



Farm Credit Administration

Covid-19 Workplace Safety Plan

Draft Dated January 2022

This plan is intended to support FCA leaders with guidelines and planning considerations for how to evaluate the needs of employees as FCA transitions operating status during the pandemic. NOTE: With five (5) office locations whose occupancy ranges from 30 to over 160 employees, there is no one-size-fits-all solution and decisions will be based on data at the local level.

NOTE: Federal employees are required to be fully vaccinated, with very limited exceptions, by November 22, 2021. Employees will be considered fully vaccinated for COVID-19 2 weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, that is 2 weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, that is 2 weeks after an employee has received a single dose.

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE

Pre-Decisional Materials

Contents

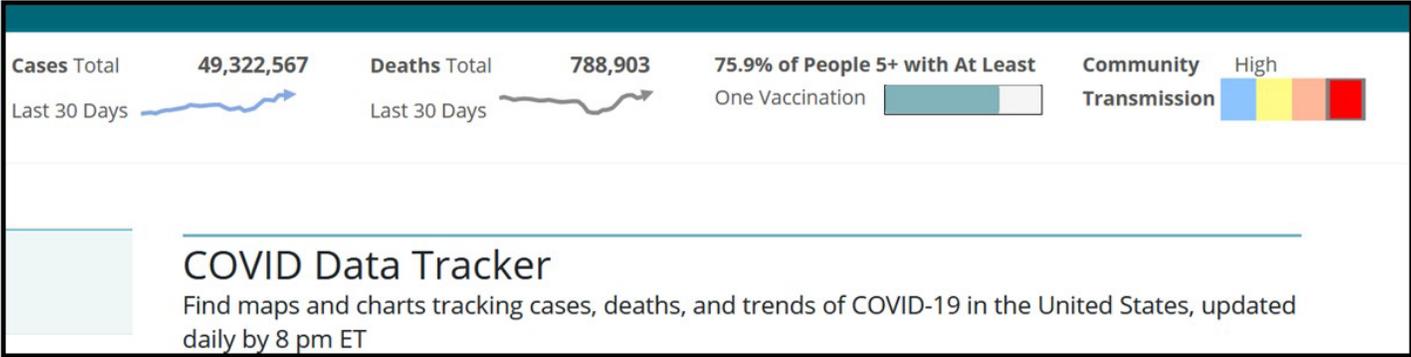
Introduction	3	Sick Employee.....	8
Office Location Status	4	Incident Reporting.....	8
Telework Status	4	Dependent Care Availability	8
Advance Notice Between Phases	4	Transportation.....	8
COVID-19 Vaccinations	4	Reasonable Accommodation	9
Vaccination Documentation.....	5	Food Services	9
Vaccinations for New Hires	5	Building Cleaning	9
Vaccinations During Duty-Time.....	5	Cleaning Supplies.....	9
Travel	6	Personal Protective Equipment	10
In-Person Training.....	6	Shared Equipment.....	10
Emergency Response Contact	6	Meetings and other gatherings.....	10
COVID-19 Testing	6	Common Areas	10
Face Masks / Coverings	7	Workspace Redesign.....	11
Physical Distancing.....	7	Signage.....	11
Temperature Checks.....	7	Re-exit Strategy	11

Introduction

Protecting FCA employees and stakeholders from the effects of COVID-19, while preserving the agency’s ability to complete its mission, is the foundation for implementing this plan. Effective reentry and reintegration planning are critical to FCA’s personnel, mission, and other stakeholders. This plan applies an enterprise-wide, risk management lens to a phased approach for re-opening FCA offices. Agency leadership meets regularly to implement this guidance on a location-by-location basis as the issues facing each office location may differ.

This plan incorporates safety principles from [the OMB Memorandum M-21-25](#), [Executive Order 14043 \(Requiring Coronavirus Disease 2019 Vaccination for Federal Employees\)](#), [OMB Agency Model Safety Principles](#), protocols pursuant to guidance from the [Safer Federal Workforce Task Force](#) and other pertinent guidance. Considerations and trend data points reviewed by the agency when making operating status decisions include:

- Community Transmission Level: High; Substantial; Moderate; Low?
- Testing: Is the number of tests administered increasing? Decreasing?
- Hospitalization: Is the hospitalization rate increasing? Decreasing?
- Cases: Is the number of new cases increasing? Decreasing?
- Vaccinations: Is total local vaccinations administered increasing? Decreasing?



Source: [CDC COVID Data Tracker](#) as of December 8, 2021

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE

Pre-Decisional Materials

NOTE: As local conditions change, FCA leadership may consider reverting to a previous operating status.

Topic	Phase One	Phase Two	Phase Three	Phase Four
Office Location Status	Open	Open	Open	Open
Telework Status	Mandatory	Maximum; allowing up to 25% normal occupancy per office location.	Expanded, allowing up to 50% normal occupancy per office location. Senior staff will be on-site.	Normal Operations
Advance Notice Between Phases	N/A	3-week notice before moving from phase 1 to 2	3-week notice before moving from phase 2 to 3	30-day notice before moving from phase 3 to 4
COVID-19 Vaccinations	<p>All Federal employees covered by Executive Order 14043 and without a legally required exception must be fully vaccinated by November 22, 2021, regardless of where they are working.</p> <p>Employees who are on maximum telework or working remotely are not excused from this requirement since employees working offsite may interact with the public as part of their duties and agencies may need to recall employees who are on maximum telework or working remotely.</p> <p>Employees who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order and subject to discipline up to and including removal.</p> <p>The agency will grant up to 2 workdays of administrative leave if an employee has an adverse reaction to any COVID-19 vaccination dose that prevents the employee from working (i.e., no more than 2 workdays for reactions associated with a single dose).</p> <p>The agency will grant leave-eligible employees up to 4 hours of administrative leave per dose to get the booster shot and/or accompany a family member (as defined in OPM's leave regulations, see 5 CFR 630.201) who is receiving any COVID-19 vaccination dose.</p>			

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE

Pre-Decisional Materials

Topic	Phase One	Phase Two	Phase Three	Phase Four
<p>Vaccination Documentation</p>	<p>Agencies must require documentation from employees to prove vaccination, even if an employee has 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. The data that must be on any official documentation are the type of vaccine administered, number of doses received, 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. Legible digital, scanned, or PDF copies are acceptable.</p>			
<p>Vaccinations for New Hires</p>	<p>The agency requires individuals who start their government service after November 22, 2021, to be fully vaccinated prior to their start date, except in limited circumstances where an accommodation is legally required. However, should the agency have an urgent, mission-critical hiring need to onboard new staff prior to new staff becoming fully vaccinated, the agency head may delay the vaccination requirement—in the case of such limited delays, new hires will be fully vaccinated within 60 days of their start date and follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.</p>			
<p>Vaccinations During Duty-Time</p>	<p>When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination dose (including travel time) is duty time. No administrative leave will be taken during the basic tour of duty hours.</p> <p>In most circumstances, the agency authorizes employees to take up to four hours to travel to the vaccination site, complete any vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses.</p> <p>The agency requires employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency are handled the same way as local travel or temporary duty cost reimbursement is handled based on agency policy.</p>			

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE
Pre-Decisional Materials

Topic	Phase One	Phase Two	Phase Three	Phase Four
Travel	<p>Fully Vaccinated: There are no government-wide limits on official travel for federal employees who are fully vaccinated.</p> <p>Unvaccinated: Unvaccinated Federal employees are limited to only necessary mission-critical trips.</p> <p>Travelers will adhere strictly to CDC guidelines before, during, and after travel. Official or personal travel may result in a mandatory quarantine before being allowed to return to the workplace. If quarantine is required because of official travel or workplace exposure, the agency provides weather and safety leave, or other administrative leave.</p> <p>The cost of testing for current infection with SARS-CoV-2, required for official travel and not available through a Federal dispensary or not covered (or reimbursable) through travel insurance, can be claimed in a travel voucher as a miscellaneous expense.</p>			
In-Person Training	<p>For in-person training, masking and physical distancing are generally not required for fully vaccinated personnel.</p> <p>However, fully vaccinated people must wear a mask in public indoor settings in areas of substantial or high transmission; or if they are immunocompromised; or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk for severe disease or not fully vaccinated.</p> <p>Those not vaccinated or those who refuse to provide vaccination information need to continue to wear a mask and physically distance, regardless of the community transmission rate.</p> <p>In-person training of 50 or more people must be approved the Chief Executive Officer.</p>			
Emergency Response Contact	Identify contact for each office location.			
COVID-19 Testing	Develop voluntary COVID-19 at-home testing plan for FCA employees	Implement voluntary COVID-19 at-home testing plan for FCA employees	Testing as needed	Testing as needed

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE

Pre-Decisional Materials

Topic	Phase One	Phase Two	Phase Three	Phase Four
Face Masks / Coverings	<p>When on-site, masks are generally not required for fully vaccinated personnel. However, fully vaccinated people need to wear a <u>mask</u> in public indoor settings in areas of <u>substantial or high transmission</u>; if they are immunocompromised; or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at <u>increased risk for severe disease</u> or not fully vaccinated.</p> <p>Those not vaccinated or those who refuse to provide vaccination information need to continue to wear a <u>mask</u> and physically distance regardless of community transmission rate.</p> <p>Note: As a federal agency, we have the discretion to provide limited exceptions to the masking requirement, consistent with CDC guidelines. As such, during board meetings, board members are not required to wear masks while maintaining distancing. In addition, presenters are not required to wear masks while presenting and maintaining distancing.</p>			
Physical Distancing	<p>When on-site, physical distancing is generally not required for fully vaccinated personnel. However, fully vaccinated people are recommended to physically distance in public indoor settings in areas of <u>substantial or high transmission</u>; if they are immunocompromised; or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at <u>increased risk for severe disease</u> or not fully vaccinated.</p> <p>Those not vaccinated or those who refuse to provide vaccination information must continue to physically distance regardless of community transmission rate</p>			
Temperature Checks	On-site temperature checks will be conducted using contactless thermometers and/or temperature-scanning kiosks.			TBD (Based on CDC guidance)

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE

Pre-Decisional Materials

Topic	Phase One	Phase Two	Phase Three	Phase Four
Sick Employee	<p>Sick Employee — Employees who have symptoms should stay home and notify their supervisors.</p> <p>Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home — and are advised to isolate, pursuant to CDC guidelines.</p> <p>Note: If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days. You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask.</p> <p>If an employee is subject to isolation due to being infected with COVID-19 and is unable to telework, the employee may request sick leave. Employees may also request accrued annual leave and other forms of paid or unpaid leave in this situation as appropriate.</p>			
Incident Reporting	<p>When an employee is suspected of having, or has been diagnosed with, COVID-19, FCA will collect information about the employee’s contacts among co-workers (up to 2 days prior to symptom onset) to identify other workers who could be considered exposed.</p> <p>If an employee is confirmed infected, FCA will inform fellow employees of their possible exposure to COVID- 19 but maintain confidentiality as required.</p>			
Dependent Care Availability	<p>Telework is encouraged for employees who lack dependent care due to COVID-19.</p>			
Transportation	<p>Telework is encouraged for employees whose transportation is disrupted due to COVID-19.</p>			

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE

Pre-Decisional Materials

Topic	Phase One	Phase Two	Phase Three	Phase Four
Reasonable Accommodation	<p>Employees can contact their supervisors or engage the agency’s RAC (Angela Brown) for guidance on how to proceed with reasonable accommodations requests.</p> <p>If the reasonable accommodation is denied, following the agency’s established process for consideration and appeal, the agency will require that employee to receive their first (or, if a one-dose series, only) dose within two weeks of the final denial determination.</p> <p>If receiving a two-dose series, the employee must receive the second dose within 6 weeks of receiving the first dose. If the employee received a first dose of a two-dose series prior to seeking an accommodation, agencies should require that the employee receive their second dose within two weeks of the final determination to deny the accommodation or within a week of the earliest day by which they can receive their second dose, whichever is later.</p> <p>Employees who are approved for accommodation would need to follow applicable masking, physical distancing, and testing protocols for individuals who are not fully vaccinated, as well as applicable travel guidance.</p>			
Food Services	<p>On-site food service availability will vary and may be limited to takeout or delivery.</p>			<p>TBD</p>
Building Cleaning	<p>Additional cleaning of high-touch areas (e.g., handrails, elevators, bathrooms) and evaluation of systems that may be affected by low usage (plumbing, HVAC) will be performed. All facilities will be sanitized. Once cleaned, each work area will have signage posted stating that the cleaning took place.</p> <p>If a suspected or confirmed case of COVID-19 is determined within the workplace, enhanced environmental cleaning of the space(s) that the individual occupied or accessed in accordance with CDC guidance.</p>			<p>Additional cleaning, as needed.</p>
Cleaning Supplies	<p>Adequacy of cleaning supplies and supply chain will be evaluated to ensure there are sufficient supplies (including hand soap, sanitizer, and other restroom supplies) to support the reopening of the offices.</p>	<p>Adequacy of cleaning supplies and supply chain will be evaluated to ensure there are sufficient supplies (including hand soap, sanitizer, and other restroom supplies).</p>	<p>Adequacy of cleaning supplies and supply chain will be evaluated to ensure there are sufficient supplies (including hand soap, sanitizer, and other restroom supplies).</p>	<p>Adequacy of cleaning supplies and supply chain will be evaluated, as needed.</p>

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE

Pre-Decisional Materials

Topic	Phase One	Phase Two	Phase Three	Phase Four
Personal Protective Equipment	FCA will ensure an adequate supply of PPE (face masks, gloves, hand sanitizer, etc.) is available for employees.			Available, as needed.
Shared Equipment	FCA will ensure access to hand sanitizers or sanitizing wipes near shared equipment (printers, copiers, scanners, etc.).			
Meetings and other gatherings	<p>Visitors to FCA sites must provide information about their vaccination status.</p> <p>Visitors will complete a Certification of Vaccination form prior to or when entering the building.</p> <p>The form will be kept by the visitor, while on the agency’s premises, and may be requested upon entering indoor areas of the facility. The form will not be maintained by the agency.</p> <p>Some meetings will be virtual but when in- person, masks and physical distancing are generally not required for fully vaccinated personnel. However, fully vaccinated people need to wear a mask in public indoor settings in areas of substantial or high transmission; if they are immunocompromised; or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk for severe disease or not fully vaccinated.</p> <p>Those not vaccinated or those who refuse to provide vaccination information need to continue to wear a mask and physically distance during in-person meetings or other gatherings, regardless of community transmission rate.</p> <p>Note: As a federal agency, we have the discretion to provide limited exceptions to the masking requirement, consistent with CDC guidelines. As such, during board meetings, board members are not required to wear masks while maintaining distancing. In addition, presenters are not required to wear masks while presenting and maintaining distancing.</p> <p>Meetings and other gatherings of 50 or more people must be approved the Chief Executive Officer.</p>			
Common Areas	<p>Some common areas are closed. For those areas which are open, masks and physical distancing are generally not required for fully vaccinated personnel.</p> <p>However, fully vaccinated people need to wear a mask and physically distance in public indoor settings in areas of substantial or high transmission; if they are immunocompromised; or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk for severe disease or not fully vaccinated.</p> <p>Those not vaccinated need to continue to wear a mask and physically distance during in-person meetings or other gatherings regardless of community transmission rate.</p>			

FARM CREDIT ADMINISTRATION — PLAN FOR RETURNING TO THE WORKPLACE
Pre-Decisional Materials

Topic	Phase One	Phase Two	Phase Three	Phase Four
Workspace Redesign	Open workspaces that do not allow at least six feet between employees may require the installation of sneeze shields and/or other appropriate safety barriers.			Redesigned, as needed.
Signage	FCA will work with the Building Association to increase signage reminding employees to use recommended hygiene practices and social distancing protocols, to stay home when sick, and to report any COVID-like symptoms.			Posted, as needed.
Re-exit Strategy	If necessary, FCA will reactivate our mandatory or expanded telework posture.			

STOP

Feeling Sick?

Stay home when you are sick!

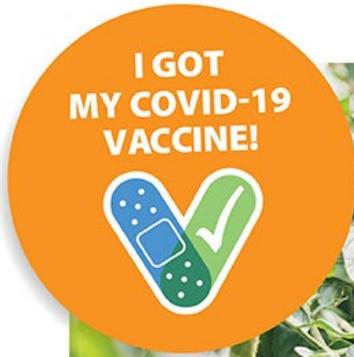
If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:

-  **FEVER**
-  **COUGH**
-  **SHORTNESS OF BREATH**

 [cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

CS118134 March 22, 2020 11 AM



You

Are

Essential.

Getting a COVID-19 vaccine adds one more layer of protection.

www.cdc.gov

I GOT MY
COVID-19
VACCINE!



Protect

Against

COVID-19.

A safe and effective vaccine to protect against COVID-19 is now available.

www.cdc.gov