



Vol. 10 | March 2022

Updated Masking and Testing Guidance

DOL's protocols on masking and screening testing follow the CDC's new COVID-19 Community Level model (low, medium, or high) by facility location. **Check the current Community Levels on [DOL's Masking Requirements by Location](#) page, which is updated each Friday afternoon with the latest CDC data.**



Please see the updated DOL protocols below. You must also follow locality (city, county, state, or tribal) safety requirements if the locality imposes pandemic related measures above the CDC Community Level guidance. **Please keep in mind that individuals may choose to mask based on their own personal preferences or to be sensitive to coworkers.**

For DOL facilities located in a county with a **Low** COVID-19 community level:

- **Masks are NOT required** in the Federal facility for employees, contractors, and visitors, regardless of vaccination status.
- **Screening testing is NOT required** for employees, contractors, or visitors who are not fully vaccinated.
- **Certification of Vaccination form is NOT required** for visitors or contractors.

For DOL facilities located in a county with a **Medium** COVID-19 community level:

- **Masks are NOT required** in the Federal facility for employees, regardless of vaccination status.
- **Screening testing IS required** for employees, contractors, and visitors who are not fully vaccinated.
- **The Certification of Vaccination Form IS required** for all visitors and contractors in the Federal Facility.

For DOL facilities located in a county with a **High** COVID-19 community level:

- **Masks ARE required** in the Federal facility for employees, contractors, and visitors, regardless of vaccination status.
- **Screening testing IS required** for employees who are not fully vaccinated.
- **The Certification of Vaccination Form IS required** for all visitors and contractors in the Federal Facility.

For more details on testing, please check the DOL [testing guidance](#) page, which is updated to reflect changes to screening testing requirements. You may choose to continue masking according to your personal situation or to be sensitive to coworkers, regardless of community level.

This guidance does not affect the Department's other workplace safety protocols, including masking or testing requirements for people with COVID-19 symptoms, a positive test, or exposure to someone with COVID-19. Those individuals must follow all protocols related to isolation and quarantine as described in [DOL's Workplace Safety Plan](#).

In Case You Missed It

Here is a quick recap of the latest COVID-19 information and guidance sent to all DOL employees:

- [Future of Work MOU](#)
- [Employee Reentry Checklist](#)
- [Reentry and Phase 3 Logistics](#)
- [Updated DOL Guidance on Masking and Testing](#)
- [DOL COVID-19 Exposure Notification Process](#)
- [New COVID-19 Testing Policy](#)
- [DOL Workplace Safety Training](#) (PDF)
- [DOL Workplace Safety Plan](#) (PDF)
- [DOL Internal Reentry and Post-Reentry Plan](#) (PDF)
- [COVID-19 Community Levels and Masking Requirements by DOL Location](#)

TeleworkXpress Is Here!

TeleworkXpress is DOL's new automated telework agreement management system that will simplify the process for establishing and maintaining telework and remote work agreements for DOL employees and managers. The migration to TeleworkXpress will occur in weekly phases. **To ensure an efficient transition to this new system, employees must wait until their agency's designated launch week (shown in the schedule below) to begin using TeleworkXpress.**

TeleworkXpress Training Sessions

Access Date	Agency Name
Week of March 21	BLS, OWCP, OASAM, SOL
Week of March 28	ARB, BRB, ECAB, ILAB, OALJ, OASP, OCFO, OCIA, ODEP, OIG, OLMS, OPA, OSEC, VETS, WB
Week of April 4	ETA, OFCCP, OSHA
Week of April 11	MSHA, EBSA, WHD

All DOL employees who participate in telework/remote work must establish their agreements in this system, including employees who had agreements prior to the launch of TeleworkXpress. DOL will treat employees' initial submission of telework/remote work agreements into TeleworkXpress as the first annual certification period. Also, please note the following:

- Supervisors and employees should discuss modifications to existing telework agreements **before** taking action in TeleworkXpress.
- Supervisors and employees should review the telework and remote work guidance outlined in [DOL's Quick Reference Guide to Alternate Worksite Policies and Procedures on LaborNet](#) to ensure all understand what is involved in alternate worksite arrangements — including the steps that must be taken by the supervisor in HR Connect before a supervisor may approve a remote work arrangement in TeleworkXpress.
- Current employees who want to participate in telework or remote work at the start of Phase 3 reentry, which is currently scheduled to take place on May 2, 2022, must have an approved and up-to-date agreement by that date. Employees who elect not to participate in telework/remote work can request to do so later if they become interested in participation. Employees not participating in telework/remote work will be expected to work on site at the regular office or in the field as required starting no later than the beginning of Phase 3.

We encourage you to review the many [TeleworkXpress](#) resources available on LaborNet:

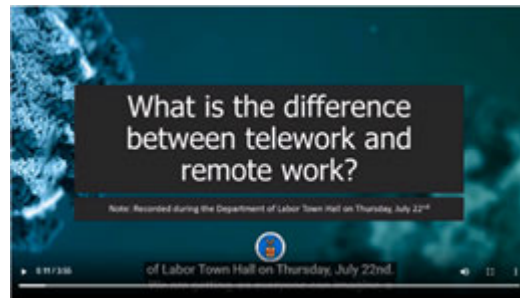
- [Employee User Guide](#)
- [Training Schedule](#) (March 15th – April 14th)
- [Telework Xpress FAQs](#)

Please direct questions regarding TeleworkXpress to [REDACTED] and questions regarding the applicability of telework or remote work for your position to your supervisor.

Duty Station, Telework, and Reentry Guidance

Per the [DOL Reentry and Post Reentry Future of Work Plan](#), all DOL employees must take the following actions by their scheduled reentry date or the start of Phase 3, whichever is earlier:

1. Employees are required to return to their official worksite and duty station of record.
2. Employees must have an approved up to date telework agreement to participate in telework or remote work.
3. Employees should expect to return to their pre-pandemic schedule unless a change to their schedule has been approved by their supervisor.



[Video: Telework vs. Remote Work Arrangements \(4 mins\)](#)

Check out this video to hear a full explanation of the difference between telework and remote work directly from Chief Human Capital Officer, Sydney Rose.

Employees who request and are approved to establish a remote work agreement beyond the start of Phase 3 will have their official worksite changed to the location of the remote worksite, which may change their duty station and have an impact on their locality pay. Additional telework/remote work guidance can be found on [DOL's Telework page](#) on

LaborNet. Questions about telework and remote work policy can be directed to your [Agency Telework Coordinator](#) or [REDACTED]

Reminder: Complete Your OEP Training

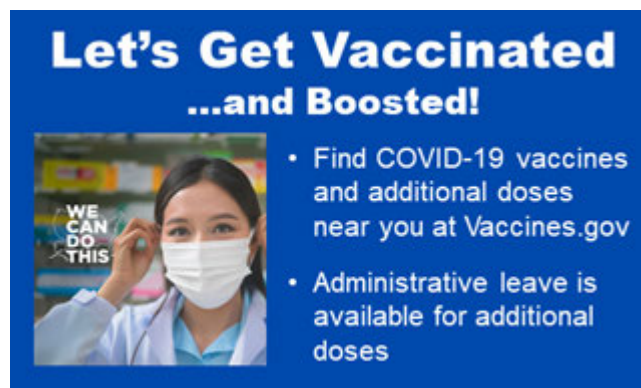
The Security Center is hosting virtual Occupant Emergency Plan (OEP) familiarization brownbag sessions for the Frances Perkins Building (FPB). DOL employees who work at the FPB, especially new employees who have joined DOL and OASAM since March 2020, are encouraged to participate. This training provides information on how to prepare and respond to various building emergencies. The sessions may be attended by any DOL employee who wants to learn more about OEPs. Please join by clicking the MS Teams Live Event links below, or visit [LaborNet](#) for more information:

- [Thursday, April 21st, 2022, 11:00 EST \(MS Teams Live Webinar Event\)](#)
- [Thursday, May 19th, 2022, 11:00 EST \(MS Teams Live Webinar Event\)](#)

All DOL federal employees and contractors must complete the “DOL OEP Facilities Training Course” on [LearningLink](#) by April 29th, but preferably prior to returning to onsite work. However, if you attend one of the brown bag sessions listed above, you will meet the training requirement and do not need to do the additional LearningLink course.

Stay Up to Date on Your Vaccines

The CDC recommends that people remain [up to date with their vaccines](#). A person is fully vaccinated two weeks after receiving all recommended doses in their [primary series](#) of COVID-19 vaccine. Up to date means a person has received all recommended doses in their primary series of COVID-19 vaccine, and a [booster dose](#) when eligible.



**Let's Get Vaccinated
...and Boosted!**

- Find COVID-19 vaccines and additional doses near you at [Vaccines.gov](#)
- Administrative leave is available for additional doses

Note that certain safety protocols apply differently to people who are not up to date with their vaccines, as shown in the table below. We encourage you to get a booster dose as soon as you are able.

COVID-19 Protocol	Not Fully Vaccinated	Fully Vaccinated but not Up to Date	Up to Date
Physical Distancing	Required	Required	Not required
Screening Testing	Required if COVID-19 Community Level is medium or high	Not required	Not required
Travel * The Travel section does not apply to visitors.	Limited to only mission-critical travel and should get a viral test no earlier than 3 days prior to departure before official travel. Employees must follow CDC guidelines for domestic or international travel ¹	Limited to only mission-critical travel and should get a viral test no earlier than 3 days prior to departure before official travel. Employees must follow CDC guidelines for domestic or international travel ¹	Can travel consistent with guidelines for onsite work associated with a particular reentry phase and consistent with guidelines from the CDC on domestic or international travel ¹

1. e.g., quarantine and delaying travel after a confirmed close contact exposure to COVID 19

Update Your VaxTrak Profile by April 8th

VaxTrak, DOL's online system for collecting vaccination status information and proof of vaccination documentation, has been updated with the ability to record one additional vaccine dose or booster in addition to the primary series (the 1-2 doses that were required to be considered fully vaccinated).



We know that some of you have been experiencing technical issues with the VaxTrak system. Please make sure the file name for your vaccination documentation does not include any spaces or special characters and is less than 15 characters long. If you are having trouble changing your supervisor in the system or experience other technical issues, please reach out to the Enterprise Service Desk.

In order for the Department of Labor to enforce health and safety protocols that depend on vaccination status, including whether an employee is up to date or not, you are required to log on to [VaxTrak](#) and complete the following steps by April 8th:

Step 1: Validation

1. Enter [VaxTrak](#) from a DOL-issued government computer while onsite at a DOL facility or remotely connected to the DOL VPN.
2. If you're entering your information for the first time, select **Add Vaccine Response**.
3. If you're updating your vaccine status, select **Update Vaccine Response**. Select this button if you are going to enter your dose information and/or upload proof of vaccination.
4. Validate or update, as needed, your agency, supervisor, and duty station information. Note that if you update one field, you will be required to select answers to all the fields.

Step 2: Primary Series

If your primary series (initial dose) information has already been certified, you can skip to Step 3.

1. Respond to the prompt to indicate if you are fully vaccinated, partially vaccinated, or not vaccinated.
2. **If you are partially or fully vaccinated you will need your vaccination information to complete this next step. Information about each dose**

you received must be entered and match the information on your proof of vaccination. If this information was entered, previously certified, and reviewed by your supervisor, please do not make any further edits to this section.

- Type of vaccine administered;
 - Date(s) of administration; and
 - Name of the health care professional(s) or clinic site(s) administering the dose(s).
3. Upload an image file or PDF of an acceptable proof of vaccination that includes your primary series dose(s). This is the 1-2 doses depending on manufacturer that are required to be considered fully vaccinated.

Step 3: Add Additional Dose or Booster

1. Respond to the prompt to indicate if you have or have not received an additional dose or booster.
2. If you have received an additional dose or booster, you must enter the same information as described in Step 2, including an image file or PDF of an acceptable proof of vaccination that includes your additional dose or booster.
3. Once you have uploaded your proof of vaccination, please review and attest to the information provided, and then select **Submit**. A confirmation will appear on the screen – you have now completed the submission.

Please reference the [VaxTrak employee user guide](#) for additional information.

Check out these resources on the [DOL COVID-19 LaborNet page!](#)

- [VaxTrak Homepage](#)
- [Reentry Info](#)
- [Employee Messages](#)
- [Past COVID-19 Connection Newsletters](#)
- [DOL Plans and Procedures](#)
- [Training and Video Resources](#)
- [FAQs](#)

Questions? Please email us at [REDACTED]

