

NASA COVID-19 Response Plan and Guidelines for a Safe Workplace

**Current as of
6 December 2022**

COVID-19 Response Team

In March of 2020, NASA stood up a multidisciplinary leadership task force to address issues and develop strategies and policies related to COVID-19. This team meets regularly and ad hoc as policy changes and events require.

This COVID-19 Response Team is composed of agency leadership in the following areas:

- a) Chief Resilience Officer
- b) Office of the Chief Health and Medical Officer (OCHMO)
- c) Designated Agency Safety and Health Official
- d) Office of the Chief Financial Officer (OCFO, to include the Travel Office)
- e) Office of the Chief Human Capital Officer (OCHCO)
- f) Office of the Chief Information Officer (OCIO)
- g) Office of Diversity and Equal Opportunity (ODEO)
- h) Office of Communications
- i) Office of the General Counsel
- j) Office of International and Interagency Relations
- k) Office of Legislative and Intergovernmental Affairs
- l) Office of Procurement

The agency's COVID-19 Response Team coordinates all decisions and holds regular information sessions with Officials in Charge, Center Directors, Protective Services, and other agency personnel as appropriate. The COVID-19 Response Team leadership also meets regularly with union representatives to review agency guidance, White House guidance, and concerns. NASA's Office of Procurement works closely with contractors to assure that the entirety of the NASA workforce, both civil servant and contractor, are in compliance with current COVID guidance. The COVID-19 Response Team coordinates with the Office of Protective Services and the Senior Agency Official for Privacy as appropriate.

NASA's General Approach

This plan, and NASA's COVID-19 safety protocols, policies, and practices more generally, are in accordance with:

- [Executive Order \(EO\) 13991](#), "Protecting the Federal Workforce and Requiring Mask-Wearing" (January 21, 2021);
- Office of Management and Budget (OMB) Memorandum [M-21-15](#), "COVID-19 Safe Federal Workplace: Agency Model Safety Principles" (January 24, 2021);
- OMB Memorandum [M-21-25](#), "Integrating Planning for Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment" (June 10, 2021);
- [EO 14043](#), "Requiring Coronavirus Disease 2019 Vaccination for Federal Employees" (September 9, 2021) (**Note: In compliance with the applicable nationwide preliminary injunction, which may be supplemented, modified or vacated depending on the course of ongoing litigation, NASA will take no action to implement or enforce this requirement**);
- Safer Federal Workforce Task Force guidance found at <https://www.saferfederalworkforce.gov>, including the [Model Agency COVID-19 Safety Principles](#) (updated on September 15, 2022); and
- Centers for Disease Control and Prevention (CDC) COVID-19 guidance.

NASA also complies with all privacy requirements regarding obtaining or storing private medical information, including vaccine attestation and proof of vaccination when provided voluntarily, or under current federal regulations.

NASA's COVID-19 protocols, policies, and practices:

- Prioritize and safeguard critical NASA mission activities.
- Are consistent with relevant laws, including those related to preventing discrimination or harassment.
 - Protect employees from the direct threat of COVID-19 while exercising reasonable care to prevent, and promptly correct, any incidents of discrimination or harassment based on protected EEO basis: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>.
 - NASA follows its reasonable accommodation process for any employee who makes a request for an accommodation due to a medical disability or for a religious reason.
 - Employees who have a medical disability, may make a request for a reasonable accommodation under the Rehabilitation Act consistent with NASA's Reasonable Accommodation Process and should contact their supervisor and Center ODEO office.
 - Center ODEO offices and ODEO Disability Program Managers may be contacted by telephone (<https://www.nasa.gov/offices/odeo/center-EO-offices>) or e-mail (<https://www.nasa.gov/content/reasonable-accommodations>).
 - Ensure equitable policies and inclusion, to make sure that no underrepresented community is impacted adversely and that social determinants of health are taken into consideration.
 - Continue providing inclusive work environments for the diversity of the workforce, including removal or prevention of exclusionary practices or incidents involving stigmatization associated with COVID-19.

The NASA COVID-19 Response Team continues to monitor COVID-19 guidance from relevant Federal agencies, and works closely with all Centers and the Safer Federal Workforce Task Force.

Headquarters and Centers that host other agencies or house commercial companies ensure those entities follow NASA COVID-19 safety protocols in their facility/complex planning efforts and when on a NASA property or in a NASA building or facility. These agencies and companies may have their own policies related to COVID-19 safety. If there are conflicts or non-compliance with NASA COVID-19 safety protocols, Center Directors may raise these issues for decision-making to the Chief Health and Medical Officer, if appropriate, and then to the Associate Administrator, who will consult as needed with NASA's Office of the General Counsel and the Safer Federal Workforce Task Force.

Where a locality or local government imposes more protective safety requirements related to COVID-19, those requirements are followed by agency employees and onsite contractor employees, in agency buildings, in agency-controlled indoor worksites, and on agency lands within that locality.

Assessing COVID-19 Community Levels

NASA uses the CDC [COVID-19 Community Levels](#) county level data to determine local risk at its Centers and inform appropriate prevention strategies. NASA Centers look weekly at the CDC COVID-19 Community Level for the county in which the facility is located to determine any changes that should be made to Centers' COVID-19 workplace safety protocols for the upcoming week.

Vaccination

Compliance with Applicable Nationwide Injunctions

- To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, NASA will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Any aspects of this COVID-19 Workplace Safety Plan related to the vaccination requirement pursuant to E.O. 14043 are not in effect and will not be implemented or enforced by agencies while the injunction is in place.
- One or more court orders currently prohibit the enforcement of requirements of Executive Order (EO) 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors against certain parties and within certain locations. At this time, consistent with guidance from OMB and the Safer Federal Workforce Task Force, NASA will take no action to enforce compliance with any contract clause implementing EO 14042 regardless of party or location. See the Safer Federal Workforce Task Force website for more information, including the latest guidance regarding the implementation and enforcement of EO 14042.

Leave Related to Vaccination

Leave to Obtain Vaccination. Employees who seek any non-required dose of FDA-authorized COVID-19 vaccine during work hours will be granted up to four hours of administrative leave and not use duty time. This includes employees who are not required to be vaccinated due to the nationwide preliminary injunction on implementation and enforcement of E.O. 14043.

- The administrative leave will cover the time it takes to travel to the vaccination site, receive the vaccine dose, and return to work. If an employee needs to spend less time getting the vaccine dose, only the needed amount of administrative leave will be granted. Employees should obtain advance approval from their supervisor before using administrative leave for purposes of obtaining a COVID-19 vaccine dose.
- For any employees who are required to be vaccinated against COVID-19 by NASA pursuant to agency-specific vaccination requirements, time spent receiving any required authorized COVID-19 vaccine dose must be duty time.
- Employees may not be credited with administrative leave or overtime work for time spent getting a vaccine dose outside their tour of duty.

Leave to Accompany a Family Member to Obtain Vaccination. NASA will provide employees with up to four hours per dose of administrative leave to accompany a family member being vaccinated. For this purpose, a “family member” is an individual who meets the definition of that term in Office of Personnel Management (OPM) leave regulations (see 5 CFR 630.201).

Leave for Post-Vaccination Recovery. NASA will provide employees with up to two workdays administrative leave to address any side effects related to a recent vaccination.

Vaccination Information

Consistent with CDC guidance, NASA COVID-19 workplace safety protocols currently do not vary based on vaccination status or otherwise depend on vaccination information. NASA has paused efforts to require,

request, or collect vaccination status information from any individual—including employees, contractor employees, visitors to agency facilities, or in-person attendees at agency-hosted meetings, events, and conferences—for the purposes of implementing agency COVID-19 workplace safety protocols.

NASA, while paused from requiring, requesting, and collecting vaccination status information, will continue to preserve our vaccination information collection systems and the information collected to date from employees in accordance with the Federal Records Act and other records requirements. Furthermore, it is important to preserve this information as COVID-19 workplace safety protocols may change in the future, or collection of this information from Federal employees may otherwise need to resume.

Confidentiality & Privacy

- All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, will be treated in accordance with applicable laws and policies on confidentiality and privacy, and will be accessible only to those with a need to know.
- NASA consults with its Senior Agency Officials for Privacy on matters related to the collection and handling of personally identifiable information and has identified the Office of the Chief Health and Medical Officer as the point of contact for all questions relating to personal medical information.

Prevention and Mitigation

Mask-Wearing

NASA will continue to follow Safer Federal Workforce Task Force guidance and CDC recommendations regarding mask-wearing. Individuals—including employees, contractor employees, and visitors—who are 2 years or older, must wear a high-quality mask or respirator in NASA facilities, including Centers, when COVID-19 Community Levels are HIGH in the county where the NASA facility is located, or when recommended for post-exposure and post-isolation precautions. High-quality [masks or respirators](#) include respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or “procedure” or “surgical”-style masks. This includes when Federal employees are interacting with members of the public as part of their official responsibilities. When the COVID-19 community level is low or medium, individuals may choose to wear masks or respirators. Regardless of COVID-19 Community Level, NASA will comply with mask-wearing guidance when Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements require it.

Mask-Wearing on Government-Operated Transportation Conveyances. Pursuant to Executive Order 13991 and consistent with CDC [guidance](#) for the indoor transportation corridor and public transportation conveyances, NASA requires individuals wear high-quality masks or respirators (such as an N95) when in NASA-operated aircraft, boats and other maritime transportation conveyances, and buses with multiple occupants.

- In these conveyances, occupants can remove their masks or respirators for safety reasons or for brief periods of time while eating, drinking, or taking medication.
- Mask-wearing is not required for outdoor areas of conveyances, if any.
- Mask-wearing in these NASA-operated conveyances is not required if there is a single occupant or if the occupants are all co-habitants.

- In NASA-operated vans, cars, trucks, and other motor pool passenger vehicles, NASA will recommend that individuals wear high-quality masks or respirators (such as N95s) when there are multiple occupants.

Protocols When Mask-Wearing is Required. When individuals are required to wear a high-quality mask or respirator (such as an N95) in Federal facilities, NASA mask-wearing protocols include:

- Masks and respirators should be well-fitting and worn consistently and correctly (over mouth and nose).
- Masks or respirators should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- Individuals do not need to wear masks or respirators when outdoors.
- Limited exceptions to mask-wearing include, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when an individual is eating or drinking and maintaining distance from others.
- Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with NASA safety and security requirements.

Signage and Notice for Mask Wearing. NASA will post and update physical signs and post information online on agency websites making clear what mask-wearing requirements apply at each NASA Center.

Symptom Screening

No Entry for Individuals with COVID-19 Symptoms or Suspected COVID-19. If a NASA employee, contractor employee, or visitor has fever or chills, or if they have other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches, they should not enter a NASA workplace. If an individual suspects that they have COVID-19, such as because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter a NASA workplace and should get tested if they have not already done so.

Symptom Screening Before Entering Federal Facilities. Employees, contractor employees, and visitors should complete home wellness and health checks prior to leaving for work and stay out of the workplace when sick. NASA requires that all employees complete a COVID-19 symptom screening self-check prior to interacting with members of the public in person as part of their official responsibilities.

Developing COVID-19 Symptoms While Onsite. Pursuant to E.O. 13991, NASA requires that any individual, regardless of vaccination status, who develops fever, chills, or other new or unexplained symptoms consistent with COVID-19, or who tests positive for COVID-19, while onsite during the workday immediately wear a high-quality mask or respirator (such as an N95) and promptly leave the workplace.

Post-Exposure Precautions

Instructions to Those Known to Have Been Exposed. Pursuant to E.O. 13991 and consistent with CDC guidance on [post-exposure precautions](#), individuals who are known to have been exposed to someone with COVID-19, regardless of their vaccination status, must:

- Wear a [high-quality mask or respirator](#) (such as an N95) while indoors at a NASA workplace or interacting indoors with members of the public in person as part of their official responsibilities

as soon as possible after notification of exposure and continue to do so for 10 full days from the date they were last known to have been exposed;

- Take [extra precautions](#), such as avoiding crowding and physically distancing from others, when they know they are around people who are [more likely to get very sick](#) from COVID-19 while onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities, for 10 full days from the date they were last known to have been exposed (for purposes of calculating the 10 full days, day 0 is the day of their last known exposure to someone with COVID-19, and day 1 is the first full day after their last known exposure); and
- Watch for [COVID-19 symptoms](#) for 10 full days from the date they were last known to have been exposed (for purposes of calculating the 10 full days, day 0 is the day of their last known exposure to someone with COVID-19, and day 1 is the first full day after their last known exposure).

Required Testing for Those Known to Have Been Exposed. NASA requires that employees and contractor employees who are known to have been exposed to COVID-19 and are onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities be tested for current infection with a [viral test](#) at least 5 full days after their last known exposure (ideally, on or after day 6).

- The test can be both self-administered and self-read by the employee if the employee certifies as to when they took the test and that they received a negative result.
- If the individual tests negative, the individual must continue to follow the above precautions for 10 full days from the date they were last known to have been exposed. If they test positive, or if they at any time develop COVID-19 symptoms, they must follow NASA protocols on isolation.
- If the individual that has been known to be exposed to COVID-19 is not working onsite at an agency workplace or interacting with members of the public in person as part of their official responsibilities within 10 days of the known exposure, then they are not required to be tested.
- If the individual that has been known to be exposed to COVID-19 had tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remains without COVID-19 symptoms, then they do not need to get tested after a known exposure. If the individual that had been known to be exposed to COVID-19 had tested positive for COVID-19 with a viral test within the previous 31-90 days and subsequently recovered and remains without COVID-19 symptoms, then they should be tested using a viral antigen test. See also [CDC guidance](#).
- Employees may be tested at their local physician, local pharmacy, local testing facility, or a self-administered self-read, self-attested test, and seek reimbursement for the COVID-19 test using the Standard Form (SF) 1164. For Centers that have in-house testing capabilities, the Center may provide testing at the worksite; if the agency does not provide testing at the worksite, the employee may be reimbursed for the test as outlined above.

Isolation and Post-Isolation Precautions

Isolation for Individuals with Probable or Confirmed COVID-19. Any individual with probable or confirmed COVID-19, regardless of their vaccination status, must not enter a NASA facility or interact with members of the public in person as part of their official responsibilities, consistent with CDC guidance on [isolation](#) and the workplace safety protocols set forth by their agency, and monitor their symptoms. This includes people who have an initial positive diagnostic [viral test](#) for COVID-19, regardless of whether or

not they have symptoms, and people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.

Returning to Working Onsite at an Agency Workplace After Isolation.

- NASA allows individuals who tested positive for COVID-19 and never developed symptoms to return to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities after 5 full days following their positive COVID-19 test (day 0 being the day the individual was tested).
- NASA allows individuals who tested positive for COVID-19 and had symptoms to return to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities after 5 full days from the onset of symptoms (day 0 being the day of symptom onset), once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. Note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- If an individual had moderate illness (if they experienced shortness of breath or had difficulty breathing) or severe illness (they were hospitalized) due to COVID-19, or they have a weakened immune system, the individual should delay returning to working onsite at an agency workplace or interacting with members of the public as part of their official responsibilities for a full 10 days. If an individual had severe illness or has a weakened immune system, they should consult their healthcare provider before ending isolation. If an individual is unsure if their symptoms are moderate or severe or if they have a weakened immune system, the individual should talk to a healthcare provider for further guidance.

Post-Isolation Precautions. Once an individual has returned to working onsite at NASA workplace or interacting with members of the public as part of their official responsibilities after having tested positive for COVID-19 and isolated consistent with [CDC guidance on isolation](#), then pursuant to E.O. 13991 and consistent with CDC guidance, the individual must continue to take precautions consistent with CDC guidance for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals, including wearing a [high-quality mask or respirator](#) (such as an N95) when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others, and avoiding being around people who they know are at [high risk for severe disease from COVID-19](#).

- As it relates to mask-wearing after returning from isolation, such individuals can opt to take two viral antigen tests authorized by the FDA to detect current COVID-19 infection, starting on day 6. With two sequential negative tests 48 hours apart, the individual may remove their mask sooner than day 10. If either of their antigen test results are positive, the individual should continue taking antigen tests at least 48 hours apart until they have two sequential negative results. This may mean that the individual would continue wearing a mask and testing beyond day 10.
- If at any point their COVID-19 symptoms recur or worsen, the individual must again not enter a Federal facility or interact with members of the public as part of their official responsibilities, restarting at day 0, consistent with E.O. 13991 and CDC recommendations on [isolation](#) and the protocols set forth by NASA.

Cleaning and Addressing Contamination

NASA's Clean Team Task Force, created in April 2020, consists of occupational health, industrial hygiene, safety, and management professionals from all NASA Centers and component facilities. This team is

responsible for evaluating the environmental health aspects of our COVID-19 response including disinfection methods, PPE requirements, use of new control technologies, employee training, community surveillance issues, proper cleaning techniques, and ventilation and air filtration.

The Clean Team Task Force has directed that Centers regularly clean common use, high-touch, and high-density spaces, such as lobbies, restrooms, elevators, and stairwells. Office space that is in regular use is to be cleaned regularly, and in accordance with CDC guidelines. Employees may request wipes and other EPA-approved disinfectants to wipe down their workstation.

Cleaning After a Suspected Exposure

When a known or suspected case has occurred on-site, NASA Centers will have enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance.

Improving Ventilation and Air Filtration

NASA has made and will maintain improvements to indoor ventilation and air filtration throughout its facilities to the maximum extent feasible, regardless of COVID-19 Community Levels. In consultation with occupational safety and facilities experts as appropriate, NASA considers, as appropriate, use of portable air cleaners with high-efficiency particulate air (HEPA) filters in indoor common areas and meeting rooms, particularly where ventilation or air filtration is otherwise challenging to improve, where crowding cannot be avoided, or in high-risk settings.

Facilitating Physical Distancing and Avoiding Crowding

When COVID-19 Community Levels are MEDIUM or HIGH, Centers will post signage encouraging individuals, regardless of vaccination status, to consider avoiding crowding and physically distancing themselves from others in indoor common areas, meeting rooms, and high-risk settings in Federal facilities.

- When COVID-19 Community Levels are MEDIUM or HIGH, Centers may consider establishing occupancy limits for indoor common areas and meeting rooms, and in high-risk settings, where necessary, including where ventilation and air filtration is challenging to improve or crowding cannot otherwise be avoided.

Centers should not establish facility-level occupancy limits solely for the purpose of facilitating physical distancing as a COVID-19 prevention action, absent an exception approved by the agency head following consultation with the agency COVID-19 Coordination Team and the Safer Federal Workforce Task Force.

Screening Testing

Serial Screening Testing for Astronaut Health Stabilization Program (HSP). Serial screening testing is COVID-19 testing that is repeated at different points in time as required for the HSP. Any individual in the HSP is subject to required serial screening testing. All asymptomatic individuals in the HSP (without a known exposure to someone with COVID-19 within the past 10 days) will be tested at a frequency determined by the HSP. For the HSP, anyone who could potentially come into contact with astronauts before or immediately after a space mission will be included in the HSP, to include contractor employees. Testing may be conducted at a Federal facility or offsite as determined by NASA. NASA will pay for the cost of serial screening testing of those in the HSP.

No Other COVID-19 Screening Testing at NASA. Consistent with Safer Federal Workforce Task Force and CDC guidance, NASA does not have any other requirements for COVID-19 serial or point-in-time [screening testing](#).

OSHA Record Keeping

Under OSHA's recordkeeping requirements, if an employee tests positive for SARS-CoV-2 infection, the case must be recorded on the OSHA Illness and Injury Log if each of the following conditions are met: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by 29 CFR 1904.5); and (3) the case involves one or more relevant recording criteria (set forth in 29 CFR 1904.7) (e.g., medical treatment beyond first aid, days away from work).

Diagnostic Testing Related to a Workplace Exposure

Employees who have been identified in a case tracing as having had a workplace exposure, may be tested at their local physician, local pharmacy, local testing facility, or a self-administered self-read, self-attested test, and seek reimbursement for the COVID test using the SF 1164. For Centers that have in-house testing capabilities, the Center may provide testing at the worksite; if the agency does not provide testing at the worksite, the employee may be reimbursed for the test as outlined above.

Official Travel

Instructions for Traveling Individuals. NASA will issue specific travel guidance as needed to account for the specific requirements of their agency's mission. Individuals should follow NASA's travel policies for official travel. In addition, traveling individuals:

- Are advised that CDC recommends that individuals make sure they are up to date with COVID-19 vaccines before travel;
- Should consider being tested for current infection with a viral test as close to the time of departure as possible (no more than 3 days) before travel (Such testing for official travel can be claimed in a travel voucher as a Miscellaneous Expense under agency travel policies. The employee may also file an SF 1164 for mission related testing obtained outside the agency.);
- Must adhere strictly to CDC guidance for [domestic](#) and [international](#) travel before, during, and after official travel;
- Should check their destination's COVID-19 Community Level before traveling, and must wear a high-quality mask or respirator (such as an N95) while on-duty and around others indoors at their destination, if the COVID-19 Community Level in the county where their destination is located is HIGH;
- Should understand and follow all travel restrictions put in place by State, Tribal, local, and territorial governments; and
- Should prepare to be flexible, as restrictions, policies, and circumstances may change during travel.

Travel for Individuals with Known Exposure. For asymptomatic individuals who have had a known [exposure](#) to someone with COVID-19 within the past 10 days, NASA may approve official travel, consistent with its travel policy.

- If the individual remains without COVID-19 [symptoms](#) before traveling, then pursuant to E.O. 13991 and consistent with CDC guidance, the individual, in addition to other standard pre-travel instructions related to COVID-19, must:

- Wear a high-quality [mask or respirator](#) (such as an N95) the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the 10 full days after their last known exposure;
 - Not travel on public transportation such as airplanes, buses, and trains if they will not be able to wear a high-quality mask or respirator (such as an N95) when around others indoors for the full duration of their travel within the 10 full days after their last known exposure; and
 - Follow other aspects of [post-exposure protocols](#), including the requirement for individuals with a known exposure to be tested for COVID-19 after 5 full days following their last known exposure (ideally, on or after day 6)—note that this testing may need to occur while the individual is traveling, and that NASA employees do not need to wait for the results of this post-exposure diagnostic test to undertake official travel, including return travel.
- If the individual develops COVID-19 symptoms after official travel has been approved, then pursuant to E.O. 13991 and consistent with CDC guidance, the individual must not undertake further official travel, including under that previously approved travel authorization, and must instead follow NASA protocols on travel for individuals with COVID-19 symptoms.

Travel for Individuals with COVID-19 Symptoms or a Positive COVID-19 Test. Pursuant to E.O. 13991 and consistent with CDC guidance, NASA will not approve official travel (i.e., travel conducted under an official travel authorization) for individuals who have COVID-19 symptoms and are waiting for an initial diagnostic viral test result, and NASA will not approve official travel for individuals who have tested positive for COVID-19 for at least 5 full days after their first day of symptoms, or after the date of the initial positive diagnostic viral test for asymptomatic individuals. If an individual who tested positive for COVID-19 has returned to working onsite at a NASA workplace or interacting with members of the public as part of their official NASA responsibilities (once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving), then NASA may approve official travel for the individual.

- Pursuant to E.O. 13991 and consistent with CDC guidance, the traveling individual to, in addition to other standard pre-travel instructions related to COVID-19, must:
 - Wear [a high-quality mask or respirator](#) (such as an N95) the entire time they are on-duty and around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending [isolation](#), consistent with Task Force guidance;
 - Not travel on public transportation such as airplanes, buses, and trains if they will not be able to wear a high-quality mask or respirator (such as an N95) when around others indoors for the full duration of their travel that falls within the period they are otherwise required to wear a high-quality mask or respirator after ending isolation, consistent with Task Force guidance; and
 - Follow other aspects of [post-isolation](#) protocols.
- If after official travel has been approved, the individual's COVID-19 symptoms recur or worsen, then pursuant to E.O. 13991 and consistent with CDC guidance on isolation, the individual must not undertake further official travel, including under any previously approved travel authorization, and to again not enter a Federal facility or interact with members of the public as part of their official responsibilities, restarting at day 0 of isolation protocols.

Meetings, Events, and Conferences

Attendees Comply with Relevant COVID-19 Safety Protocols. All in-person attendees at any meetings, conferences, or events hosted by NASA must comply with relevant COVID-19 safety protocols, including as it relates to any mask-wearing when COVID-19 Community Levels are HIGH, pursuant to E.O. 13991 and consistent with CDC guidance or when required by State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements.

No Administrator approval required for Meetings, Events and/or Conferences. For NASA-hosted meetings, events, and conferences, there is no need to first seek approval from the Administrator, regardless of the expected number of in-person participants or local COVID-19 Community Levels, unless otherwise required to do so by agency policy. As provided above, NASA has paused efforts to require, request, or collect vaccination status information from any in-person attendees at agency-hosted meetings, events, and conferences for the purposes of implementing agency COVID-19 workplace safety protocols.

Collective Bargaining

NASA understands that communication with employee representatives is a key element of keeping our federal workforce safe and informed. NASA communicates promptly and regularly with employee representatives to discuss the impacts of new guidance, compliance with Executive Orders and government-wide policy, the direction of COVID caseloads, and on the action it may intend to take to require compliance. Where possible, this includes providing draft plans to the unions and a meaningful opportunity for the union representatives to meet and consult on workplace safety matters, vaccination policy and guidance, and impacts to employees. In addition, the agency works to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans including on a post implementation basis, if necessary.

Employee Engagement & Welfare

If employees do not feel comfortable working on-site, or if they have specific medical conditions that they believe put them at higher risk, they are encouraged to talk to their supervisor or contract management about options to address their concerns.

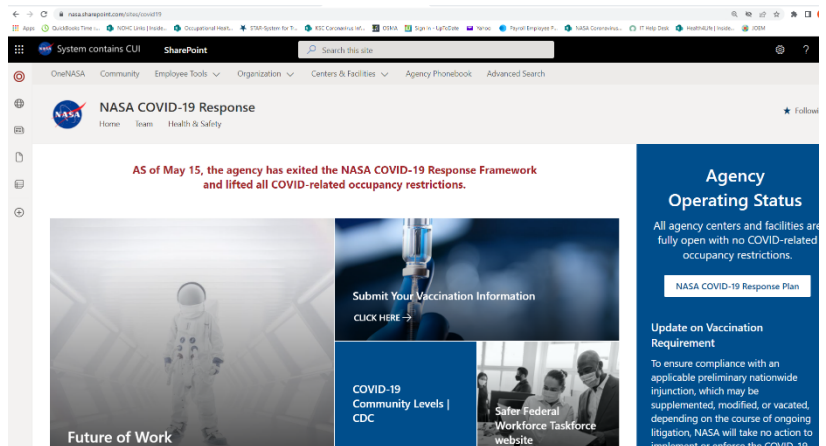
NASA engages with labor unions as appropriate and addresses statutory and contractual labor relations obligations when proposing and implementing policy changes impacting the workforce.

Communications

An essential element of NASA's COVID-19 response is maintaining the workforce's trust and confidence and equipping them with the information they need to work safely and effectively. Transparent, open, regular, and consistent communication is critical to this effort.

Communications should:

- Emphasize that employee health and safety is the top priority.
- Convey calm, steady leadership.
- Assure employees that all necessary measures are being implemented to mitigate risk.
- Provide clear guidance.
- Address and convey empathy for employee concerns.
- Provide advanced notice of changes in operations or guidelines.
- Signage at entrances and entry points regarding mask wearing and physical distancing when required by CDC guidance.



NASA has deployed an agency wide website, <https://nasa.sharepoint.com/sites/covid19>, to serve as a single information source for all aspects of the agency's COVID-19 response and is divided into the following information categories: Future of Work, COVID-19 Community Levels/CDC, Safer Federal Workforce Task Force website, and Agency Operating Status. In addition, most Centers have a webpage dedicated to Center-specific COVID-19 information. There are also links to individual Center facility statuses sites.

In addition to online information, leadership is encouraged to use email messages and town halls to communicate and field questions and concerns of the workforce.

Counseling, Employee Assistance Programs (EAP) and Occupational Health Resources

Families have been disrupted during this pandemic. Although an employee may not have lost work, wages or health, their family member may have. The loss of employment for a spouse or child, death of a loved one, and/or necessary withdrawal from society can have profound impacts on an employee's health. NASA Centers may need to bolster EAP efforts for a period during and following the pandemic, which may include hiring additional counselors.