if proper social distancing can be maintained.

   C. Grab & Go food service, vending machines and no-contact retail vendors may operate on-site.

3. Visitor Considerations
   A. Scheduled, precleared visitors may be allowed. Visitors should be escorted at all times and visitor access to non-essential areas of the USDA Forest Service facility should be limited.

   B. Prior to arrival at a USDA Forest Service facility, all visitors should be screened based on health concerns or recent travel.

   C. Visitors must adhere to the community recommended PPE guidelines. Visitors may be required to wear their own masks and be subjected to follow onsite safety procedures.

   D. Offices should use the visitor screening process included in [Appendix 4](#).

4. Travel Considerations
Only mission essential, time sensitive business travel should be considered. Any local requirements for quarantining upon return from travel should be followed.

<u>RESUMING FACILITY OPERATIONS</u>

1. A facility may consider fully resuming regular operations if:
   A. The facility operates at Phase Three *for at least 14 consecutive days* with no new cases of COVID 19 onsite. In total, a facility must operate for at least 42 days in Phases 1, 2 and 3 before moving to normal operations with no new cases of COVID-19 onsite;

   B. The capacity of local public transportation and status of public schools, day care, etc., have been assessed and accounted for in planning.

2. **Contractors and Partners**
   A. All units considering reopening and resuming onsite operations must coordinate with Contract Officers and Contract Officer Representatives when requiring contractors to also resume performance onsite. Contractors must comply with the facility face covering, PPE, and cleaning protocols.

   B. Units considering reopening and resume onsite mission delivery who co-locate or co-perform mission functions with strategic partners, cooperators, or grantees must coordinate with the Agency's responsible Program Manager. Partners, cooperators, and visitors must comply with safety procedures.

3. **To move to regular operations,** the facility coordinates on the intention to move to the next Phase using the same process noted in the [Request to Phase-In of Increased Operations](#) section. Regions, Stations or appropriate NLC member will report change in phase on tracking spreadsheet with a minimum of two business days' notice prior to phase change.

REDUCING PHASE DUE TO ONSITE or COMMUNITY CIRCUMSTANCES

1. The community or state moves to a more restrictive Phase of reopening based on federal gating criteria;
2. The facility has an increase in positive COVID-19 cases in its onsite workforce requiring closure of the entire building or significant portions for deep cleaning onsite;
3. Appropriate Mitigation Practices cannot be effectively maintained onsite or appropriate PPE is no longer available for employees and contractors.
4. Regions, Stations or appropriate NLC member will report change in phase on [Reopening Tracking Spreadsheet](#) with a minimum of two business days' notice prior to phase change.

ACCELERATING PHASES OF OPERATIONS

Regions, Stations or NLC may accelerate, or bypass one or more phases of operations outlined above to ensure the continuation of mission critical activities. The request to accelerate or bypass one or more operational phases must be submitted to the Chief's National Pandemic Coordinator. The request will then be advanced to the Undersecretary or Mission Area Chief of Staff for submission to the Deputy Secretary prior to implementation.

APPENDICES

APPENDIX 1 Opening Up America Again (White House & CDC)

GATING CRITERIA

Data driven conditions each region or state should satisfy before proceeding to a phased opening

- **Symptoms –** Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period AND Downward trajectory of COVID-19-like syndromic cases reported within a 14-day period
- **Cases --** Downward trajectory of documented cases within a 14-day period OR Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)
- **Hospitals --** Treat all patients without crisis care AND Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

PREPAREDNESS

1. **Testing & Contact Tracing**
   A. Ability to quickly set up safe and efficient screening and testing sites for symptomatic Individuals and trace contacts of COVID-19 positive results
   B. Ability to test Syndromic/ILI-indicated persons for COVID-19 and trace contacts of COVID-19 positive results
   C. Ensure sentinel surveillance sites are screening for asymptomatic cases and contacts for COVID-19 positive results are traced (sites operate at locations that serve older individuals, lower-income Americans, racial minorities, and Native Americans)
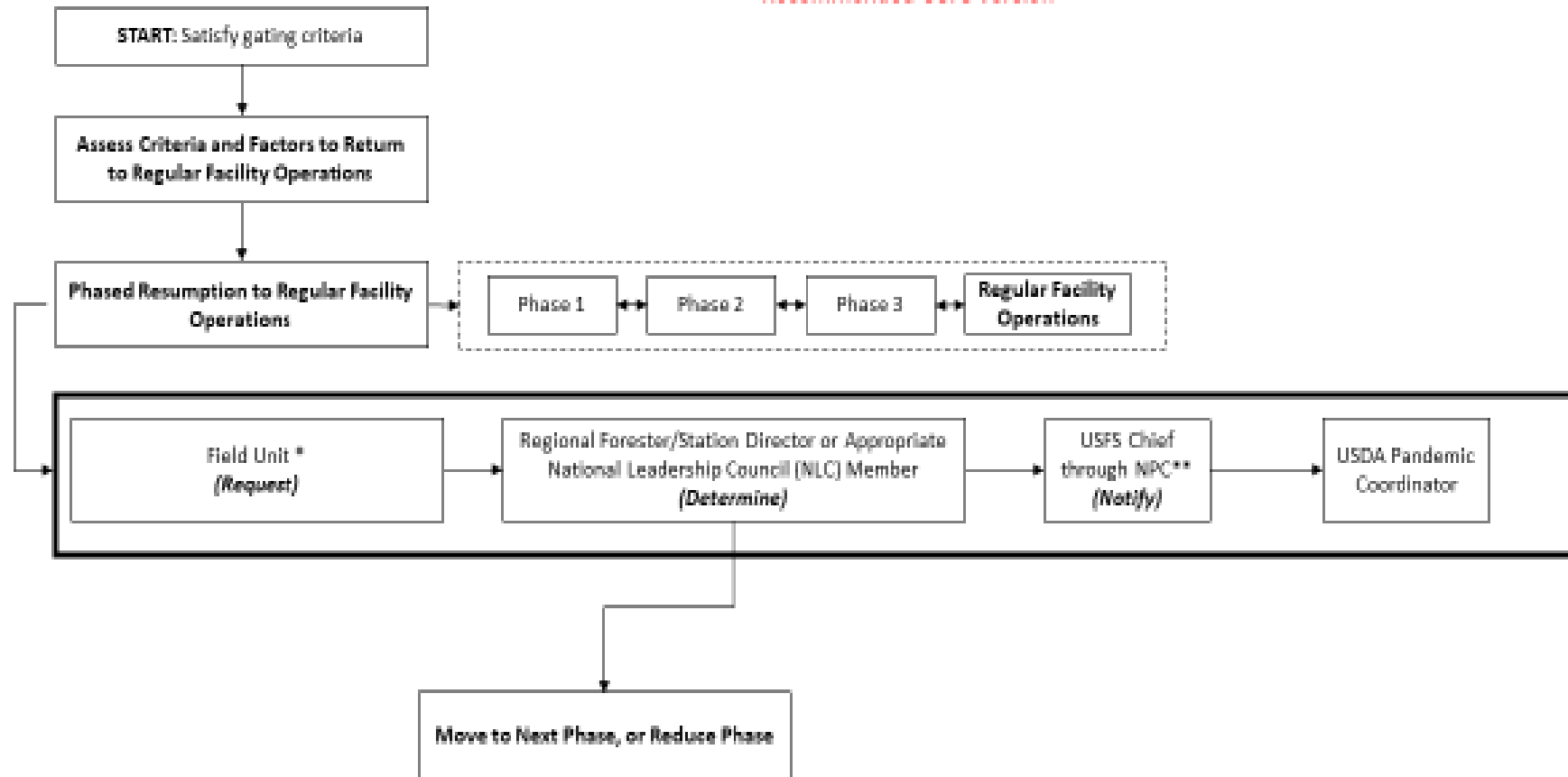
2. **Healthcare System Capacity**
   A. Ability to quickly and independently supply sufficient Personal Protective Equipment and critical medical equipment to handle dramatic surge in need
   B. Ability to surge ICU capacity

3. **Plans**
   A. Protect the health and safety of workers in critical industries
   B. Protect the health and safety of those living and working in high-risk facilities (e.g., senior care facilities)
   C. Protect employees and users of mass transit
   D. Advise citizens regarding protocols for social distancing and face coverings
   E. Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity

APPEDIX 2 REQUEST TO RESUME FACILITY OPERATIONS FLOW CHART

Recommended USFS Version

START: Satisfy gating criteria

Assess Criteria and Factors to Return to Regular Facility Operations

Phased Resumption to Regular Facility Operations

Phase 1 ↔ Phase 2 ↔ Phase 3 ↔ Regular Facility Operations

Field Unit *
(Request)

Regional Forester/Station Director or Appropriate National Leadership Council (NLC) Member
(Determine)

USFS Chief through NPC**
(Notify)

USDA Pandemic Coordinator

Move to Next Phase, or Reduce Phase

* Units, State or regional offices may also use this process to request the phased resumption of multiple offices
** National Pandemic Coordinator (NPC)

APPENDIX 3 DECISION & DOCUMENTATION PRINCIPLES

1. Geographic-Based Decisions
   A. Cross-reference information in the geographic areas with information in the gating criteria while assessing the ability to comply with employer parameters in the 3-Phase framework.

   B. Make decisions at the appropriate level and clearly and expeditiously communicate those decisions to employees and contractors.

   C. State and regional assessments should be the starting point for discussions and decisions related to change in operations.

2. Telework Status Guidelines
   A. Maintain the flexibility to develop and continue to use appropriate telework protocols for operations.

   B. As conditions change, revisit telework agreements in order to continue progressing to normal operations or address changing conditions while retaining the needed flexibility to resume normal operations.

   C. Maximize telework flexibilities to all eligible workers within those populations that the CDC has identified as being at higher risk for serious complications from COVID-19 (CDC High Risk Complications) and to CDC-identified special populations.

3. Personnel Guidelines
   The alignment of operating status will vary based on conditions in different regions and localities. Consider the following:

   A. Vulnerable populations
   Line officers must continue to take precautions for vulnerable populations that are at higher risk for severe illness from COVID-19, including older adults and people of any age who have serious underlying medical conditions. Continue the maximum telework policy for these populations defined by CDC, or other populations that may be impacted by the type of work up until a duty station is back at normal operating status. Take into consideration situations where an employee lives with or provides care for individuals in the vulnerable population.

   B. Employees in good health and under age 65
   Employees may return to the workplace, based on local public health and in accordance with National guidelines. Employees may wear a face covering at all times while in the workplace.

   C. Symptomatic Federal Employees and Contractors. Follow process if they are symptomatic or test positive for COVID-19. Protect the anonymity and privacy of employees and contractors, to the extent possible, while disclosing only the information necessary to take appropriate actions of notifying potentially affected employees and cleaning the facility. Employees and contractors who believe they have COVID-19 symptoms should contact their healthcare provider or local health officials for further medical advice or testing.

   D. Employee Work-Life Balance
   Employees may be faced with school closures in their areas, childcare limitations, or family conditions that may put loved ones at risk. Be empathetic and consider the balance of professional and personal needs.

4. Facilities, Service & Operations Guidelines

A. Customer Service Level Decisions
   i. Prioritize capacity building for those services that are the most public-facing as well as those critical to implementing COVID-19 response efforts to help the nation's recovery.

   ii. Prioritize facilities and provide increased public access to these facilities in a manner that is consistent with the National guidelines for Opening Up America Again.

B. Facility-Level Status Decisions.
   i. Decisions to open or close a Federally owned or leased building under GSA's authority are, by regulation, made by the building's Designated Official (the chair of the building's Facility Security Committee, or FSC), in consultation with the building manager and law enforcement organization responsible for protecting the property (e.g. Federal Protective Service).

   ii. Beyond phasing determinations, decisions concerning utilization of specific space (a floor, office, suite, etc.) within a multi-occupant facility are the local line officer decision.

C. Facilities Screening
   Ensure policies and procedures to restrict individuals infected with or at higher risk for serious illness from COVID-19.

APPENDIX 4 - VISITOR HEALTH AND TRAVEL QUESTIONNAIRE

1. **Have you, or someone living in your household, been diagnosed with COVID-19?**

   ☐ Yes ☐ No

2. **Have you, or someone living in your household, been in close or frequent contact with someone who has been diagnosed with COVID-19?**

   ☐ Yes ☐ No

3. **Has someone you are caring for been diagnosed with COVID-19, or been in contact with a confirmed case of COVID-19?**

   ☐ Yes ☐ No

4. **In the last 14 days, have you or someone living in your household been in close or frequent contact with someone who, returned from or made a travel connection through a foreign CDC Level 2 or Level 3 country or State Department Level 3 or Level 4 country, for example, China, Korea, Japan, the European Union, Iran?**

   ☐ Yes ☐ No

5. **In the last 14 days has someone you are caring for returned from, or made a travel connection, through a foreign CDC Level 2 or Level 3 country or State Department Level 3 or Level 4 country, for example, China, Korea, Japan, the European Union, Iran.**

   ☐ Yes ☐ No

6. **Do you currently have, or have you had within the last 24 hours, any cold or flu symptoms, including a fever greater than 100.4, shortness of breath, body aches and coughing)?**

   ☐ Yes ☐ No

   ➢ **If the visitor answers "Yes" to ANY of these questions, the visitor will be denied entry to the USDA facility. The Security Officer will contact the USDA point of contact to notify them of the visitor's status.**

   ➢ **If the visitor answers "No" to ALL questions, the visitor will be allowed to enter the facility under pre-identified procedures.**

Facility Readiness & Workforce Health Assessment Guide

A. Local Health Factors
If all "A" gating criteria met, begin transitioning operations to align with appropriate phase.
Consider factors B-D.

Alignment with state and local orders?	State County
	☐ ☐ Shelter in Place *(Stay Inside)*
	☐ ☐ Safer at Home *(Non-essential businesses open with precautionary measures)*
	☐ ☐ Stay at Home *(Limit movement to essential visits-Dr., store, work)*
	☐ ☐ Other:

Symptoms	**Downward trajectory:** ☐ Influenza-like illnesses **AND** ☐ COVID-19-like illnesses	☐ at least 14-day period in Phase 1 ☐ at least 14-day period in Phase 2 ☐ at least 14-day period in Phase 3
Cases	☐ Documented cases downward trajectory **OR** ☐ Percent positive tests down *(flat/decreasing #'s)*	☐ at least 14-day period in Phase 1 ☐ at least 14-day period in Phase 2 ☐ at least 14-day period in Phase 3
Hospitals	☐ Treating all patients without crisis care **AND** ☐ Robust testing for at-risk healthcare workers + emerging antibody testing	

B. Workforce Health Factors

Employee Status	☐ Quarantined	How many?
	☐ Presumed Positive	How many?
	☐ Confirmed Positive	How many?
	☐ Vulnerable	How many?

C. Facility Readiness Factors

Adequate supply of PPE and cleaning supplies available to maintain continuous operation?	☐ Yes ☐ No	Details:
Mitigation and Social Distancing practices in place?	☐ Yes ☐ No	Details:
Capacity for adequate cleaning of facilities?	☐ Yes ☐ No	Details:
Cleaning contract in place for regular or deep cleaning?	☐ Yes ☐ No	Details:
Monitoring Protocol in Place?	☐ Yes ☐ No	Details:

D. Other		
Are schools in the area closed?	☐ Yes ☐ No	Proportion of unit employees impacted *(low/mod/high)*
If applicable, is mass transit available and practicing protection measures?	☐ Yes ☐ No	Proportion of unit employees impacted *(low/mod/high)*
Are dependent care services available?	☐ Yes ☐ No	Proportion of unit employees impacted *(low/mod/high)*

Special Considerations
Click or tap here to enter text.

Requested Phase
☐ Phase One ☐ Phase Two ☐ Phase Three

APPENDIX 6 SUPPORTING GUIDANCE AND DOCUMENTS

Listed documents provide accurate guidance as of May 15, 2020. The links are provided so decision makers may have easy access to important information. It is intended to aid in decision making and to help guard the safety of employees and the public, and to provide resources that may help employees cope during the COVID-19 Pandemic.

Websites for current and changing information
- WO FSWeb
- Coronavirus.gov and USA.gov/coronavirus
- Office of Personnel Management COVID-19 information
- Centers for Disease Control and Prevention
- Inside the Forest Service
- Leadership Corner Forum
- Leadership Corner: Coronavirus Updates

Re-Opening Forest Service Facilities
- White House: Opening Up America Again
- OMB: Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again
- OPM Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions about Reopening
-

Employee Well-Being
- Casualty Assistance Program: Employee support services and resources
- Employee Assistance Program (April 17, 2020)
- Work Environment and Performance Office (WEPO)

Cleaning
- CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
- EPA Disinfectants for Use Against SARS-CoV-2

Safety Mitigation
- Measures for protecting workers from exposure to, and infection with, SARS-CoV-2
- CDC Guidance on Hand Washing
- CDC Cleaning and Disinfecting Your Facility
- Social Distancing, Quarantine, and Isolation
- Personal Protective Equipment Supply Management process.
- USDA Guidance on PPE Cleaning and Supply Purchases
- Personal Protective Equipment Use, Re-Use, and Risk Mitigation for COVID-19 Response (May 8, 2020)
  - Supporting PPE guidance from OSHA and CDC guidance (base PPE on risks to employees) and USDA and FEMA guidance (reduce, reuse, repurpose).

Employee Resources
- Human Resources Management Tip Sheet Telework and Weather and Safety Leave
- USDA: Maximized Telework Posture Related to COVID-19 While Continuing USDA's Services to the American People (March 30, 2020)
  - USDA: Manager and Employee Telework Flexibilities Related to COVID-19 While Continuing USDA's Service to the American People
- FAQs: Financial Policy Guidance During the COVID-19 Pandemic

Pandemic Coordinator Resources

- [USDA COVID-19 Dashboard](#) – Line Officers have authority to access Dashboard
- [National Conference of State Legislatures - State Action on Coronavirus (COVID-19)](#)
- [Individual state and territory status - COVID-19-10 orders](#)
- [CDC: General Business Frequently Asked Questions](#)
- [Suspected or Confirmed Cases of COVID-19 in the Workplace](#)
- [Reducing the Spread of COVID-19 in Workplaces](#)
- [Healthy Business Operations](#)
- [Cleaning and Disinfection in the Workplace](#)
- [Critical Infrastructure](#)
- [Guidance on Preparing Workplaces for COVID-19](#)
- [Reopening Tracking Spreadsheet](#)