

Department of Justice

COVID-19 RETURN TO WORKPLACE GUIDE

Your Health and Safety

Your health and safety are paramount as we prepare our phased return to DOJ workplaces and normal operations. The following guidance provides information on best practices on our collective roles and responsibilities for keeping DOJ employees, contractors, visitors and workspaces as safe as possible.

What We're Doing

To ensure you return to a safe work environment, we will:

- Continue cleaning all accessible offices
- Enhance cleaning and sanitizing of all common areas – including conference rooms, restrooms, elevators, and break rooms
- Ensure that hand sanitizer stations in common areas are kept full
- Design measures to control the flow of people entering and exiting facilities
- Develop distancing measures in placement of workstations

Temperature Screening

DOJ will not be conducting temperature screening of employees. However, components are strongly encouraged to ensure visitors to DOJ-owned or leased buildings have their temperature scanned with a no-contact device. If the visitor's temperature is 100.4 degrees or higher, they will be denied entrance.

What You Can Do

To ensure the health and safety of all, we will need to work differently and we must work together. Make the commitment to:

- Take your temperature each day before reporting to work. If your temperature is 100.4 degrees or higher, remain home and consult with your supervisor
- Follow the procedures and guidelines for social distancing
- Participate in cleaning and disinfecting your work areas
Practice proper handwashing and sanitizing (CDC recommends washing hands often with soap and water for 20 seconds)
- If you have to cough or sneeze, do so into your elbow or use tissues
- Ask questions and focus on your health and the health of your co-workers
- **If you are ill or experience any symptoms, please stay home**

Face Coverings

Employees returning to the office in Phase 1 and Phase 2 operations are required to wear face coverings within common areas such as entryways, restrooms, elevators, hallways and similar locations in Departmental facilities and workspaces.

Symptoms at Work

If you experience symptoms at work:

- For severe symptoms, follow emergency medical process; otherwise, notify your supervisor or human resources
- Go home, contact your healthcare provider
- Report confirmed cases to your supervisor

Social Distancing

- Steps will be taken to ensure adequate social distancing in the workplace. Multi-person workstation/cubicle arrangements will be modified to accommodate fewer staff at safe distances
- Employees will not occupy shared offices (unless the offices are sufficiently large to allow adequate distancing)
- Elevators should be limited to no more than two people at a time (wearing face coverings while in elevators is required)
- In-person meetings shall be limited to under 10 individuals during phase 1 and social distancing protocols and cloth face covering requirements must be observed by meeting participants
- Virtual meetings using video-teleconferencing should be conducted whenever possible
- Limit occupancy in common areas (kitchenettes, restrooms, file rooms, etc.)

Building Services (NCR)

The following statuses will apply in Phase 1, any updates will be shared via JCON message.

No Impact:

- Employee Building Access
- Cleaning Services
- Mail Services

Some Impact:

- DOJ Shuttle Service- limited to 5 riders per trip, face coverings are required
- DOJ Credit Union- operating on reduced hours

Closed Until Further Notice:

- DOJ Health Unit-Telehealth available
COVID-19 testing is not available
- Cafeteria (RFK Bldg).
- Three Fifty Coffee Shop (RFK Bldg).
- Fitness Center