



SBA COVID-19 WORKPLACE SAFETY PLAN

Updated December 2022

Table of Contents

| | | |
|----------|---|-----------|
| 1 | Background..... | 1 |
| 2 | SBA COVID-19 Coordination Team | 1 |
| | 2.1 SBA COVID-19 Coordination Team Membership | 1 |
| | 2.2 Responsibilities..... | 2 |
| 3 | Collective Bargaining Obligations | 2 |
| 4 | Communications | 2 |
| 5 | Safety Protocols Based on COVID-19 Community Levels..... | 3 |
| | 5.1 Maintaining Safety Conditions in the Operating Environment..... | 3 |
| | 5.2 Mask Wearing..... | 4 |
| | 5.3 Vaccination..... | 5 |
| | 5.4 Facilitating Physical Distancing and Avoiding Crowding..... | 6 |
| | 5.5 Self-Conducted Symptom Screening..... | 6 |
| | 5.6 Visitors..... | 7 |
| | 5.7 Contractors | 7 |
| | 5.8 Screening Testing | 7 |
| | 5.9 Reasonable Accommodations Requests Related to COVID-19 | 7 |
| | 5.10 OSHA Recordkeeping for COVID-19 Work-Related Incidents..... | 8 |
| 6 | Official Travel..... | 8 |
| | 6.1 Supervisor Responsibilities | 8 |
| | 6.2 Travel for Employees with Known Exposure | 9 |
| | 6.3 Travel for Employees with COVID-19 Symptoms or a Positive COVID-19 Test | 9 |
| 7 | Meetings, Events, and Conferences | 10 |
| 8 | Post-Exposure Precautions, Isolation, and Post-Isolation Precautions | 10 |
| | APPENDIX A: References Incorporated COVID-19 Workplace Safety Plan 11/2022 | 14 |

1 Background

The SBA has a critical mission to support businesses, nonprofits, and faith-based organizations in recovering from the impact of COVID-19. The Agency must be able to sustain Agency operations while protecting the health and safety of all SBA employees, onsite contractor employees, and individuals interacting with the SBA workforce. Pursuant to Section 2(a) of E.O. 13991, the SBA is directed to “immediately take action, as appropriate and consistent with applicable law, to require compliance with Centers for Disease Control and Prevention (CDC) guidelines with respect to wearing masks, maintaining physical distance, and other public health measures by: on-duty or onsite Federal employees; and onsite Federal contractors.”

In support of the continued health and safety of all SBA employees, onsite contractor employees, and individuals interacting with SBA’s workforce, the SBA is providing this updated COVID-19 Workplace Safety Plan that sets forth COVID-19 workplace safety protocols for SBA facilities in alignment with the Safer Federal Workforce Task Force (Task Force) [Model Agency COVID-19 Safety Principles](#) published September 15, 2022, and pursuant to E.O. 13991.

The SBA adheres to CDC guidance and applicable guidance from other Federal agencies in the development and implementation of its workplace safety plan, as well as to Memorandum of Understanding agreed to between the Agency and the AFGE Local 228. If there is a conflict between the current SBA Workplace Safety Plan and the agreed upon Memorandum of Understanding (MOU) between the Agency and AFGE Local 228 related to SBA’s Workplace Safety and Reentry Plan, the MOU shall prevail for covered bargaining unit employees, provided negotiated terms conform to Federal law and regulation.

Issuance of this updated Plan supersedes the SBA COVID-19 Workplace Safety Plan issued February 2022.

2 SBA COVID-19 Coordination Team

2.1 SBA COVID-19 Coordination Team Membership

To be consistent with Task Force guidance and [OMB Memorandum M-21-15](#), the SBA will maintain the SBA COVID-19 Coordination Team (Team). The Team will continue to include executive leadership and subject matter experts to represent the following capabilities:

- Human Resources (represented by the Office of Human Resources Solutions)
- Occupational Safety and Health (represented by the Office of Executive Management, Installations & Support Services)
- Legal Counsel (represented by the Office of General Counsel)

The Team will include and consult, as appropriate, the Agency’s Senior Agency Official for Privacy and SBA program office leadership. The Office of Continuous Operations and Risk Management provides day-to-day coordinative support for Team activities.

2.2 Responsibilities

The Team meets on a weekly basis, or as appropriate, to perform the following responsibilities:

- Review compliance with SBA's COVID-19 Workplace Safety Plan, protocols, and policies;
- Consider and—following consultation with the Task Force—implement potential revisions to SBA's COVID-19 Workplace Safety Plan, protocols, and policies consistent with Task Force and CDC guidance;
- Ensure the SBA COVID-19 Workforce Safety Plan, protocols, and policies are broadly communicated to Agency employees and, as appropriate, onsite contractor employees, visitors to Agency facilities, and in-person attendees at Agency-hosted meetings, events, and conferences;
- Maintain and update, as needed, the [SBA's COVID-19 Operations Portal](#);
- Evaluate any other operational needs related to COVID-19 workplace safety; and
- Work with SBA's National Labor Relations Division to maintain ongoing communications with labor partners related to safety guidance/direction and participate in negotiations, as appropriate.

The Team coordinates all decisions with Facilities, Safety, and Security Division, as appropriate. For privately owned facilities leased by the General Services Administration (GSA), the Facilities, Safety, and Security Division coordinates with GSA, where appropriate, and the lessor's designated representative.

3 Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, the SBA will satisfy any applicable collective bargaining obligations under 5 U.S.C. Chapter 71. The SBA will communicate, as necessary with its labor partners on COVID-19 workplace safety matters. The SBA will engage with its labor partners if it adjusts the agency COVID-19 workplace safety plan, protocols, and policies, and otherwise satisfy any applicable collective bargaining obligations under the law, including post-implementation bargaining, where appropriate. The SBA will review its existing agreements to assess whether any updated COVID-19 workplace safety protocols conflict with existing provisions. To the extent that conflicting provisions exist, the SBA will satisfy its bargaining obligations, as required, to bring these provisions into compliance.

4 Communications

As the COVID-19 public health emergency continues to shift and affect the safety of staff and workplace operations, the SBA will continue to follow CDC and Task Force guidance for its decisions. The SBA communicates changes to workplace safety plans or policies through the following mechanisms:

- *COVID-19 Workplace Safety Plan:* This document will be revised as needed to include revisions to safety protocols and policies.
- *Agency Email Alerts (e.g., Chief Operating Officer / Chief Human Capital Officer Alerts):* These Agency-wide alerts supplement the workplace safety plan and provide the most up-to-date information on any changes to workplace policies, including changes to safety protocols.
- *[COVID-19 Operations Portal](#) (SBA Intranet):* This [Portal](#) serves as the central point of relevant COVID-19 policies and resources for the SBA workforce.
- *SBA Daily: “Health & Safety” Section:* This daily post directs employees and managers to visit the [Portal](#) and highlights new guidance, resources, etc.

5 Safety Protocols Based on COVID-19 Community Levels

5.1 Maintaining Safety Conditions in the Operating Environment

The CDC provides [county-level data](#) showing the [COVID-19 Community Level](#) for each county in the United States. The SBA provides weekly COVID-19 Community-Level Data for SBA facilities on the [COVID-19 Community-Level Data Page](#) of the [COVID-19 Operations Portal](#).

All SBA employees are strongly encouraged to regularly review the community-level [data](#) and use the [safety protocols table](#) (*Table 1: SBA Safety Protocols Based on COVID-19 Community Levels* below), as well as facility signage, to determine the appropriate safety protocols to follow when reporting onsite or performing in-person engagements. Where a locality imposes more protective pandemic-related safety requirements, those requirements should be followed in SBA facilities within that locality.

SBA supervisors monitor the adherence to these safety protocols and administer disciplinary actions, as necessary.

Note: COVID-19 workplace safety protocols currently do not vary based on vaccination status or otherwise depend on vaccination information.

Table 1: SBA Safety Protocols Based on COVID-19 Community Levels

| | |
|---|---|
| Important Notes | <ul style="list-style-type: none"> • Safety protocols are applicable to all individuals including employees, visitors, and contractors, regardless of vaccination status. • At all COVID-19 community levels, visitors and contractor employees may enter the facility at all levels and do not at this time need to attest to their vaccination status or show documentation of a negative COVID-19 test result. However, visitors and contractor employees need to follow required safety protocols while accessing the facility. • As of August 18, 2022, SBA has stopped implementation of SBA's Screening Testing Program. Employees, regardless of their vaccination status, do not need to undergo regular screening testing and report a negative test prior to reporting onsite. • Review additional CDC recommendations for individual-level prevention steps you can take based on your COVID-19 community level. |
| Level – Low (Green). When the COVID-19 Community Level is LOW in the county where the SBA facility is located. | <ul style="list-style-type: none"> • Mask Wearing: Mask wearing is optional for all individuals. • Visitors: May enter the facility without appointment. |
| Level – Medium (Yellow). When the COVID-19 Community Level is MEDIUM in the county where the SBA facility is located. | <ul style="list-style-type: none"> • Mask Wearing: Mask wearing is optional for all individuals. • Maintain Distance from Others and Avoid Crowding: All individuals are encouraged to consider avoiding crowding and physically distancing themselves from others in indoor common areas, and meeting rooms in Federal facilities. • Visitors: May enter the facility by appointment. |
| Level – High (Orange). When the COVID-19 Community Level is HIGH in the county where the SBA facility is located. | <ul style="list-style-type: none"> • Mask Wearing: All individuals are required to wear high-quality masks or respirators in SBA facilities. High-quality masks or respirators include respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or “procedure” or “surgical”-style masks —not a cloth mask. • Maintain Distance from Others and Avoid Crowding: All individuals are encouraged to consider avoiding crowding and physically distancing themselves from others in indoor common areas, and meeting rooms in Federal facilities. • Visitors: May enter the facility by appointment when approved by second-line supervisor. |

5.2 Mask Wearing

The SBA ensures that individuals can wear a mask, if they so choose, when the COVID-19 Community Level is LOW or MEDIUM. SBA requires individuals including employees, contractor employees, and visitors—who are 2 years or older, regardless of vaccination status¹ to wear mask or respirator when COVID-19 Community Levels are HIGH. Individuals are also required to take post-exposure and post-isolation precautions (*see section Post-Exposure Precautions, Isolation, and Post-Isolation Precautions*), as appropriate.

All SBA employees, onsite contractor employees, and visitors 2 years or older are expected to comply with the mask-wearing requirements. This includes when Federal employees are interacting with members of the public as part of their official responsibilities. Supervisors (and CORs for contractors) are responsible for setting the example and enforcing the implementation of mask-wearing requirements for employees and visitors. Federal employees who do not comply with such requirements may be subject to disciplinary action, up to and including removal. The SBA posts and

¹ High-quality masks or respirators include respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or “procedure” or “surgical”-style masks. The SBA otherwise avoids limiting the types of masks that can be worn by individuals in SBA facilities.

updates signs and information on the SBA COVID-19 Operations Portal to make clear what mask-wearing requirements apply in each Federal facility. Table 1 above captures the mask-wearing protocols based on the COVID-19 Community Level.

When required, high-quality masks or respirators should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms). Masks may be removed only in enclosed offices or workspaces (floor-to-ceiling walls/partitions), where the door is closed and there is only one occupant, or while eating or drinking, and maintaining distance from others. Appropriate masks should be well-fitting and worn consistently and appropriately (i.e., covering the mouth and nose completely). Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements. Individuals do not need to wear masks or respirators when outdoors.

When the SBA requires that individual wear high-quality mask or respirators, SBA makes them available to SBA employees, and program offices may also make them available to onsite contractor employees and visitors.

5.3 Vaccination

The SBA continues efforts to remind employees about the importance of vaccination. Consistent with Safer Federal Workforce Task Force guidance, SBA has paused requiring or requesting employees and potential employees to provide information about their COVID-19 vaccination status. The SBA continues to preserve its vaccination information collection systems and the information collected from employees in accordance with the National Archives and Records Administration records schedules; COVID-19 workplace safety protocols may change in the future, or collection of this information from employees may otherwise need to resume. The Government-wide Certification of Vaccination form is no longer used.

1) Executive Orders on COVID-19 Vaccination Requirements

- **E.O. 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the SBA will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043. Any aspects of this COVID-19 Workplace Safety Plan related to the vaccination requirement pursuant to E.O. 14043 are not in effect and will not be implemented or enforced by the SBA while the injunction is in place.
- One or more court orders currently prohibit the enforcement of requirements of **E.O. 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors** against certain parties and within certain locations. At this time, consistent with guidance from OMB and the Safer Federal Workforce Task Force, the SBA will take no action to enforce compliance with any contract clause implementing E.O. 14042 regardless of party or location. See the Safer Federal Workforce Task Force [website](#) for more information, including the latest guidance regarding the implementation and enforcement of E.O. 14042: For Federal Contractors | Safer Federal Workforce

2) Leave Related to COVID-19 Vaccination

To promote the safety of the SBA workforce and the public they serve, supervisors must grant leave-eligible employees **up to 4 hours of administrative leave** for the following COVID-19 vaccination-related purposes:

- **Leave to Obtain Vaccination:** Employees who obtain a vaccination or booster during their regularly scheduled work hours should be granted administrative leave to include time spent traveling to and from the vaccination site.
- **Leave to Accompany a Family Member to Obtain Vaccination:** Supervisors must grant employees administrative leave to accompany a family member (see [5 CFR 630.20](#)) being vaccinated.

The administrative leave covers the time it takes to travel to the vaccination site, receive the vaccine dose, and return to work. If an employee needs to spend less time getting the vaccine dose, only the needed amount of administrative leave should be granted.

Additionally, supervisors must grant leave-eligible employees **up to 2 days** of administrative leave to address any side effects related to a recent vaccination.

Employees should obtain advance approval from their supervisor before using administrative leave for these COVID-19 vaccination-related purposes. Employees should record the administrative leave on timecards in webTA as “66--Other Leave --Preventative Health Care.”

Note: Employees may not be credited with administrative leave or overtime work for time spent on these purposes outside their tour of duty.

For further information, please review the [CHCO Alert, Updated SBA Guidance for Administrative Leave for Vaccines](#), published February 9, 2022.

5.4 Facilitating Physical Distancing and Avoiding Crowding

As the SBA advances through phased reentry, the SBA implemented a hybrid model that maximizes the benefits of increased telework and onsite work while maintaining the health and safety of all personnel. To be consistent with Task Force guidance, when COVID-19 Community Levels are MEDIUM or HIGH, the SBA posts signage encouraging individuals, regardless of vaccination status, to consider avoiding crowding and to physically distance themselves from others in indoor common areas and meeting rooms. SBA does not establish facility-level occupancy limits solely for the purpose of facilitating physical distancing as a COVID-19 prevention action and does not require that individuals physically distance from others. Breakrooms and conference rooms will continue to have clearly posted occupancy limits to help facilitate physical distancing and avoiding crowds.

5.5 Self-Conducted Symptom Screening

To be consistent with Task Force guidance, the SBA requires all individuals to complete symptom screening before entering an SBA facility. SBA employees are also required to complete symptom screening prior to interacting with members of the public in-person as part of their official

responsibilities. SBA uses the [CDC COVID-19 Facility Access Tool](#). Symptom screening is self-conducted and not verified by Agency personnel.

1) No Entry for Individuals with COVID-19 Symptoms or Suspected COVID-19

If an individual has fever or chills, or if they have other new or unexplained symptoms consistent with COVID-19, such as new or unexplained onset of cough, shortness of breath, or difficulty breathing; new or unexplained loss of taste or smell; or new or unexplained muscle aches, they should not enter an SBA workplace. If an individual suspects that they have COVID-19 because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter an SBA workplace and should get tested if they have not already done so.

2) Individuals Developing COVID-19 Symptoms While Onsite

Supervisors must require that any individual, regardless of vaccination status, who develops fever, chills, or other new or unexplained symptoms consistent with COVID-19, or who tests positive for COVID-19, while onsite during the workday immediately wear a high-quality mask or respirator and promptly leave the workplace.

5.6 Visitors

Visitors are permitted into SBA facilities, provided they adhere to safety protocols in *Table 1: SBA Safety Protocols Based on COVID-19 Community*. When the community level is HIGH, visitors may enter the facility by appointment when approved by second-line supervisor. When high-quality masks or respirators are required, program offices may make them available to onsite visitors.

5.7 Contractors

Contractor employees are permitted into SBA workspaces, providing adherence to safety protocols in *Table 1: SBA Safety Protocols Based on COVID-19 Community*. When high-quality masks or respirators are required, program offices may make them available to onsite contractor employees. The Contracting Officer may determine if high-quality masks or respirators will be included as Government Furnished Equipment (GFE) for each contract. If GFE is not included, the contractor is responsible for securing their own high-quality masks or respirators.

5.8 Screening Testing

The SBA no longer has a screening testing requirement. Individuals do not need to undergo regular screening testing or report a negative COVID-19 test prior to reporting onsite to an SBA facility or at an SBA-hosted meeting, event, or conference.

5.9 Reasonable Accommodations Requests Related to COVID-19

It is the SBA's policy to provide reasonable accommodations for qualified individuals with disabilities who are SBA employees or applicants for employment, unless doing so would pose an undue hardship on the operations of the Agency. SBA employees with disabilities encountering a need for new accommodations due to COVID-19 and/or the agency's safety protocols may pursue the agency's

reasonable accommodation process in accordance with [SOP 37 17 – Reasonable Accommodation and Personal Assistance Service Policy and Procedure](#).

Contractor employees must follow their employers' reasonable accommodations process.

5.10 OSHA Recordkeeping for COVID-19 Work-Related Incidents

Per OSHA's recordkeeping requirements, if an employee tests positive for a COVID-19 infection, the case must be recorded on the OSHA Illness and Injury Log if each of the following conditions are met:

- The case is a confirmed case of COVID-19;
- The case is work-related (as defined by [29 CFR 1904.5](#)); and
- The case involves one or more relevant recording criteria (set forth in [29 CFR 1904.7](#)) (e.g., medical treatment beyond first aid, days away from work).

6 Official Travel

There are no Government-wide limits on official travel for SBA employees, regardless of their vaccination status. Employees should follow [SBA's Travel SOP 20 11 6](#).

6.1 Supervisor Responsibilities

When approving official travel for employees, supervisors should follow standard COVID-19 pre-travel instructions, which include:

- Inform the traveling employee that CDC recommends that individuals make sure they are [up-to-date](#) with COVID-19 vaccines before travel;
- Recommend that the traveling employee consider being tested for current infection with a viral test as close to the time of departure as possible (no more than 3 days) before travel;
- Instruct the traveling employee to adhere strictly to CDC guidance for [domestic](#) and [international](#) travel before, during, and after official travel;
- Instruct the traveling employee to check their [destination's COVID-19 Community Level](#) before traveling and to wear a high-quality mask or respirator while on-duty and around others indoors at their destination, if the COVID-19 Community Level in the county where their destination is located is HIGH;
- Instruct the traveling employee to make sure they understand and follow all travel restrictions put in place by state, tribal, local, and territorial governments; and
- Advise the traveling employee to prepare to be flexible, as restrictions, policies, and circumstances may change during their travel.

6.2 Travel for Employees with Known Exposure

For asymptomatic employees who have had a known [exposure](#) to someone with COVID-19 within the past 10 days, supervisors may approve official travel, consistent with [SBA's Travel SOP 20 11 6](#).

1) Employee Remains without COVID-19 Symptoms Before Travel

The supervisor must instruct the individual to, in addition to the standard COVID-19 pre-travel instructions stated above in Section 5.1, take the following precautions:

- Wear a high-quality mask or respirator the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the 10 full days after their last known exposure;
- Not travel on public transportation such as airplanes, buses, and trains if they will not be able to wear a high-quality mask or respirator when around others indoors for the full duration of their travel within the 10 full days after their last known exposure; and
- Follow other aspects of [post-exposure protocols](#), including the requirement for individuals with a known exposure to be tested for COVID-19 after 5 full days following their last known exposure (ideally, on or after day 6):
 - Testing may need to occur while the employee is traveling.
 - Supervisors do not need to require that the employee wait for the results of this post-exposure diagnostic test to undertake official travel, including return travel.

2) Employee Develops COVID-19 symptoms after Approved Official Travel

The supervisor must instruct the employee not to undertake further official travel, including under a previously approved travel authorization, and to instead follow agency protocols outlined in Section 5.3 Travel for Employees with COVID-19 Symptoms or a Positive COVID-19 Test.

6.3 Travel for Employees with COVID-19 Symptoms or a Positive COVID-19 Test

Supervisors must **not** approve official travel: (1) for employees who have COVID-19 symptoms and are waiting for an initial diagnostic viral test result; and (2) for employees who have tested positive for COVID-19 for at least 5 full days after their first day of symptoms, or after the date of the initial positive diagnostic viral test for asymptomatic individuals.

If an employee who tested positive for COVID-19 has returned to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities (once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving), then the supervisors may approve official travel for the employee. The supervisor must instruct the traveling employee, in addition to other standard COVID-19 pre-travel instructions, to follow the precautions in Section 5.2(1) and post-isolation precautions.

If after official travel has been approved, the employee's COVID-19 symptoms recur or worsen, supervisors must instruct the employee to not undertake further official travel, including under any

previously approved travel authorization and, again, not to enter an SBA facility or interact with members of the public as part of their official responsibilities, restarting at day 0 of isolation protocols.

7 Meetings, Events, and Conferences

There are no Government-wide restrictions for agency-hosted meetings, events, and conferences.

All in-person attendees at any meetings, conferences, or events hosted by SBA must comply with relevant COVID-19 safety protocols, including as it relates to any mask wearing when COVID-19 Community Levels are HIGH.

SBA staff attending in-person meetings on-duty must adhere to guidance in *Table 1: SBA Safety Protocols Based on COVID-19 Community Levels* and follow any local requirements.

8 Post-Exposure Precautions, Isolation, and Post-Isolation Precautions

1) Post-Exposure Precautions

Pursuant to E.O. 13991 and consistent with CDC guidance, supervisors must instruct individuals who are known to have been exposed to someone with COVID-19, regardless of their vaccination status, to adhere to the following **post-exposure precautions**:

- Wear a high-quality mask or respirator while indoors at an agency workplace or interacting indoors with members of the public in-person as part of their official responsibilities as soon as possible after notification of exposure and continue to do so for 10 full days from the date they were last known to have been exposed;
- Take [extra precautions](#), such as avoiding crowding and physically distancing from others, when they know they are around people who are [more likely to get very sick](#) from COVID-19 while onsite at an agency workplace or interacting with members of the public in-person as part of their official responsibilities, for 10 full days from the date they were last known to have been exposed. (For purposes of calculating the 10 full days, day 0 is the day of their last known exposure to someone with COVID-19, and day 1 is the first full day after their last known exposure.); and
- Watch for [COVID-19 symptoms](#) for 10 full days from the date they were last known to have been exposed. (For purposes of calculating the 10 full days, day 0 is the day of their last known exposure to someone with COVID-19, and day 1 is the first full day after their last known exposure.)

2) Required Testing for Those Known to Have Been Exposed

As part of agency testing protocols, and pursuant to E.O. 13991 and consistent with CDC guidance, supervisors must require that employees and contractor employees who are known to have been exposed to COVID-19 **and** are onsite at an agency workplace or interacting with members of the public in-person as part of their official responsibilities be tested for current

infection with a [viral test](#) at least 5 full days after their last known exposure (ideally, on or after day 6).

- The test can be both self-administered and self-read by the employee. The supervisor should have the employee certify as to when they took the test and that they received a negative result.
- If the individual tests negative, the supervisor must instruct the individual to continue to follow the above **post-exposure precautions** for 10 full days from the date they were last known to have been exposed. If they test positive, or if they at any time develop COVID-19 symptoms, they must follow agency protocols on [isolation](#).

If the individual that has been known to be exposed to COVID-19 is not working onsite at an agency workplace or interacting with members of the public in-person as part of their official responsibilities within 10 days of the known exposure, then they are not required to be tested.

If the individual that has been known to be exposed to COVID-19 had tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, then they do not need to get tested after a known exposure. If the individual that had been known to be exposed to COVID-19 had tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using a [viral antigen test](#).

3) Returning to Working Onsite at an Agency Workplace After Isolation

Any individual with probable or confirmed COVID-19, regardless of their vaccination status, must not enter an SBA facility or interact with members of the public in-person as part of their official responsibilities, and must monitor their symptoms. An employee may end isolation based on how serious their COVID-19 symptoms were. The below table outlines confirmed COVID-19 scenarios and guidelines for supervisors to determine when the individual may return to working onsite at an SBA facility or interacting with members of the public as part of their official responsibilities.

| Confirmed COVID-19 Scenario | When to Return Working Onsite/Public Engagement Guidelines |
|--|--|
| Tested positive for COVID-19 and never developed symptoms | After 5 full days following their positive COVID-19 test (day 0 being the day the individual was tested). |
| Tested positive for COVID-19 and had symptoms | After 5 full days from the onset of symptoms (day 0 being the day of symptom onset) once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. |
| Moderate illness (if they experienced shortness of breath or had difficulty breathing) or severe illness (if they were hospitalized) due to COVID-19, or they have a weakened immune system | After full 10 days. |
| Severe illness due to COVID-19 or has a weakened immune system | Individual should consult their healthcare provider before ending isolation. |

Once an individual has returned to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities, the supervisor must instruct the individual to continue to take **post-isolation precautions** consistent with CDC guidance for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals. **Post-isolation precautions** include:

- Wear a high-quality mask or respirator when around others:
 - Supervisors may also inform such individuals that they can opt to take two viral antigen tests authorized by the FDA to detect current COVID-19 infection, starting on day 6. With two sequential negative tests 48 hours apart, the individual may remove their mask sooner than day 10.
 - If either of their antigen test results are positive, the individual should continue taking antigen tests at least 48 hours apart until they have two sequential negative results. This may mean that the individual would continue wearing a mask and testing beyond day 10.
- Avoid eating and drinking around others.
- Avoid environments such as dining facilities, gyms, or other places where they may need to be unmasked around others.
- Avoid being around people who they know are at [high risk for severe disease from COVID-19](#).

If at any point their COVID-19 symptoms recur or worsen, agencies must instruct the individual again not to enter a Federal facility or interact with members of the public as part of their official responsibilities, restarting at day 0, consistent with E.O. 13991 and CDC recommendations on [isolation](#) and the protocols set forth by the SBA.

All medical information collected from employees, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, will be treated in accordance with applicable laws and policies on confidentiality and privacy, and will be accessible only to those with a need to know. The SBA will consult with its Senior Agency Officials for Privacy on matters related to the collection and handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

APPENDIX A: References Incorporated COVID-19 Workplace Safety Plan 11/2022

| Resource | Date | Format |
|---|--------------------|----------------------------|
| New implementation guidance on updates to Federal agency COVID-19 Workplace Safety Protocols . Updated implementation guidance on COVID-19 Community Levels . Updated FAQs related to compliance with the applicable preliminary nationwide injunction on implementation and enforcement of the vaccination requirement pursuant to Executive Order 14043 | August 17, 2022 | SWFTF Website |
| Updated CDC COVID-19 Guidance and SBA COVID-19 Safety Protocols | August 12, 2022 | COO Alert Email |
| CDC streamlines COVID-19 guidance to help the public better protect themselves and understand their risk | August 11, 2022 | CDC Newsroom Press Release |
| Updated COVID-19 Guidance from Safer Federal Workforce Task Force | July 18, 2022 | COO Alert Email |
| COVID-19 Reminders: Safety Protocols, Reporting, and Vaccination-Related Leave | June 28, 2022 | COO Alert Email |
| New and updated FAQs on exceptions , leave , mask-wearing , official travel , and testing | June 3, 2022 | SWFTF Website |
| Updated FAQs on contractors , quarantine and isolation , symptom screening , vaccinations , and visitors | June 3, 2022 | SWFTF Website |
| Updated Certification of Vaccination form | May 27, 2022 | SWFTF Website |
| New FAQs on visitors | March 11, 2022 | SWFTF Website |
| Updated FAQs on vaccinations and contractors | March 11, 2022 | SWFTF Website |
| Updated SBA Guidance for Administrative Leave for Vaccines | February 9, 2022 | CHCO Alert Email |
| Safer Federal Workforce Task Force (SWFTF): https://www.saferfederalworkforce.gov/ | n.d. | Website |
| Safer Federal Workforce Task Force, “ COVID-19 Workplace Safety: Agency Model Safety Principles ” | September 15, 2022 | PDF |

| Resource | Date | Format |
|---|-------------------|-----------------|
| Executive Order 14042: “Ensuring Adequate COVID Safety Protocols for Federal Contractors” | September 9, 2021 | Executive Order |
| Executive Order 14043: “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees” | September 9, 2021 | Executive Order |