



U.S. Department of Justice

Washington, D.C. 20530

September 15, 2021

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS AND EXECUTIVE OFFICERS

FROM: Lee J. Lofthus  
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for Administration

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Date: 2021.09.15  
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SUBJECT: COVID-19 Health and Safety Policy for Visitors to Department of Justice Buildings and Facilities

On August 13, 2021, the Safer Federal Workforce Task Force released updated Agency Model Safety Principles for agencies to apply in the federal workplace, incorporating current guidance from the Centers for Disease Control and Prevention (CDC). To implement these new guidelines, as described in detail below, all visitors entering Department facilities must acknowledge via a self-screening health questionnaire that they assessed their health for possible symptoms of COVID-19 on the day of the visit. In addition, all visitors, except those entering Department buildings or facilities to obtain a public service or benefit, must complete a form attesting that they are fully vaccinated -- or else present a negative COVID-19 test result from an approved<sup>1</sup> test taken in the three days prior to entry.

Visitors who are fully vaccinated will comply with Department guidance and signage for fully vaccinated individuals when they are in any Department facility, including wearing a mask in areas of substantial or high COVID-19 transmission. All other visitors must comply with CDC and Department guidance and signage for unvaccinated individuals.

This memorandum discusses the protocols specific to visitors to Department facilities, whether owned or leased.

POLICY

For purposes of this policy, a “visitor” is an individual entering a Department facility who is not a DOJ employee or onsite contractor (subject to limited exceptions discussed further below). Prior to admission to the facility, all visitors to Department facilities must complete a self-screening health questionnaire (copy attached) and must comply with all applicable local and Department health and safety requirements (such as masking and social distancing) upon entry.

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<sup>1</sup> Only tests that provide a dated report will be accepted. This does not include many commercially available rapid antigen tests that simply provide results without a report.

In addition, visitors entering a Federal building or Federal land *for reasons other than to obtain a public service or benefit* must also show a completed Certification of Vaccination form<sup>2</sup> and (if necessary) a report of a negative test result from a COVID-19 test taken by the individual within three days immediately preceding the visit. Visitors entering a Federal building or Federal land *to obtain a public service or benefit* are exempt from this attestation/testing requirement.

The Certification of Vaccination form (copy attached) allows individuals to indicate whether they:

- Are fully vaccinated;
- Have begun but not yet completed the vaccination process;
- Are not vaccinated; or
- Decline to respond.

Visitors who are fully vaccinated will comply with Department guidance and signage for fully vaccinated individuals when they are in any Department facility, including wearing a mask in areas of substantial or high COVID-19 transmission. All other visitors must comply with CDC and Department guidance and signage for unvaccinated individuals.

### PROCEDURES

The Department *will not collect* visitors' Certification of Vaccination forms or COVID-19 test results. Instead, visitors must orally acknowledge that they have successfully completed the self-screening health questionnaire and present (*i.e.*, show, not hand over) their Certification of Vaccination form and a current report of negative test result (as may be required based on the attestation) to their "sponsor" to gain entrance. In some locations, security personnel may ask visitors if they have brought the necessary documentation but only the "sponsor" may review or assess a visitor's Certification of Vaccination or proof of negative test.

A "sponsor" is an individual from the component that invited the visitor, or an employee or on-site contractor with escorting privileges from another office or component (if arranged in advance), who will ensure the visitor is admitted into the facility pursuant to this policy.

1. Prior to the visit, sponsors must advise all prospective visitors of this policy (noting the need for a dated report of the test result, if a test is necessary) and provide the self-screening health questionnaire and (for all visitors not visiting to obtain a public service or benefit) Certification of Vaccination form. Visitors can also access the self-screening health questionnaire and (if applicable) Certification of Vaccination form from the Department's web site [here](https://www.justice.gov/doj/covid-19-policy-visitors) (<https://www.justice.gov/doj/covid-19-policy-visitors>).
2. Security personnel in some Department buildings may have forms available for visitors who arrive without completed forms.

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<sup>2</sup> This policy will be updated if additional methods of documenting proof of vaccination are determined to be acceptable, such as a CDC COVID-19 Vaccination Record Card.

NOTE: Department employees should ask visitors not to email their Certification of Vaccination form or test information and should immediately delete any medical information received. For visitors required to provide a Certification of Vaccination form, the sponsor shall also request that the visitor complete and sign the form prior to arrival, if possible. Sponsors should inform visitors that they will not be allowed entry if they do not comply with the Department's COVID-19 safety policies.

3. Sponsors must determine whether the visitor may enter the facility. Upon arrival of each visitor, the sponsor will meet the visitor at the point of entry (such as a visitor center or security desk) and assess the visitor's responses to the health questionnaire and (if applicable) Certification of Vaccination form and (if necessary) the dated report of negative test result. In lieu of bringing paper copies, visitors may respond orally to the self-screening health questionnaire and may present a scan or photo of the completed Certification of Vaccination form and dated report of negative test result stored on their mobile phone. An image of a home or other test without a dated report is not acceptable.

Prior to allowing entry through security, it is the sponsor's responsibility, to:

- Inquire whether the visitor has any health symptoms identified in the self-screening health questionnaire that would necessitate denial of entry;
- Review the visitor's Certificate of Vaccination / COVID-19 test documentation as appropriate; and
- Advise visitors of and verify compliance with the posted safety protocols in effect for that Department facility.

If the visitor does not identify health symptoms identified in the self-screening health questionnaire and presents adequate documentation of vaccination or negative test, the sponsor may advise security personnel that the visitor may enter the facility. Once cleared for entry by security personnel, the visitor may proceed (escorted or unescorted as the ordinary course of business dictates), complying with posted masking and distancing requirements.

If the visitor reports health symptoms identified in the self-screening health questionnaire or inadequate testing/vaccination documentation, the sponsor must advise the visitor and security personnel that the visitor may not enter the building or facility.

4. Visitors should retain their documentation during the visit. Visitors allowed entry should keep their documentation in their possession for the duration of the visit and may be asked to provide it to other Department personnel who have a need to know. Visitors may be allowed unescorted access once authorized to enter, as appropriate and consistent with usual procedures.
5. Protecting vaccination status information. The Department is not collecting vaccination status information (Certification of Vaccination forms or CDC COVID-19 Vaccination

Record Cards) or test results, and all employees who learn of a visitor's medical information must keep the information confidential to the greatest extent possible. The information may be shared only with those individuals with a need to know, such as security officials or Department employees responsible for ensuring that health and safety protocols are followed.

Agencies, including the Department, may not share vaccination status or testing information with each other. For example, Department employees attending meetings at other agencies are considered visitors to the host agency, and employees of other agencies hosted at the Department are considered visitors to the Department for the purposes of this policy.

6. Exceptions to this policy.

- As noted above, individuals who are entering Department buildings or facilities to obtain a public service or benefit are not required to show proof of vaccination status or negative COVID-19 test, although they may voluntarily do so. They must still complete a self-screening health questionnaire and comply with all applicable local and Department health and safety requirements (such as masking and social distancing). Components should analyze their operations involving the public and determine -- in consultation with the Justice Management Division -- who is covered by this exception. This exception to the COVID-19 safety protocols should be narrowly construed to promote safety to the greatest extent for our employees and visitors.
- In certain locations or operational circumstances, physical distance may be impossible (e.g., training centers, laboratories, and firing ranges, occupants of the facility will have close and frequent contact with others and physical distancing cannot be guaranteed). In such circumstances, Components may make adjustments to the masking or distancing policies as dictated by mission demands, after consulting with the Justice Management Division.

Thank you for your support in implementing these protocols and your commitment to keeping the Department workplace safe. Please contact Arthur E. Gary, Deputy Assistant Attorney General for Policy, Management & Procurement, if you have questions.

Attachments