

Goddard Space Flight Center (GSFC) Return-to-Site Strategy

The National Guidelines for “Opening Up America Again” directs employers to develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices. The plan to return Federal government operations to normalcy parallels the National guidelines. The three national phases follow a regional gating criterion which is based on factors such as downward trends in COVID-19 cases, testing, contact tracing, and health care system capacity. Once the national gating criteria are met, a state or region may progress to the next phase. There are guidelines for both individuals and employers applicable for all phases and specific for each phase. The national guidelines cover areas such as social distancing, gathering sizes, taking care of vulnerable individuals, travel, telework, and common areas where people congregate. The phases sequentially relax the overall posture in the areas mentioned, moving from very restrictive, allowing some easing, and generally a return to normalcy while still maintaining some precautions.

The four stages of the NASA Framework for Return to On-Site Work , and other Agency guidance, address and spell out NASA specific guidance in these areas and would be used based on the regional or state status at each center or campus. Also, state civil authority guidelines will be incorporated into each location’s protocols.

The Agency guidance applies to civil servants. Contractor employees should discuss return to work plans directly with their management. Alignment of contractors’ return-to-work plans with the Agency will be arranged through cognizant contracting officers or contracting officer’s representatives.

This plan enables employees to gain experience and comfort with GSFC’s workplace health and safety policies and procedures at each employee’s preferred pace. If employees do not feel comfortable returning to work on-site or continuing to work on-site, they should talk to their supervisor about options to address their concerns. Alternate work arrangements such as telework, administrative (weather and safety) leave, or caregiver excused leave, will be granted for civil servants that cannot risk returning to a GSFC facility or are unable to return due to childcare responsibilities. If an employee is not satisfied after discussing with their supervisor, then the employee can talk to the Chief Medical Officer, Dr. Sheryl Ashton-Jones (sheryl.r.ashton-jones@nasa.gov), or the Associate Center Director, Ray Rubilotta (raymond.j.rubilotta@nasa.gov). If that is not satisfactory, then the employee can directly contact the Center Director. Alternate work arrangements should be made without reservation or reprisal.

GESTA Bargaining Unit Employees also have the option to submit a grievance through the GESTA-GSFC Collective Bargaining Agreement (CBA) Article 16 Grievance Process. See <https://www.gesta-goddard.org/agreements.html>.

Additionally, consideration is to be given to employees whose age or medical condition may impose a higher threat to their lives if they were to contract the COVID-19 virus. It is not mandated that employees with these conditions stay home, but they may wish to make that personal choice even as restrictions loosen. Members of households with high-risk residents should also be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Consistent with federal guidelines, employees who believe they are in the higher risk categories should discuss with their supervisors if it would be appropriate for them to continue

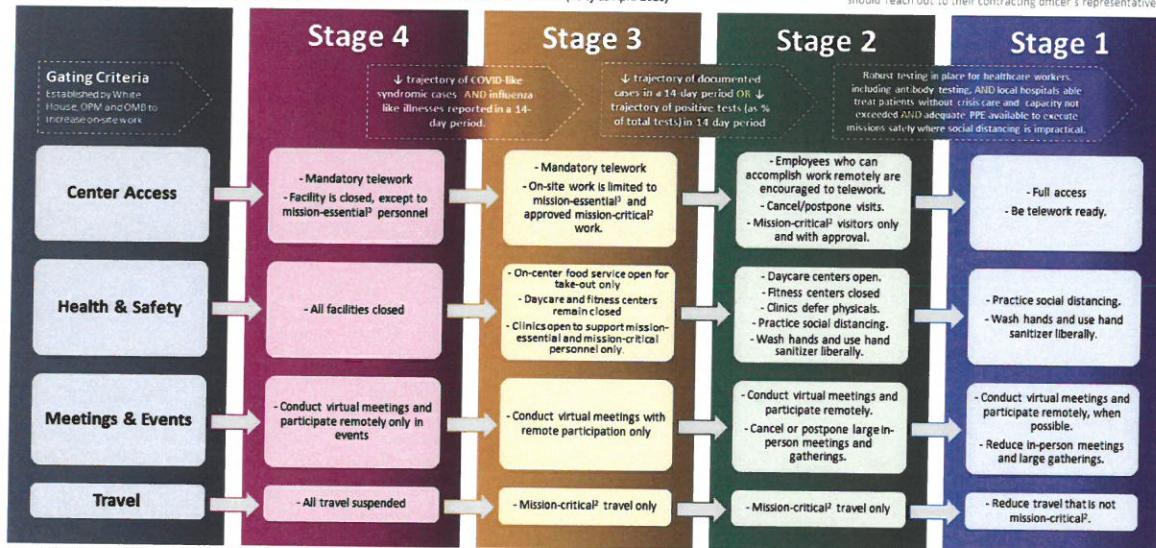
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teleworking or whether they may require some other workplace modification until conditions improve. In particular, employees who have difficulty breathing and cannot wear a mouth covering or respirator should speak with their personal physician before contemplating return to site. GSFC will make clear plastic face shields available to employees who have respiratory issues such as asthma, COPD, etc. and are asked to return-to-site.

Employees who have a medical disability may also make a request for a reasonable accommodation under the Rehabilitation Act consistent with NASA’s Reasonable Accommodation Process and should contact the GSFC Equal Opportunity Programs Office.

NASA Framework for Return to On-Site Work (as of 29 April 2020)

* This guidance applies to NASA civil servants. Contract employees should reach out to their contracting officer’s representative.



1. All travel to or from centers at Stage 3 or higher, or to countries at Level 3 or higher, requires an approved Request for Travel Exception form. The Request for Travel Exception form is available on the NASA People website. For the latest CDC International travel information, go to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

2. Mission critical: work that must be performed to minimize the impact on mission/project operations and/or schedules and cannot be performed remotely or virtually.
 3. Mission essential functions: As described in the COOP, during an emergency, NASA’s Primary and Mission Essential Functions (P/MEFs) must be continued with minimum interruption and are focused on protecting life and property as well as insuring agency leadership and control of the agency.

Going from one stage to the next is a transition and not a hard milestone. The first days of stage 3 activities are likely to look very different from stage 3 activities on day 20. It is unrealistic to expect that the workforce, processes, and logistics associated with getting “back to work” will function at the level they did prior to the virus arriving. Patience and incremental approaches to re-starting work could produce better results than abruptly resuming pre-virus activities.

Contributing Factors for Downward Stage Transitions

Stage Transition	Criteria
4 to 3	Downward trajectory of COVID-19 like syndromic cases AND influenza-like illnesses reported in a 14-day period. Availability of hospital and critical care beds. The public and on-site workers are observing appropriate social distancing and sanitary measures. Adequate PPE is available for on-site workers. Enhanced Screening with temperature checks is ready at facility entrances for personnel.

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3 to 2	The SARS-CoV-2 virus is not being community spread. Outbreaks are isolated within the commuting area and testing is widely available to the public. Contact tracing is effective and able to control the spread of the virus. Adequate PPE is available for on-site workers that require it.
2 to 1	A reliable and effective vaccine is widely available to the public. Testing in place for healthcare workers including reliable antibody testing. Local hospital capacity is not exceeded.
1 to Normal	Herd immunity is established. Outbreaks and infections are uncommon.

Key Decisions for Reopening GSFC

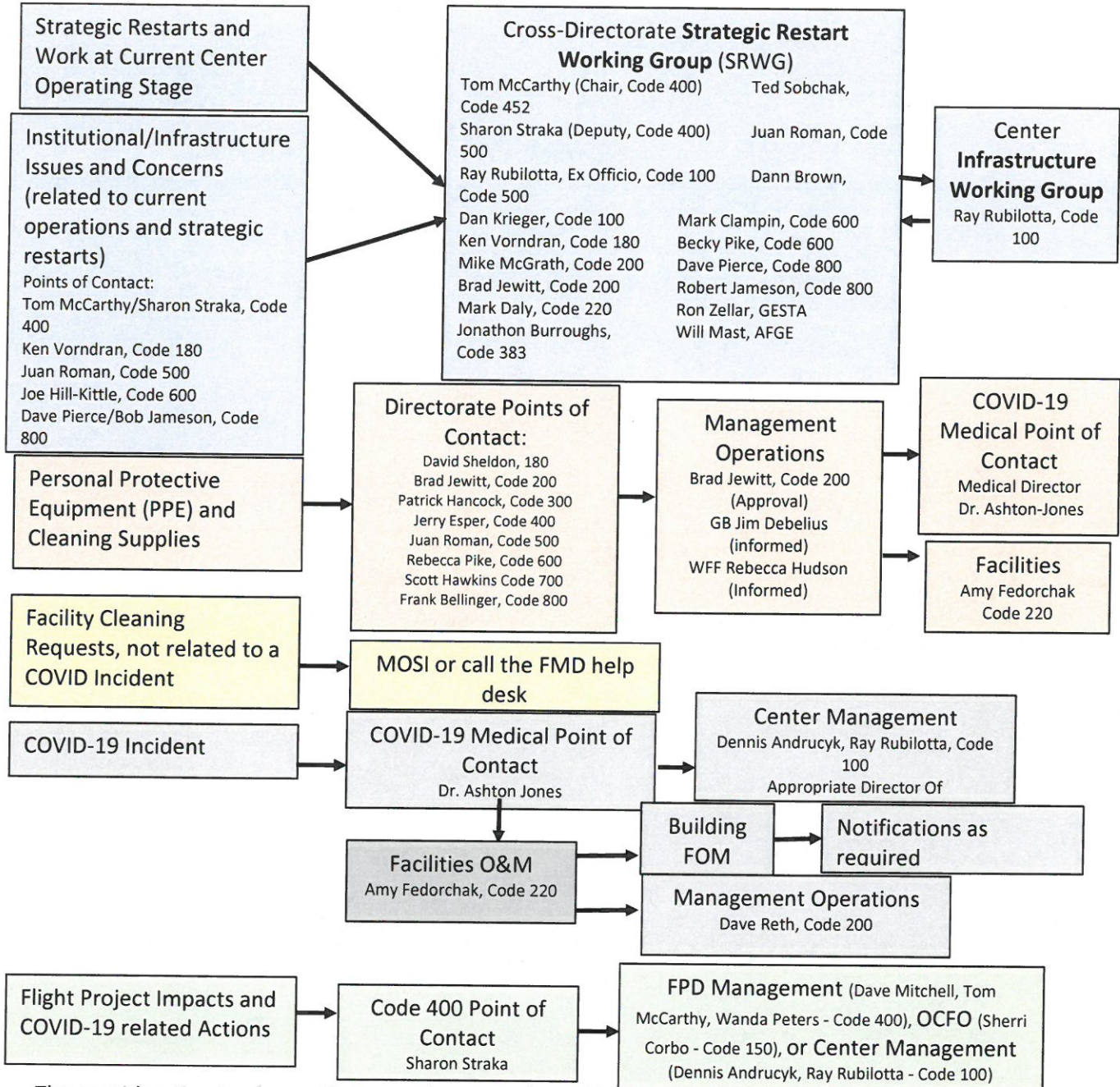
Currently, all GSFC campuses are at COVID-19 stage 4 with the exception of Columbia Scientific Balloon Facility (CSBF) and the White Sands Complex (WSC). CSBF and WSC are at COVID-19 stage 3. COVID-19 stage 4 operational status is characterized by controlled access to the center, mandatory telework, personal protective equipment (PPE) requirements, social distancing, and suspension of travel. Agency approval is required for functions being performed physically on center with consideration for mission critical functions that can be performed with the safety of the personnel being the primary decision factor. Operations and maintenance (O&M) will disinfect commonly touched surfaces in common areas of occupied buildings on a daily basis and will begin to install and maintain hand sanitizing stations (i.e. Purell) throughout the center. Building water lines will be flushed to maintain the quality of drinking water. Building HVAC systems will be adjusted to increase air exchange with outside air and use enhanced filtration (higher MERV or air filter rating minimum efficiency reporting value).

During Stage 4 and Stage 3 mission-critical and mission-essential tasks may be authorized for work at GSFC facilities. Projects that are authorized to execute tasks on site will contact the workers needed to perform those tasks and request their support. Workers should expect their supervisors to confirm these requests. When contacted, workers will be asked to perform specific tasks and only for a limited duration. If the worker feels they cannot accept the risk of returning, they should inform their project and supervisor so the work can be replanned. The worker will not be pressured or coerced to return. If the worker is a civil servant and they choose not to return, they will be allowed to continue using telework, administrative leave, etc. as they've been doing. The occupancy of GSFC buildings will be controlled by limiting the number of people in rooms to less than 50 percent of general occupancy and will be adjusted to remain in accordance with local and state guidelines.

COVID-19 stage 3 operational status is characterized by controlled access to the center, mandatory telework, PPE requirements, social distancing and enhanced cleaning of commonly touched surfaces, and in certain circumstances mission-critical travel may be approved. No food service will operate in Stage 3. Finally, center-level approval is required for functions to be performed physically on center.

Goddard will utilize the Strategic Restart Working Group (SRWG) and will follow the process outlined below to determine and communicate the re-start readiness of all mission critical work.

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The consideration to change the operating status from COVID-19 stage 4 to stage 3 will be a risk-based phased approach to accomplish the highest priority mission-critical tasks while maintaining a safe working environment. There will be several factors considered:

- 1) White House (WH), Office of Personnel Management (OPM) and Office of Management and Budget (OMB) Gating Criteria must be met, which is an overall downward trajectory of COVID-19 like syndromic cases AND influenza-like illnesses reported in a 14-day period within the local commuting area around the site (defined by OPM as "...surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment").

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This guidance considers the local commuting area to be counties within 50 miles from work sites. Appropriate use of social distancing. Limited center services resume. Temperature checks prior to entry. A contact tracing and overall employee good hygiene practices.

- 2) Levels of PPE are readily available to support the expected duration of functions approved to be brought on the site.
- 3) Approved functions are able to be performed while maintaining proper social distancing.
- 4) Less than (<) 20% of center staff on site to minimize risk and impact of subsequent positive COVID-19 cases.

COVID-19 stage 2 operational status is characterized by higher on-site activity and presence of non-mission-critical people. Telework is still recommended especially for vulnerable individuals and employees caring for vulnerable individuals. Daily cleaning of commonly touched surfaces continues. Social distancing is still practiced, and wearing masks is encouraged but optional. Masks are no longer provided by the site to all personnel. COVID-19 stage 2 operations should reopen common center services including the child development center, and cafeteria take-out operations with plexiglass barriers at checkout and floor markings to encourage physical distancing and separated traffic flow.

The consideration to change the operating status from COVID-19 stage 3 to stage 2 will also be a risk-based phased approach toward normal operating conditions while maintaining a safe working environment. There will be several factors considered:

- 1) WH, OPM and OMB gating criteria must be met with an overall downward trajectory of COVID-19 like syndromic cases OR influenza-like illnesses reported in a 14-day period within the local commuting area around the site.
- 2) Maintaining social distancing recommended. Plans will be further defined as we move along the stages.
- 3) The SARS-CoV-2 virus is not being community spread. Outbreaks are isolated within the commuting area and testing is widely available to the public.
- 4) Contact tracing is effective and able to control the spread of the virus.
- 5) Adequate PPE is available for on-site workers that require it.

COVID-19 stage 1 operational status is characterized as nearly normal operations with an emphasis on sustained proper hygiene. As in stage 2, masks are optional and no longer provided by the site. Cleaning services continue with enhanced cleaning of commonly touched surfaces. O&M continues to maintain hand sanitization stations and sanitizing wipes throughout the enter, social distancing adherence is relaxed but encouraged, and normal operations of common services including the child development center, fitness facility, and cafeteria dine-in operations are fully operational.

The consideration to change the operating status from COVID-19 stage 2 to stage 1 will be a risk based phased approach to achieve normal operating conditions while maintaining the safest working environment possible. Transition to stage 1 is based on the below established gating criteria:

- 1) Testing in place for healthcare workers, including reliable antibody testing, AND
- 2) Local hospitals are able to treat patients without crisis care and capacity not exceeded AND
- 3) Adequate PPE available to execute missions safely where social distancing is impractical AND
- 4) A reliable and effective vaccine is widely available to the public, although, the vaccine is not required for employees as condition to work at the Center.

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If there is an upward trajectory of COVID-19 like syndromic cases or influenza-like illnesses reported within the local commuting area around the site, or if there is an inability to contain an outbreak on a GSFC facility, Center leadership will make recommendations for appropriate measures to make the site safe for employees based on established Centers for Disease Control and Prevention (CDC) guidelines and recommendations from the NASA and GSFC Medical Directors up to and including moving the center operating status to a more restrictive COVID-19 stage.

Social Distancing and Personal Protective Equipment (PPE)

The GSFC Medical Director provides and routinely updates guidance that includes social distancing and PPE requirements, consistent with the latest Agency, CDC, state and local guidelines and conditions. While in NASA stage 4 or stage 3, the use of a personal protective face covering, or mask is mandatory in mutually shared spaces and when keeping 6 feet is not possible. Face coverings are also mandatory in elevators and common areas including entrances and hallways. Wearing face coverings is not mandatory in private offices having single occupants and other less dynamic environments where employees can strictly adhere to social distancing requirements.

Personal protective face coverings or masks should also be worn when going through the GSFC gates to protect the officers while displaying badges. We also encourage the use of face coverings when in public areas or mass transit.

While in NASA Stage 4 or Stage 3, GSFC will provide surgical-type masks to employees conducting approved essential activities on site, as requested. Use of personally provided face coverings is permissible and encouraged. While in stage 2 or stage 1, masks may be encouraged and provided for specific job functions as determined by the medical officer, such as badging offices, or if needed based on local conditions. However, distribution of masks to all personnel on Center will cease. Guidance on acceptable personally provided face coverings with instructions on use and maintenance may be found on the CDC Website at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Routine use of gloves is generally not required, unless job functions involve contact with the public or public-facing areas, such as gate officers, badging, and shipping/receiving, or when protection is needed due to cleaning chemicals, etc. Frequent handwashing is strongly encouraged throughout the day, especially when in contact with commonly touched surfaces.

Temperature Checking Protocols

Facility campus entrance screening for people's body temperatures is a precautionary measure utilized to mitigate the spread of COVID-19. While in NASA stage 3 or above, protocols will be established at all GSFC locations for the screening of personnel for an elevated temperature prior to entry. A combination of self-monitoring by personnel at home and on-site entrance screening by a medical support contractor will be implemented to identify potential risk for workplace exposures.

Personnel will be asked to take their temperature at home before commuting to their work site. If the temperature is determined to be 100.4 degrees F or greater, the person should remain at home and seek the advice or care of a medical professional. Goddard civil servants should notify their supervisor

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as soon as possible to determine alternative work options which may include telework, administrative (weather and safety) leave, sick leave, annual leave and caregiver excused leave.

On-site temperature checks for vehicular commuters will be performed at the Visitor Center parking lot prior to entry on center during stages 3 or above. Pedestrians will have their temperatures checked at the main gate. Procurement will provide local vendors a model statement of work for consideration for onsite temperature monitoring. The GSFC Medical Director will provide oversight and direction as a Task Order Manager to the contractor(s) providing on-site medical support in the area of temperature checking, recording, and management notification. The forehead scanning for temperature will be based on CDC guidelines. The contractor will inquire whether the person is feeling healthy (see below) and assess the person's temperature which must be below 100.4°F to be allowed entry into a GSFC location. Health inquiry questions:

1. Are you experiencing any symptoms of COVID-19? The symptoms are: fever, chills, nausea, vomiting, and diarrhea, headache, body aches, cough, difficulty breathing, loss of taste or smell, sore throat, or nasal congestion?
2. Within the last 14 days, have you been in close physical contact (meaning within six feet or closer) with a person you know to have laboratory-confirmed COVID-19?
3. In the last 14 days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?

People that register less than 100.4°F will be provided a specific colored wristband indicating that their temperature meets the required guidelines for entry. The temperature scanning and wristband will be issued as a onetime assessment for a single workday. Once the person receives the band, they will proceed through the NASA entry control point for that location and display the wristband to the NASA security police officer for entry. If any person's position requires removal of a wristband, they need to keep it with them for that day should they exit and need to re-enter the center.

People that are found to have a temperature of 100.4°F or greater will undergo a secondary screening approximately 10 minutes to confirm the temperature. If the temperature is confirmed to be elevated, the person will not be allowed to enter the GSFC location. People will receive guidance should their temperature be higher than 100.4°F (i.e. medical referrals, follow-up guidance, and recording of information, etc.). Employees will also be denied entry if they do not clear the screening questions.

The Medical Office will request Protective Services suspend the person's physical access to GSFC facilities. Employees will be able to return after 14 days if they remain symptom free.

The person's physical access will be reinstated by the Medical Office after they are cleared by his/her primary care physician or a GSFC medical provider, or after a quarantine period*. The person should contact the Medical Office to request physical access reinstatement when they have met the reentry criteria. Physical access will not be automatically restored. If civil servants have been sent home but are able, and feel well enough, the employee will telework for the remainder of the workday. If an employee is unable to telework, or ineligible to telework, the employee will continue to be eligible for weather and safety leave. Employees who continue to feel unwell have the option to request and will be approved for appropriate

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paid or unpaid time off which may include annual leave, sick leave or other types of appropriate leave. More information on leave options is available on the NASA Coronavirus Response Information [Leave & Pay page](#)

The contractor will collect information from all people that are denied entry to the GSFC facility and provide that information to the Medical Office. The collected data will be: The name, organization, supervisor, and contact information of those employees denied entry will be collected and forwarded to the Health Units. Guidance on next steps, including receiving a medical evaluation and returning to center, will be provided in writing and by Goddard medical staff as needed including follow-up instructions to the person. The employee is responsible for notifying the supervisor. Medical may follow up with the supervisor if needed and is available to answer questions. OCIO is developing a mobile app that can be used in conjunction with the contractor screeners as an alternative method for notifications and follow up.

This protocol and processes will be followed for everyone coming to a GSFC facility in stages 3 and above. No medical information (including temperature screening results) will be shared with anyone other than the GSFC Medical Office and the entrance screening contractor. The Medical Office will only share the person's name with Protective Services and their supervisor, and the Medical Office will only state that the person's physical access is being suspended.

Visitor Entry Guidance

GSFC's Protective Services Office (PSO) will follow the guidance below regarding visitors to any of our sites:

- Unofficial visitors (school tours, friends and family) will be suspended until stage 1.
- Visitors will only be authorized entry to support approved essential or mission critical work.
- Prior to approving a visit request, visitor sponsors will confirm that the visit is for mission essential or mission critical work.

Visitors will be directed to building 9 at the main gate for badging before proceeding to the Visitor Center parking lot for entrance temperature screening.

The Protective Services badging office will continue to use approved questions above for prospective visitor prior to entry: If the answer is yes to any of the questions, the visitor will be denied access and directed to contact their sponsor. If all answers are no, access will be processed. Additional information will be collected from the visitor during badging such as their work or cell phone number and email address to facilitate contact tracing in the event of an on-site exposure. If a visitor is denied access, sponsors may wish to utilize IT, video and other technologies to the fullest extent possible to support their planned interactions. The sponsor may also want to contact the Medical Director's Staff for further guidance on the visitor's situation.

Protective Services will utilize the Electronic Physical Access System (card readers) to assist the Medical Director on determining possible contact tracing in any specific building.

Response in the Event of a COVID-19 Case on Center

Civil servants, contractors and visitors that become ill at a GSFC facility or develop an illness after visiting a GSFC facility should notify the GSFC Medical Office immediately. Anyone at a GSFC facility

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that believes they were exposed to a COVID-19 case on-Center should also contact the Medical Office. The Medical Office will confirm the risk for exposure and secure the affected locations.

- If the potentially ill person is still on site, the person will be separated from other people and sent home immediately.
- The Medical Office will contact the potentially ill person to perform a medical assessment and initiate contact tracing.
- The Medical Office will direct the Facilities Division to initiate decontamination activities of any affected spaces.
- The Medical Office will alert the Associate Center Director that a positive case has been identified, who will in turn initiate further notifications (i.e., Director Of, HQ, etc.). Only the locations of the exposure will be shared. No names or medical information will be shared with the Associate Center Director.
- The Medical Office will request that Protective Services suspend the person's physical access to the center. After the Medical Office determines that the person is safe to return to a GSFC facility, the Medical Office will request that Protective Services reinstate the person's physical access. The person should contact the Medical Office to request physical access reinstatement when they have met the reentry criteria. Physical access will not be automatically restored. Physical access will be reinstated by the Medical Office after the person is cleared by his/her primary care physician or a GSFC medical provider, or after a quarantine period[†].
- If the person is a civil servant, the Medical Office will also notify their supervisor that their physical access has been suspended.
- Only the person's name will be shared with Protective Services and the civil servant supervisor. No medical information or cause for the suspended access will be provided.
- The affected person's medical information will not be shared with anyone outside the Medical Office.

Securing of the Area

Upon consultation with the Medical Director, the organization occupying the space will work with the facilities organization and the building Facilities Operations Manager (FOM) to secure the area/room that was occupied by the COVID-19 positive or suspected positive person.

- This includes locking the doors and posting "Do Not Enter" signs.
- The area will remain closed to all personnel except the decontamination crew.
- The area may not be re-occupied until more than three (3) hours after the completion of decontamination.

Medical Response

A medical review with recommendations will be provided to all suspected or confirmed COVID-19 positive case at GSFC locations, and to all potentially exposed personnel.

- Medical history from the person will be requested to include the date of onset, duration, and type of symptoms. Any exposures to ill persons will be identified.

[†] The guidance from HQ for returning is 14 days after the onset of symptoms and 7 days without symptoms on no medications, i.e. Tylenol or Motrin.

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- Guidance will be provided to the person on testing, to include sharing knowledge of local testing centers. The potentially ill person and anyone exposed will be referred to their primary care physician for follow-up care and treatment.
- The person will be advised to quarantine for a minimum of 14 days after the onset of symptoms. The employee will not be allowed to return to center until cleared by his/her primary care physician or a GSFC medical provider, or after a quarantine period[†].
- Contact tracing will be performed immediately after the Medical Office is notified and be completed within 24 hours. The ill employee will be asked to provide all locations at GSFC facilities they were in, and contacts with any personnel, especially contacts starting 48-72 hours before the onset of symptoms. The person's supervisor will also be contacted to request their information about the affected person's locations and interactions. Any contacts identified will also be interviewed and asked about potential additional locations and contacts.
- All contacts with the ill person that had a significant exposure will be notified of the risk and advised to quarantine and self-monitor for 14 days. If contacts develop symptoms, the process will be repeated.
- The Medical Office will request that Protective Services suspend physical access to GSFC facilities for contacts that had a significant exposure. Physical access will be reinstated 14 days after exposure if no symptoms develop. The person should contact the Medical Office to request physical access reinstatement. Physical access will not be automatically restored. If symptoms develop, the case will be treated as an on-center case described above.
- Any civil servant advised to quarantine will be allowed to telework, take sick leave, annual leave, administrative (weather and safety) leave, or caregiver excused leave regardless of whether they develop symptoms.
- No medical information will be shared with anyone outside of the GSFC Medical Office. The Medical Office will only share the person's name with Protective Services and their supervisor, and the Medical Office will only state that the person's physical access is being suspended.

Facilities Response

Decontamination cleaning of all identified areas of exposure will be performed after a report of a positive COVID-19 case or suspected positive case. Custodians will clean and disinfect the designated space(s) per the GSFC Medical Office's guidance to include as applicable:

- All commonly touched surfaces, using a new rag for each new office/workstation (monitors, keyboards, mice, phones, chairs, work surfaces, cabinets, etc.)
- All commonly touched surfaces within and leading to each room (door knobs, doors, shared printer areas, conference areas, common chairs, book-shelves, cabinets, etc.)
- Disinfect floor of entire room using a disinfecting spray (some floors are carpet, some are hard surface)
- The cleaning/disinfecting will be overseen by a member of custodial contract leadership and a civil servant from the facilities division to ensure quality assurance.

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- Customers will be required to secure areas to be cleaned and will be required to ensure all workstations are in a “safe/locked out” condition so that custodial employees can effectively clean without impacting mission hardware.

GSFC Management Response

With each new positive or suspected positive COVID-19 case that occurs at GSFC (all sites), GSFC’s Medical Office will meet with the Associate Center Director to evaluate details of the case, trend of cases on the center (or specific GSFC site), as well as the trend of new cases in the local communities (Counties). This conversation will assist center leadership in determining if a change of center policies or status is warranted. A list of parameters that will be utilized in the decision process includes, but will not be limited to:

- Number of COVID-19 cases on the GSFC site
- Potential for or observed spread of COVID-19 cases on the GSFC site
- Community spread and trends in the state/county of the GSFC site
- Local laws/guidance (in the geographic area) related to COVID-19 cases/spread

Center Communication

When a positive or suspected positive COVID-19 case is found on center, the Medical Office will initiate the below communication process. The Medical Office will safeguard individuals’ health information in accordance with HIPAA Privacy rules.

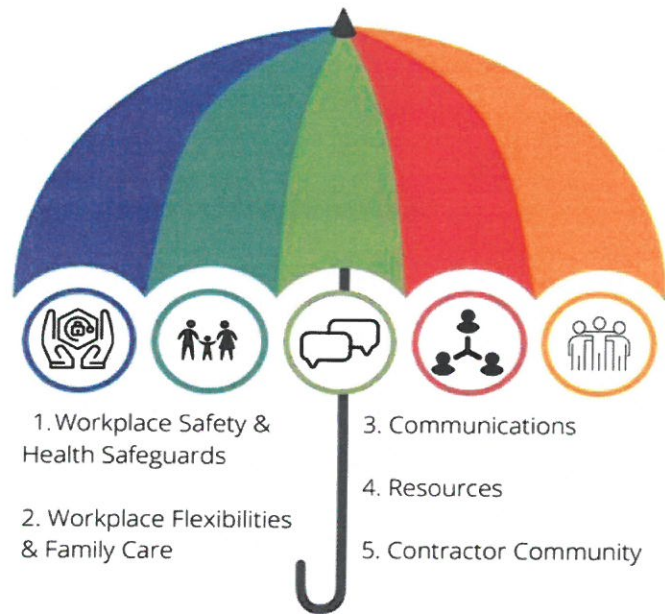
- Center Director’s Office is informed that a positive or suspected positive COVID-19 case has been identified.
- Facilities Division is informed of the locations exposed and directed to clean and disinfect location(s) of exposure.
- The Directorate responsible for the facility where the exposure occurred is informed of the locations.
- Protective Services is asked to suspend physical access to GSFC facilities for the COVID-19 positive person and their contacts.
- If the COVID-19 case involves a civil servant, the supervisor is notified that their employee is being suspended from facility access.
 - The Management Operations Directorate notifies all facilities operations managers (FOMs) where exposure may have occurred. FOMs are provided with the locations and dates of exposures. The FOMs assist in securing the locations to prepare for the disinfection process. FOMs will promptly notify building residents that a disinfection process is starting and the locations of the disinfection. Once the disinfection process has been completed and directed by the Medical Office, FOMs will notify the building residents that the locations are safe for return.
- The Office of Communications, in consultation with GSFC Center Director’s Office and Medical Office, will provide information of GSFC COVID-19 cases utilizing Goddard’s internal website.
 - The website will provide the COVID-19 response plan outlined above, including the process of contact tracing and notifications to affected employees.

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- All cases of COVID-19 will be provided on the website and will include the following information:
 - Date(s) when present at a GSFC facility.
 - Locations closed for disinfection.
 - If possible, provide confirmation status -- confirmed positive, confirmed negative, presumed positive.
 - No other information.
- Information will be updated twice a week, typically Monday and Thursday as new information is available.
- Confidentiality of employees with suspected or confirmed COVID-19 infections will be maintained.

Overarching Support Structure for Return to Site

There will be differing levels of concern regarding returning to center work locations and the following umbrella of activities will be implemented to support the workforce as we navigate our path forward.



Workplace Safety & Health Safeguards:

Goddard's leadership is committed to ensuring the safety and well-being of our employees. The GSFC team has developed programs and activities to safeguard both physical and personal safety needs. To ensure employees can perform their duties in a safe work environment, all employees will be provided personal protective equipment (PPE) such as appropriate PPE including face surgical type masks and the physical work place will be sanitized prior to returning to the site as well as daily. Hand sanitizer will also be located at entry ways and high-traffic locations. Measures will also be put in place for conducting temperature checks and health screenings (the 3 questions) as a mechanism to identify

potential concerns. The center will continue to follow federal and local authorities, taking the most stringent path for safety.

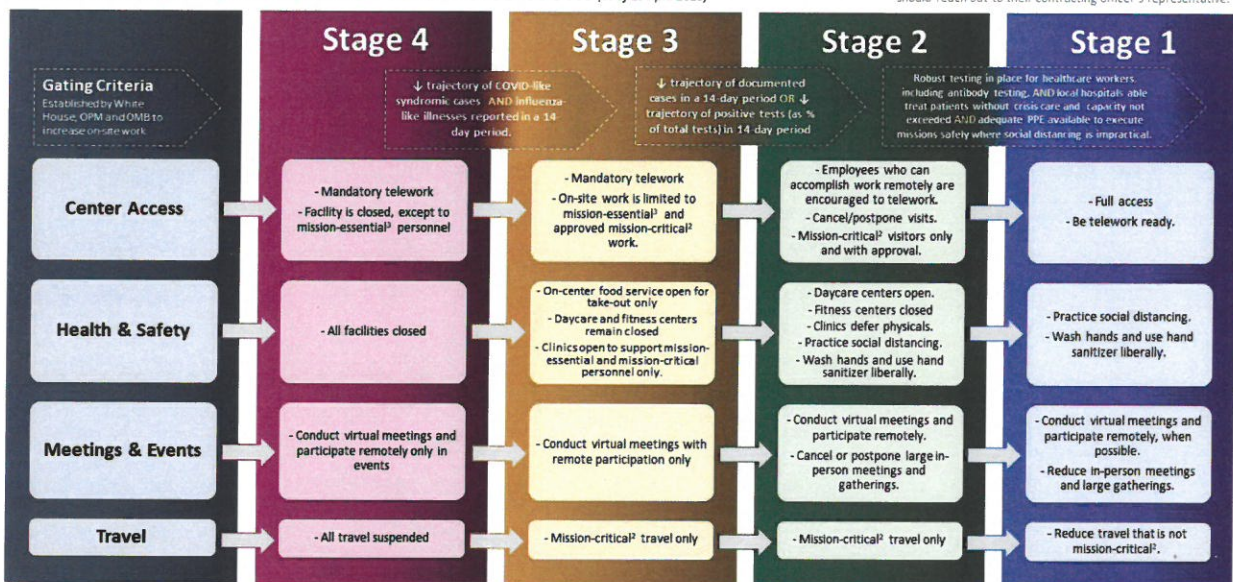
Workplace Flexibilities & Family Care:

The NASA Framework for Return to On-Site Work will be followed as we return to work on-site. The same workplace flexibilities that we used in the Stage 4 virtual environment will continue as we revert to Stage 3 and Stage 2. Employees will continue mandatory telework in Stage 3 and are encouraged to continue working remotely in Stage 2. The same leave programs (weather & safety leave, administrative leave, FMLA, annual, sick, etc.) will apply as we return to normal operations. These programs will continue to apply for care of family members and for reasonable accommodations.

- Telework
- Leave Programs
- Elder care and child care
- Reasonable Accommodations

NASA Framework for Return to On-Site Work (as of 29 April 2020)

* This guidance applies to NASA civil servants. Contract employees should reach out to their contracting officer's representative.



1. All travel to or from centers at Stage 3 or higher, or to countries at Level 3 or higher, requires an approved Request for Travel Exception form. The Request for Travel Exception form is available on the NASA People website. For the latest CDC international travel information, go to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

2. Mission critical: work that must be performed to minimize the impact on mission/project operations and/or schedules and cannot be performed remotely or virtually.

3. Mission essential functions: As described in the COOP, during an emergency, NASA's Primary and Mission Essential Functions (P/MEFs) must be continued with minimum interruption and are focused on protecting life and property as well as insuring agency leadership and control of the agency.

Normal operations will resume when GSFC exits Stage 1 where social distancing will not be needed, people can interact in close proximity, visitors and large gatherings are allowed, and travel is not restricted.

Communications:

The activities noted below are geared towards ensuring that all employee needs with regards to communication and support are met in a variety of forums. While the overall communications effort will focus on communicating as widely as possible across Goddard's entire employee base and campuses, there are also opportunities to enhance employee understanding through targeted and

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strategic efforts in collaboration with multiple Goddard organizations (Diversity & Inclusion (D&I), Employee Assistance Program (EAP), etc.).

- GSFC Internal Website
- D&I Committee as conduit and barometer for ongoing feedback
 - Return to on-site plans will be communicated at the monthly GSFC and WFF D&I meetings
- EEO and D&I will solicit feedback from the Center's 10 Advisory Committees and leverage them to communicate with their constituents and the broader workforce.
- Virtual Town Halls – includes focused gathering for all supervisors
- Virtual Short Video Series
- First Line Supervisor Resource Group (FLSRG) Forum
 - Survey FLSRG on issues and concerns
- Supervisor Toolkit on returning to site
 - Provide a list of potential questions and scenarios along with how to address (e.g., non-compliance with safety protocols, dealing with high risk employees, telework, etc.,)
- Union Collaboration
 - Management will communicate return to on-site plans with labor as appropriate and will continue to update the unions as the plans evolve. Union representatives are serving on the various return to site teams to ensure labor participation in finalizing the plans.
 - The Labor Relations Officer will email GSFC updates to the union as the return to on-site plan evolves for their feedback and will schedule ongoing meetings with the unions to discuss the plans.
 - [GESTA Website: https://www.gesta-goddard.org/](https://www.gesta-goddard.org/)
 - [AFGE Website: http://afge1923.org/contact/](http://afge1923.org/contact/)
- Employee Return Checklist
 - Office of Communications (OCOMM) link
- Frequently Asked Questions (FAQs)
 - [NASA People Site](#)
 - [GSFC Site](#)

Resources:

As we prepare our workplace and workforce for return to the physical sites, we will routinely collect employee feedback, gauge concerns, and provide support services in a way that ensures that our employees feel that their health and safety are paramount, and that workforce productivity is maintained. We will leverage the following organizational resources to carry out these goals:

- COVID-19 Response Plan on return to site
- Ombudsman
- Training (PPE use, COVID-19 Myths vs Facts etc.)
- D&I Dialogue (virtual hours)
- Diversity Dialogue Program (DDP) Facilitator
 - Hold virtual feedback sessions
 - Employee confidential survey
 - Small group discussions
- Employee Assistance Program (EAP) Federal Occupational Health [EAP seminars](#)

- Worksite Wellness
- Balancing Work and Life

Contractor Community:

To ensure the health and safety of the entire NASA family, it will be of critical importance to keep the contractor community apprised of GSFC's plans and processes for returning to center work locations. GSFC has several existing communication channels that will be used for this purpose. Contracting Officers will communicate general return to site guidance and contract specific information necessary to ensure a safe return. Examples of such communication include expectations for on-site work, guidance on PPE usage and other processes being implemented at the center, such as temperature taking prior to being granted access. GSFC will also have frequent dialogue with the contractor community using existing forums including the Goddard Contractors Association, and the Goddard Small Business Council to provide current information, obtain feedback and clarify guidance. The health and welfare of the contractor community is important and GSFC will also conduct frequent check-ins with contractors regarding employee assistance programs and other contractor-offered services for their workforce. Mission essential on-site Contractor work authorization will continue to be managed utilizing the Essential Activity Spreadsheet approved by the Center Director's office until stage 2.

Communications Strategy

Goddard's return to on-site work communications plan will serve to aid center leadership in informing employees, managing employee expectations, and building and maintaining employee trust. We will utilize methods and tools that were proven effective in communicating about the center's status as we move up the stages of the NASA Response Framework, while also implementing new practices to strengthen our communications in key areas as we move back down.

Center-wide messages to employees will be sent to NASA Headquarters for review and concurrence prior to being released.

Key Messages and Topics

Additional messages and topics will be included as needed as we move down the stages.

- Overall process:
 - The return to on-site work will be gradual, taking into account national, state, and local guidelines and the center's ability to bring people on site safely.
 - All work is important, but mission-essential and mission critical work will be prioritized for access in stages 4 and 3.
 - Employees who don't feel comfortable coming on-site should discuss with their manager or supervisor. Supervisor's and management officials shall make reasonable accommodations and allowances for employees who have legitimate concerns about returning-to-site and such accommodations and allowances will be made without reservation or reprisal.
- Safety:
 - Reassure the workforce that their safety is our top priority and that we're taking informed, deliberate steps, in consultation with NASA Headquarters, to ensure it to the

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best of our ability. Recognize that mission-essential and mission-critical employees are on the “front lines”.

- Employee role in safety – Everyone has to do their part by not coming to work on-site if they are unwell or have come into contact with someone who’s sick, using personal facial coverings per requirements and guidelines, practicing good hygiene, social distancing, and following other guidelines as needed.
- Masks – NASA will provide facial coverings to mission-essential and mission-critical employees in Stages 4 and 3, but employees should carry and use their own masks per local guidelines when commuting to/from work, leaving the center for lunch, etc. Masks are optional in Stages 2 and 1. Employees should feel comfortable wearing them even when not required.
- Temperature checks – Process implemented in Stages 3 and above out of an abundance of caution. If you have a fever of 100.4°F or higher (and confirmed with a second reading), you won’t be allowed on center. Exact details will be communicated when available.
- Facilities:
 - Access –Changes will be described in procedures regarding gate or building access
 - Cleaning –The center will describe the procedures to clean work areas and high-traffic areas
- The center is committed to routine engagement with center population to include town halls, email notifications and other such activities that will include:
 - Notification of potential positive cases after a return to on-site work – what will be communicated and when
 - Criteria for moving back to a higher stage on NASA’s Response Framework
 - Processes and POCs for asking questions and raising concerns
 - Employee support resources (in collaboration with Goddard’s Support Activities Sub-Team) – Office of Diversity & Equal Opportunity (ODEO), EAP, etc.

Tools and Methods

Tools and methods to continue utilizing:

- Email messages from the center director with updates from functional areas (facilities, human resources, medical, etc.) – Weekly
- Short video messages on specific topics featuring center and functional leadership – Bi-weekly or as needed
- Update [Goddard’s coronavirus intranet site](#) with new information – Ongoing
- Highlight status changes and new information on [Goddard’s intranet homepage](#) – Ongoing
- Collect employee questions and concerns via [conferences.io](#) – Ongoing

New tools and methods:

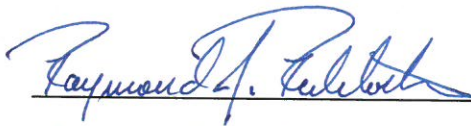
- Virtual town hall for managers and supervisors with center leadership and members of the center’s return to on-site work task force so that they’re prepared to answer employee questions – Prior to moving into each new stage
- Virtual town hall for all employees with center leadership and members of the center’s return to on-site work task force – Prior to moving to stages 2 and 1

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- Virtual Directorate town halls with center leadership and members of the center's return to on-site work task force – Prior to moving to stages 2 and 1
- Health Safety Concern reporting site: <https://safety1st.gsfc.nasa.gov/form/report-a-covid-19-safety-concern>
- Training video that communicates all safety instructions (e.g. use of masks, physical distancing, occupancy limits), availability of masks (in Stage 3), disinfection of work areas, alternate work arrangements, the planned response for an on-center illness, safety concern reporting methods (website), and entrance screening process for Stage 3.

FOR AGENCY:

FOR GESTA:

 14 July 20

Raymond J. Rubilotta
Associate Center Director
Goddard Space Flight Center

DATE

 7-14-2020

Anel Flores
President, IFPTE Local 29 / GESTA
Goddard Space Flight Center

DATE