



Vol. 11 | April 2022

## Reentry Reminders

Phase 3 reentry begins on Monday, May 2. We want to make sure all employees - those who may already be working onsite and those who are reporting to the office soon - feel prepared for this transition. For those of you that haven't worked onsite in a while, here are some reminders to help prepare you for reentry:



- Talk to your supervisor about your individual **work schedule, reentry date, and expectations** as it relates to your team. Update your [telework agreement](#) in [TeleworkXpress](#) as appropriate.
- **Complete the required [Workplace Safety Training on LaborNet](#) in advance of or within eight (8) hours of return to onsite work. Email your direct supervisor or COR, as appropriate, upon completion.**
- Complete the mandatory **DOL Occupant Emergency Plan** course on [LearningLink](#) prior to returning to on-site work, or shortly thereafter. Alternatively, you could attend one of the scheduled virtual [brown bag sessions](#).
- **Conduct the [Daily Health Screening](#) each day before coming to work in the office or in the field. Do not report onsite if you are sick. If your answer is “yes” to any of the screening questions, notify your supervisor and coordinate on next steps.**
- Check the [community level and masking requirements by location, physical distancing requirements, testing requirements, and travel guidance](#) associated with your vaccination status, the level of transmission in your community, and local public health requirements. **Keep a mask with you just in case.** Remember you are always welcome to wear a mask if you prefer.
- Check the **COVID-19 [Community Level](#)** for your onsite location, and the health and safety protocols associated with your vaccination status. These protocols can vary by Community Level and/or by vaccination status, and include [masking requirements, physical distancing requirements, testing requirements, and travel guidance](#). (See the chart below) **Keep a mask with**

**you just in case.** And remember you are always welcome to wear a mask if you prefer.

- **Prepare for your commute** by reviewing DOL's [Transit Subsidy information](#) (includes both National and Regional information, does not apply to BLS). Note that DC metro riders need to replace old SmarTrip cards to be compatible with [WMATA's new fare gate system](#) **if the serial number does NOT begin with 0167.**
- **Leverage dependent care and WorkLife resources** as needed, e.g., [WorkLife4You](#) (Resource and Referral Program), [Employee Assistance Program](#), [Emergency Back-up Dependent Care Program](#), and [Child Care Subsidy Program](#).
- **Check the expiration date on your PIV card.** If it has expired, schedule an appointment to have a new card issued and activated. To do so:
  1. Call the DOL USAccess Help Desk at 202-693-7200 to obtain the status of your PIV Card. The DOL USAccess Help Desk person will be able to provide additional guidance. Or,
  2. Visit the [GSA USAccess scheduler](#) site to schedule an appointment to pick-up/activate your DOL PIV badge.
- Work with your supervisor to determine your travel expectations. Employees anticipated to travel should **create an [E2 travel system account](#)** if you don't already have one, or **log in to ensure continued access** if you do. If you are expected to [travel](#) two or more times in the next year, apply for a travel card.
- **Log into [CitiManager](#)**, if you are a travel card holder, **to review and update your credit limits** as needed.
- **Read and familiarize yourself with [DOL's COVID-19 plans and policies](#).**
- **Bring your laptop, charger, and headset to your worksite so you can effectively participate in hybrid meetings.**
- Use disinfectant wipes and other EPA-approved disinfectants available in common office areas to **wipe down workstations and other surfaces.**

When in doubt, refer to the [DOL Workplace Safety Plan](#). We are excited to see you again soon!

[Video: Reentry Preparation](#)  
(4 mins)

Watch this video for a quick overview of what to be thinking about before returning to onsite work and the day you return to onsite work, plus ongoing health and safety guidance.



# 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](#) (PDF)
- [Reentry and Phase 3 Logistics](#)
- [Updated DOL Guidance on Masking and Testing](#)
- [DOL COVID-19 Exposure Notification Process](#) (PDF)
- [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](#)

## Coming Soon: Mental Health Awareness Month

May is Mental Health Awareness Month. Mental health is an important part of overall health, and a growing number of Americans have been experiencing mental health symptoms.



In fact, DOL, in conjunction with the Department of Health and Human Services and Department of Treasury, [issued the 2022 Mental Health Parity and Addiction Equity Act report](#) to Congress earlier this year. “The report’s findings clearly indicate that health plans and insurance companies are falling short of providing parity in mental health and substance-use disorder benefits, at a time when those benefits are needed like never before,” said Secretary of Labor Marty Walsh. “The pandemic is having a negative impact on the mental health of people in the U.S. and driving a rise in substance use. As a person in recovery, I know firsthand how important access to mental health and substance-use disorder treatment is. Enforcement of this law is a top priority for the Department of Labor and an objective I take personally.”

For this year’s Mental Health Awareness Month, the [National Alliance on Mental Illness \(NAMI\)](#) is amplifying the message of “Together for Mental Health.” Together,

we can realize our shared vision of a nation where anyone affected by mental illness can get the appropriate support and quality of care to live healthy, fulfilling lives.

Change is never easy, and as we continue our collective reentry journey, please be aware of the many mental health resources available to DOL staff:

- [Federal Occupational Health \(FOH\) Resources](#) – includes information about health units and voluntary health services
- [Employee Assistance Program \(EAP\)](#) – counseling and coaching services available to all DOL federal employees and their household family members, including [webinars](#) and [discussion groups](#)
- [WorkLife4You](#) – a free resource and referral service designed to help DOL employees and their dependents better manage daily responsibilities and life events such as child care and parenting, adult care and aging, education, legal assistance, health and wellness, and more! [Check out the program's list of April webinars.](#)
- The [Job Accommodation Network \(JAN\)](#) is the leading source of free, expert, and confidential guidance on job accommodations and disability employment issues. Serving customers across the United States and around the world for more than 35 years, JAN provides free one-on-one practical guidance and technical assistance on job accommodation solutions, Title I of the Americans with Disabilities Act (ADA) and related legislation. Here is [more information](#) on accommodations for those with various mental health conditions.

Additionally, during the month of May, the Department will be hosting presentations for DOL supervisors and employees through our Employee Assistance Program and WorkLife4You Program that deal with proactively supporting mental health and are designed to help participants learn more about dealing with mental health challenges. Topics include Fostering a Mentally Healthy Workplace (for supervisors), Mental Health Awareness (for all employees), and The Connection Between Exercise & Mental Health (for all employees). All DOL supervisors and employees are welcome to participate.

For more information about health and wellness resources available to DOL employees, please reach out to [REDACTED]

## DOL Purchases COVID-19 Tests

DOL recently procured Abbott BinaxNOW COVID-19 Ag Card Home Tests for employee use. When possible given resource and supply chain constraints, DOL will

provide these tests for required use as described in the [testing policy](#). Employees should work with their supervisor to ensure they have the test(s) needed. When they are available, employees must use tests provided by the Department unless there is a documented need for a different test or a religious or medical accommodation for an employee to use a specific type of test not provided by the Department. An employee's preference for a different test is not sufficient, and the reason for needing a different test must be documented and the accommodation approved by the appropriate parties.



If an exception to the use of DOL provided tests is granted, the test purchased (whether using a purchase card or through reimbursement) must be both 1) FDA authorized and 2) the test result comes in the form of written or electronic documentation that includes the employee's name, date of test, and test result. DOL does not accept COVID-19 antibody tests for any purpose.

Follow [this step-by-step guide](#) to use the Abbott BinaxNOW COVID-19 Ag Card Home Tests for DOL purposes. Please reach out to [REDACTED] with any questions. Don't forget if you need a test for personal use, visit [COVID.gov](https://www.covid.gov).

## TeleworkXpress Info & Reminders

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.



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. Note: 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.



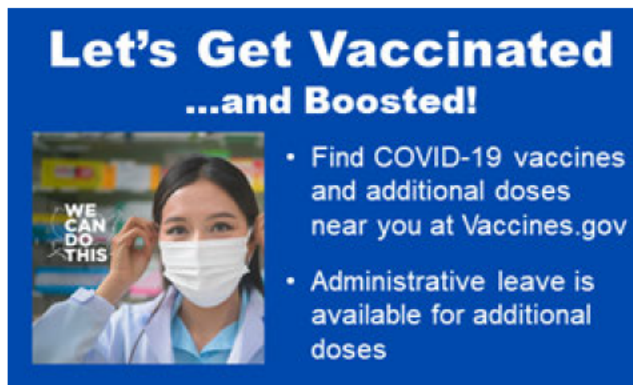
3. Employees should expect to return to their pre-pandemic schedule unless a change to their schedule has been approved by their supervisor.

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.

Please direct questions regarding TeleworkXpress to [REDACTED] and questions regarding the applicability of telework or remote work for your position to your supervisor. 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 [flexibilities@dol.gov](mailto:flexibilities@dol.gov).

## 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](https://www.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
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COVID-19 Protocol	Not Fully Vaccinated	Fully Vaccinated but not Up to Date	Up to Date
<b>Masks</b>	Not based on vaccination status. Masks are required when Community Level is high, regardless of individual's vaccination status. See <b>COVID-19 Community Levels and Masking Requirements by Location</b> for mask requirements by each DOL location.	Not based on vaccination status. Masks are required when Community Level is high, regardless of individual's vaccination status. See <b>COVID-19 Community Levels and Masking Requirements by Location</b> for mask requirements by each DOL location.	Not based on vaccination status. Masks are required when Community Level is high, regardless of individual's vaccination status. See <b>COVID-19 Community Levels and Masking Requirements by Location</b> for mask requirements by each DOL location.
<b>Physical Distancing</b>	Required	Not required	Not required
<b>Screening Testing</b>	Required if COVID-19 Community Level is medium or high	Not Required	Not Required
<b>Travel</b> <b>* The Travel section does not apply to visitors.</b>	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 <sup>1</sup>	There are no limits on official travel for federal employees who are fully vaccinated. Employees who are traveling should follow guidelines from the CDC on <a href="#">domestic</a> or <a href="#">international travel</a> <sup>1</sup>	There are no limits on official travel for federal employees who are fully vaccinated. Employees who are traveling should follow guidelines from the CDC on <a href="#">domestic</a> or <a href="#">international travel</a> <sup>1</sup>

COVID-19 Protocol	Not Fully Vaccinated	Fully Vaccinated but not Up to Date	Up to Date
<p><b>Quarantine following a close contact exposure to COVID-19<sup>1</sup></b></p>	<p>Quarantine for at least 5 days is required after a confirmed close contact exposure to COVID-19. You should get tested at least 5 days after last close contact. For 10 days after exposure, you should monitor for symptoms and take precautions, including wearing a mask around others. Use the CDC isolation and quarantine calculator tool for recommendations based on individual factors including vaccination status and prior COVID-diagnosis.</p>	<p>Quarantine for at least 5 days is required after a confirmed close contact exposure to COVID-19. You should get tested at least 5 days after last close contact. For 10 days after exposure, you should monitor for symptoms and take precautions, including wearing a mask around others. Use the CDC isolation and quarantine calculator tool for recommendations based on individual factors including vaccination status and prior COVID-diagnosis.</p>	<p>Quarantine not required after a confirmed close contact exposure to COVID-19, if you are asymptomatic. However, you should get tested at least 5 days after last close contact exposure. For 10 days after exposure, you should monitor for symptoms and take precautions, including wearing a mask around others.</p>



COVID-19 Protocol	Not Fully Vaccinated	Fully Vaccinated but not Up to Date	Up to Date
<b>Isolation following a COVID-19 diagnosis</b>	Isolation is required for a minimum of 5 days after a diagnosis of COVID-19. Use the CDC isolation and quarantine calculator tool for recommendations based on individual factors including vaccination status and prior COVID-diagnosis.	Isolation is required for a minimum of 5 days after a diagnosis of COVID-19. Use the CDC isolation and quarantine calculator tool for recommendations based on individual factors including vaccination status and prior COVID-diagnosis.	Isolation is required for a minimum of 5 days after a diagnosis of COVID-19. Use the CDC isolation and quarantine calculator tool for recommendations based on individual factors including vaccination status and prior COVID-diagnosis.

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

## 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]