



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

FREEDOM OF INFORMATION ACT PROGRAM

July 25, 2024

In reply refer to: FOIA #BPA-2024-00103-F

SENT VIA EMAIL ONLY TO: [REDACTED] PII

Dean Bender

[REDACTED] PII
[REDACTED] PII

Dear Mr. Bender,

This communication is the Bonneville Power Administration's (BPA) final response to your request for agency records made under the Freedom of Information Act, 5 U.S.C. § 552 (FOIA). BPA received your records request on October 20, 2023, and formally acknowledged your request on November 9, 2023.

Request

"Any and all emails, memos, internal communications, letters, or other documents created between 11/1/2021 and 12/31/2022 related to disciplinary action threatened or taken against any BPA employee or contractor for failure to be vaccinated for COVID-19 or for failure to follow the COVID-19 screening testing policy for unvaccinated employees."

Response

BPA has searched for and gathered records from the agency's Human Resource Service Center. Personnel in that office have provided 537 pages of agency records. The records accompany this communication, with the following redactions applied:

- 233 redactions applied under 5 U.S.C. § 552(b)(6) (Exemption 6).

You'll find a detailed explanation of the applied exemptions below.

Explanation of Exemptions

The FOIA generally requires the release of all agency records upon request. However, the FOIA permits or requires withholding certain limited information that falls under one or more of nine statutory exemptions (5 U.S.C. §§ 552(b)(1-9)). Further, section (b) of the FOIA, which contains FOIA's nine statutory exemptions, also directs agencies to publicly release any reasonably segregable, non-exempt information that is contained in those records.

Exemption 6

Exemption 6 protects Personally Identifiable Information (PII) contained in agency records when no overriding public interest in the information exists. Pages withheld in this request consist of Notices of Decision on Proposed Suspension, Notices of Proposed Suspension, Temporary Abeyance letters notifying individuals that a proposed suspension was put on hold, Counseling Letters, supporting evidence, and an email about extending the date for a response. Each of these records contains names and details that identify an individual who was, at the time, considered subject to discipline under federal employment laws. Individuals have a very strong privacy interest in performance and discipline records, and BPA does not find an overriding public interest in a release of the information redacted under Exemption 6. BPA cannot waive these PII redactions, as the protections afforded by Exemption 6 belong to individuals and not to the agency.

Lastly, as required by 5 U.S.C. § 552(a)(8)(A), information has been withheld only in instances where (1) disclosure is prohibited by statute, or (2) BPA foresees that disclosure would harm an interest protected by the exemption cited for the record. When full disclosure of a record is not possible, the FOIA statute further requires that BPA take reasonable steps to segregate and release nonexempt information. The agency has determined that in certain instances partial disclosure is possible and has accordingly segregated the records into exempt and non-exempt portions.

Certification

Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the records search, the redactions applied thereto, and the records release described above.

Appeal

The records release certified above is final. Pursuant to 10 C.F.R. § 1004.8, you may appeal the adequacy of the records search, and the completeness of this final release, within 90 calendar days from the date of this communication. Appeals should be addressed to:

Director, Office of Hearings and Appeals
HG-1, L'Enfant Plaza
U.S. Department of Energy
1000 Independence Avenue, S.W.
Washington, D.C. 20585-1615

The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. You may also submit your appeal by e-mail to OHA.filings@hq.doe.gov, including the phrase "Freedom of Information Appeal" in the subject line. (The Office of Hearings and Appeals prefers to receive appeals by email.) The appeal must contain all the elements required by 10 C.F.R. § 1004.8, including a copy of the determination letter. Thereafter, judicial review will be available to you in the Federal District Court either (1) in the district where you reside, (2) where you have your principal place of business, (3) where DOE's records are situated, or (4) in the District of Columbia.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001
E-mail: ogis@nara.gov
Phone: 202-741-5770
Toll-free: 1-877-684-6448
Fax: 202-741-5769

Questions about this communication or the status of your FOIA request may be directed to James King, FOIA Public Liaison, at jjking@bpa.gov or 503-230-7621. Questions may also be directed to E. Thanh Knudson, Case Coordinator (ACS Staffing Group), at 503-230-5221 or etknudson@bpa.gov.

Sincerely,

Candice D. Palen
Freedom of Information/Privacy Act Officer

[Attachments / Enclosures: Agency records responsive to FOIA request BPA-2024-00103-F accompany this communication.](#)

From:
Sent:
To:

Chief Human Capital Officer <chco@hq.doe.gov>
Wednesday, November 17, 2021 6:21 AM
Chief Human Capital Officer; Fremont, Douglas; Lea, Marcus; Lowery, Frank; Powell, Kirk; Fischer, Timothy; Arias-Ortega, Pamela; Buckner, Jonathan R.; Lewis, Sabrina; Lawson, Letitia; Waldmann, George; Grose, Amy E; Golub, Sal; Gibson, Vergina (EIA); Tran, Caroline; Johnson, Danny L; Ohlson, Fritha W; Martin, Stephanie (DOE-HQ\AU); Tirado, Christopher; Jackiewicz, Christy; Kosinski, Shane; Nicoll, Eric; Vance, Brian T; Reinhard.Knerr@cbfo.doe.gov; Nelson-Jean, Nicole; Dalton, Douglas; Gordon, Jason B.; King, Karin; Spyres, Julie; Martinez, Teresa M.; Saenz, Jason P.; Trujillo, Anna Marie; Bellamy, Goodman; Konieczny, Katherine; Nansel, Gayle R; Heiman, Peter D; Marquez, Colin M; Burkett, Edith Lynn; Frisk, Lori L; Burt,Jason R (BPA) - TEZ-MANGAN; delaCruz,Adelmo (BPA) - TF-SNOHOMISH; Welch,Dorothy W (BPA) - E-4; Garrett,Paul D (BPA) - PSS-6; Freudenthal,Michael J (BPA) - CN-7; Majane, Kevin; Peralta, Kara Houston; Welch, Timothy; Kinsey, Marlys; Hsieh, Eric; Walker, Jeffrey; Frank, Scott; Simpson, Eric; Wilson, Dennis; Miotla, Dennis; Williams, Jeffrey T.; McWhorter, Timothy; Beard, Susan; Kruger, Mary; Corriere, Michael (EIA); Csulak, Emery J; Boyken, Marshall S; Lapointe, Todd; Boulden III, John; Morman, Laurie; West, William; Quarles, Vincent; Gerbi, Jennifer; Flohr, Connie M; Chung, Dae; JOHNSON, THOMAS (SRS); Hauck, Daryl; Tilden, Jay; Dickenson, Howard; Rodrik, Peter; Lersten, Cynthia; Ho, Steven; Lucas, John T.; Vigil, Timothy A; Aust, Jonathan A; Hansen, Lisa C; Howard, Kevin D; Montoya, Michael M; Hall, Lee J (BPA) - PES-6; Nakaji, Jinah L (BPA) - KS-4; Raschio, Peter J (BPA) - TTS-DITT-2; Hilliard Creecy, Jamae (BPA) - PE-6; Johnson, Kelly G (BPA) - TPC-TPP-4; Petty, Robert J (BPA) - PGP-5; Albright, Margaret I (BPA) - TOO-DITT-2; Rasar, Kimberly; Villar, Jose; Moreno, Alejandro; Adams, Andre; Wilson, Sara; Pesin, Michael; Marcum, Robert; Sissel, Ronald; Hitson, Brian Allen; Richards, Jocelyn; Ames, Laura G.; marc.neville@hq.doe.gov; McHale, Jennifer; Fickes, Anne Macron (BPA) - H-1; Wright, Colleen C F (BPA) - H-1; Mosley, James G (BPA) - HE-1; Stanley, Philip S (BPA) - HE-1; Fouts Jr, Freddie L (BPA) - HE-1; Johanson, Cherie J (BPA) - HE-AMPN-1; Claussen, Jeannie (BPA) - HE-1; Goldfarb, B. Madeleine (BPA) - HE-1; Long, James S (BPA) - HE-1; Peterson, Glenn W (BPA) - HE-1; Sabatos, Charles; Borgen, Timothy J; Reese, Cheryl Ann; Keskitalo II, David H (BPA) - HE-AMPN-1; Browning-Craig, Hilary (BPA) - LG-7; Ezelle, Lesleyanne; Gundy, Donell; Brown, Oris; moody.heather@hq.doe.gov; smith.cathlyne@hq.doe.gov; edens.kim@hq.doe.gov; Hollins, Rita; Durrett, Carl; Gurzenski, Steven; Crane, Tom; Monroe III, Lewis; Gerrish, Donald J; gates@wapa.gov; Burnett, Allison Leigh; Loendorf@wapa.gov; Bashore, Kayti; Sadler, Brian J; Butolph, Michael Vernon; Petty, Kellie A; Harris, Timothy A; Sterling, Erica D.; Yates, Deanna; Hossain, Farhana; Mendoza, Jennifer; Barfield, Patricia L; Wiggins, Christopher; Sigler, Angela; Cruz, Anthony; Dieffenbach, Kenneth; Borman, Alexander; Sirignano, Amy; Ramirez, Melanie; Rodgers, Jennifer R

Cc: Fontaine, Juston; Kolb, Ingrid; Jacob, Bindu; Burnette, Kendra; DL-HC-CHCO Direct Reports; Chong Tim, Marcus H (BPA) - L-7; Sullivan, Kirsten; David.Alldrige@nnsa.srs.gov; Walsh, John; Johnson, Susan; Sharpe, Deborah; Hammitt, Brad; Tolley, Dawn; Neville, Marcellino; Jennings, Jessica L A; Rodgers, Jennifer R; Turner, Junita; Alders, Kyna L (BPA) - PGL-5; Kuhn, Shana L (BPA) - NS-4400-LL; James, Daniel M (BPA) - D-7; Staats, Michael L (BPA) - TEE-CSB-1; Hawks, Brenda L; Skubel, Stephen; Franklin, Monekia; Mumme, Bettina; White, Tyler E; Capoferri, Anita; Simmonds, Pamela; Knopinski, Jenny; Wilson, Melanie; Zapas, Ellis; Cutler, Travis; Garcia, Teresa M; Crowther, Tanner F; Malie, Susan (NETL); Liao, Eileen; Aug, Thomas (EMCBC); Sawyer, Laura (Lex); KNOWLES, LUCY M (SRS); O'shaughnessy, Kelly C; Williams, Joshua Curtis; Jourolmon, Leon; Roy, Mell; Trznadel, Reesha; Seeley, Audrey A (EMCBC); Daley Mangi, Lisa; Kozlowski, Bridget (NETL); Hunzeker, Mark (NETL); Ramos, Saul J.; Moody, Julia;

Cc: Hellstrom, George William; saul.ramos@nnsa.gov; DeDent, Adam; Tarter, Angela; Pasha, Augustus; Park, Alycia; Middleton, Brandon (EMCBC); Ostraat, Michele L (NETL); Lorence, Joanne; Smith Taylor, Tania; Edens, Kim; Sabatos, Charles
Subject: [EXTERNAL] COVID-19 Enforcement - Suspension Notices
Attachments: Instructions for Proposing Officials - 14 day Suspension - COVID-19 11.16.21.pdf

Good morning all,

This is a reminder that the enforcement process will continue with the issuance of proposed letters of suspension. On the morning of Thursday, November 18, 2021, Employee Relations Specialists will identify employees in the following categories who have not complied with the requirements outlined in their LOCs and will send the proposed suspension notices to Proposing Officials (outlined on the attached instructions):

- **STATUS AS INDICATED IN MY ENERGY: THEY ARE UNVACCINATED, AND NO RA IS REQUESTED (AND NOT ON EXTENDED LEAVE AND NOT A NEW EMPLOYEE WHO JUST STARTED IN DOE IN LAST PAY PERIOD)**
- **STATUS AS INDICATED IN MY ENERGY: THEY DID NOT GO INTO MYENERGY AND NO RA IS REQUESTED (AND NOT ON EXTENDED LEAVE AND NOT A NEW EMPLOYEE WHO JUST STARTED IN DOE IN LAST PAY PERIOD)**

Please note that these instructions will also apply for any future proposed suspensions (i.e., for the LOCs that were issued yesterday and the LOCs that will be issued Dec 1).

If you have questions or need additional information please let me know.

Thanks!

Erin Moore
Chief Human Capital Officer
Department of Energy
202-586-2666

*Need a quick answer to an HR question? Call the **HR Hotline** 301-903-2500, option 2, or email HRHotline@hc.doe.gov. Just **ASK! Assistance, Service, and Knowledge***



Instructions for Proposing Officials COVID-19 Proposed 14 Day Suspension

EMPLOYEE SUSPENSION CRITERIA

- The employee was issued a Letter of Counseling; **and**
- There has been no change in the employee's status as indicated by the MyEnergy system; **and**
- The employee did not request a reasonable accommodation; **and**
- It is the business day after the date by which the employee was required to take action as specified within the Letter of Counseling.

IMPLEMENTATION INSTRUCTIONS

- Your Servicing Employee Relations (ER) Specialist will:
 - Identify the employee, first-level supervisor, and the Deciding Official
 - Email you the finalized/signature-ready Notice of Proposed Suspension for 14 calendar days with all necessary attachments, including the employee's MyEnergy Vaccination Record, which is a screen shot of the employee's non-compliant vaccination status from the system
 - The screen shot will be of the Vaccine Details tab within the Vaccination Attestation section of MyEnergy. It will include the employee's name and the vaccination status
- Please digitally sign and save each Notice of Proposed Suspension for 14 calendar days
- Place each signed Notice of Proposed Suspension for 14 calendar days into an **individual** email and send it to the employee, copying the first-level supervisor, your servicing ER Specialist, and the Deciding Official; use the draft email message template below
- If an employee responds that they have a medical reason for the delay (i.e., had COVID recently), the ER specialist will route them to the Reasonable Accommodation process

LANGUAGE FOR EMAIL MESSAGE

Hello,

I have been delegated authority to serve as the Proposing Official to address vaccine mandate enforcement cases for our Departmental Element. You have been identified as not in compliance with the requirements of being fully vaccinated according to Executive Order (EO) 14043, *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*, issued by the President on September 9, 2021.

As a result, you are being issued the attached Notice of Proposed Suspension for 14 calendar days for failure to follow a lawful order. This notice provides you with the right to reply orally, in writing, or both, to the Deciding Official, within the designated reply period. You also have the right to have attorney, union representative, if applicable, or other representative of your choice, to assist you in preparing and presenting your reply and a reasonable amount of paid time, without charge to leave, to prepare and present your reply.

The length of the reply period, the name of the Deciding Official and other important information related to your rights and responsibilities is detailed within the RIGHTS AND RESPONSIBILITIES portion of the proposal. Please read this material carefully and direct any procedural or process questions to the Servicing Employee Relations Specialist copied on this email. As applicable, your written designation of representative, request to extend the

reply period, and your reply, must be submitted to the specified Deciding Official. Please copy the Servicing Employee Relations (ER) Specialist on communication with the Deciding Official.

This Notice of Proposed Suspension for 14 calendar days serves as a warning that repeated instances of misconduct will result in disciplinary action, up to and including removal from Federal service, in accordance with Office of Personnel Management (OPM) memorandum Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043 and DOE's Order (O) 333.1, Administering Work Force Discipline, Adverse and Performance Based Actions.

This letter of counseling that you received provided you with multiple resources for you to review educational information regarding the COVID-19 vaccine. Additionally, if you have any questions on the efficacy and safety of the COVID-19 vaccines and would like to talk to the Department's Chief Medical Officer, Dr. Michael Ardaiz, he may be reached at michalel.ardaiz@hq.doe.gov.

Please read the attached document carefully and take appropriate actions to come into compliance with EO 14043. Additionally, **please sign and return the Notice of Proposed Suspension for 14 calendar days to me within 2 business days**. Your signature does not indicate your agreement or disagreement with the contents of this memorandum. Declining to sign will not void the contents of this memorandum.

[Enter Your Signature / Block]



U.S. DEPARTMENT OF
ENERGY

November 15, 2021

From: Browning-Craig,Hilary (BPA) - LG-7
Sent: Thursday, November 18, 2021 3:59 PM
To: Stanley,Philip S (BPA) - HE-1
Subject: RE: Packages for (b)(6)
Attachments: BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; Confidential Medical Record_BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; Confidential Medical Record_BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; Confidential Medical Record_BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; Confidential Medical Record_BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; MyEnergy Vaccination Record.pdf; BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; Confidential Medical Record_BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; Confidential Medical Record_BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf; BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).pdf

Resending all packages for (b)(6) that require the separate files:

(b)(6)

All remaining (b)(6) files are good to go, except (b)(6) as we discussed.

From: Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Sent: Thursday, November 18, 2021 9:33 AM
To: Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>
Subject: Packages for (b)(6)

Last one! Please find the attached package for (b)(6)

Respectfully,

Phil Stanley

*Lead, Employee Relations Specialist | Human Resources Service Center
Bonneville Power Administration
U.S. Department of Energy
Human Resources Shared Service Center
(b)(6) (Cell)
(503) 230-3643 (office)*

CONFIDENTIALITY NOTE: This message is intended only for the named recipient and may contain confidential, proprietary or legally privileged information. Unauthorized individuals or entities are not permitted access to this information. Any unauthorized dissemination, distribution, or copying of this information is strictly prohibited. If you have received this message in error, please advise the sender by reply email, and delete this message and any attachments. Thank you.

Evidence Case File

Tab 1 – Letter of Counseling and Attachments

Tab 2 – MyEnergy Vaccination Record

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 2 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)	
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547	
Laborers' International Union of North America (LIUNA), Local 335	
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649	
Columbia Power Trades Council (CPTC)	
Union	Job Classifications Represented
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<i>Electrical Trades (all)</i> Dispatcher Substation Operator Lineman Electrician Craftsman (all) Electrical-Mechanical Worker <i>Non-Electrical Trades</i> Facilities Maintenance Worker Electric Utility Carpenter Electrical Rigger
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator

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Evidence Case File

Tab 1 – Letter of Counseling and Attachments

Tab 2 – MyEnergy Vaccination Record

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect: (i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 2 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <td><i>Electrical Trades (all)</i></td><td><i>Non-Electrical Trades</i></td></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

Vaccination Information

Additional Information Submitted

Additional Information Received

Name	(b)(6)	Status	Open
Nickname	(b)(6)	Assignment Group	Covid-19 Team
Form Type	(b)(6)	Assigned To	
Email	(b)(6)	Email	
Employee ID	(b)(6)	Business Phone	
Duty Station	(b)(6)	Auditor Approval	
Signature	(b)(6)	Fulfill by Date	2021-10-31
		Accounting Email	
		Operability Email	

Organization Hierarchy | Vaccine Details | Resource Accommodations | Notes / Single Line Vaccinations | Extended Leave | Enforcement | Vaccine Documentation Verification | History

Vaccine Details	History
Vaccination <input checked="" type="checkbox"/> Vaccination Status: Not Vaccinated Date of First Vaccination: State First Vaccine Administrator: First Vaccine Administrator: Documentation Type: Documentation Comments:	Vaccination History Status: None Date of Second Vaccination: State Second Vaccine Administrator: Second Vaccine Administrator: Date of Third Vaccination: State Third Vaccine Administrator: Third Vaccine Administrator: Date of Appointment:

Evidence Case File

Tab 1 – Letter of Counseling and Attachments

Tab 2 – MyEnergy Vaccination Record

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 2 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)	
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547	
Laborers' International Union of North America (LIUNA), Local 335	
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649	
Columbia Power Trades Council (CPTC)	
Union	Job Classifications Represented
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<i>Electrical Trades (all)</i> Dispatcher Substation Operator Lineman Electrician Craftsman (all) Electrical-Mechanical Worker
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	<i>Non-Electrical Trades</i> Facilities Maintenance Worker Electric Utility Carpenter Electrical Rigger
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Welders Plumbers Facility Maintenance Technician (HVAC)
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Painters
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Sheet Metal Mechanic
	Heavy Equipment Operator

Evidence Case File

Tab 1 – Letter of Counseling and Attachments

Tab 2 – MyEnergy Vaccination Record

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 2 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <td><i>Electrical Trades (all)</i></td><td><i>Non-Electrical Trades</i></td></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

(b)(6)

Evidence Case File

Tab 1 – Letter of Counseling and Attachments

Tab 2 – MyEnergy Vaccination Record

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 2 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)	
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547	
Laborers' International Union of North America (LIUNA), Local 335	
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649	
Columbia Power Trades Council (CPTC)	
Union	Job Classifications Represented
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<i>Electrical Trades (all)</i> Dispatcher Substation Operator Lineman Electrician Craftsman (all) Electrical-Mechanical Worker <i>Non-Electrical Trades</i> Facilities Maintenance Worker Electric Utility Carpenter Electrical Rigger
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator

Vaccination Administrative System

Attention Submitted

Record: _____

Name: _____

Farm Type: _____

Email: _____

Employee ID: _____

Duty Station: _____

Signature: _____

(b)(6)

Addition of Information Submitted

Status: Open

Assignment group: COVID-19 Tests

Assigned to: _____

Email: _____

Business phone: _____

Auditor approval: _____

Follow up date: _____

Credibility status: _____

COVID-19 email: _____

Organization Overview

Allocation: ☒

Vaccination Status: Not vaccinated

Date of First Vaccination: _____

State First Vaccine Administrator: _____

First Vaccine Administrator: _____

Documentation Type: _____

Documentation Comments: _____

Additional Information Submitted

Allocation Date: 2021-11-09

Vaccine Manufacturer: - None -

Date of Second Vaccination: _____

State Second Vaccine Administrator: _____

Second Vaccine Administrator: _____

Date of Third Vaccination: _____

State Third Vaccine Administrator: _____

Third Vaccine Administrator: _____

Date of Appointment: _____

Evidence Case File

Tab 1 – Letter of Counseling and Attachments

Tab 2 – MyEnergy Vaccination Record

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
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Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



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Tab 2 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <td><i>Electrical Trades (all)</i></td><td><i>Non-Electrical Trades</i></td></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

From: Claussen,Jeannie (BPA) - HE-1
Sent: Monday, December 6, 2021 1:34 PM
To: Browning-Craig,Hilary (BPA) - LG-7; Hawkins,Sarah T (BPA) - LG-7
Cc: Bargaen,Tim J (BPA) - HE-AMPN-1; Stanley,Philip S (BPA) - HE-1; Vaccine Mandate
Inquiries
Subject: RE: COVID-19 Enforcement Update and Next Steps

Hello,

Yes, I'm not exactly sure why they would put that sentence in their regarding reply period. It makes no sense except if the employee's reply period still has not expired yet by the time the letter is issued.

Since they grayed it, I believe the intent is to be able to remove the sentence when it makes sense to do so.

I will fix the misspelled word. 😊

Jeannie Claussen

Employee Relations/Performance Specialist | Human Resources Service Center

BONNEVILLE POWER ADMINISTRATION

US DEPARTMENT OF ENERGY

jyclausen@bpa.gov | P 503-230-3180 | F 503-230-5275



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From: Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>
Sent: Monday, December 6, 2021 1:20 PM
To: Claussen,Jeannie (BPA) - HE-1 <jyclausen@bpa.gov>; Hawkins,Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>
Cc: Bargaen,Tim J (BPA) - HE-AMPN-1 <tjbargaen@bpa.gov>; Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>; Vaccine
Mandate Inquiries <VaccineMandateInquiries@bpa.gov>
Subject: RE: COVID-19 Enforcement Update and Next Steps

Hi Jeannie,

We have reviewed. I'm not sure if anything can be done about this given that these are DOE templates but our only comment is that the notice is confusing regarding the reply period. Does the reply period start over on January 5, as in they get 10 days from Jan 5? Or something else?

My only other very picky comment is that I believe the word "upmost" used in the "Extended Time" template should actually be "utmost."

Thanks,
Hilary

From: Claussen, Jeannie (BPA) - HE-1 <jyclausen@bpa.gov>
Sent: Monday, December 6, 2021 12:56 PM
To: Browning-Craig, Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>; Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>
Cc: Barga, Tim J (BPA) - HE-AMPN-1 <tjbarga@bpa.gov>; Stanley, Philip S (BPA) - HE-1 <psstanley@bpa.gov>; Vaccine Mandate Inquiries <VaccineMandateInquiries@bpa.gov>
Subject: FW: COVID-19 Enforcement Update and Next Steps

Hello, Hilary and Sarah.

Please find the attached memorandums converted to BPA letterhead and updated as appropriate. Unfortunately our memorandums do not allow for editing. If you find that edit is necessary please feel free to copy into a Word document and track change edits and I can update the template. For your ease of cross-reference I am forwarding the original DOE templates. I'm also leaving their guidance documents attached to this email. If you can review and get back to me ASAP it would be appreciated. We will likely start getting letters out to Deciding Official's for issuance tomorrow.

Let me know if you have questions.

Jeannie Claussen

Employee Relations/Performance Specialist | Human Resources Service Center

BONNEVILLE POWER ADMINISTRATION

US DEPARTMENT OF ENERGY

jyclausen@bpa.gov | P 503-230-3180 | F 503-230-5275



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From: Stanley, Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Sent: Monday, December 6, 2021 11:11 AM
To: Claussen, Jeannie (BPA) - HE-1 <jyclausen@bpa.gov>
Subject: FW: COVID-19 Enforcement Update and Next Steps

Phil Stanley

Lead, Employee Relations Specialist | Human Resources Service Center

Bonneville Power Administration

U.S. Department of Energy

Human Resources Shared Service Center

(b)(6) (Cell)

(503) 230-3643 (office)

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have received this message in error, please advise the sender by reply email, and delete this message and any attachments. Thank you.

From: Moore, Erin <erin.moore@hq.doe.gov>

Sent: Monday, December 6, 2021 10:37 AM

To: Chief Human Capital Officer <chco@hq.doe.gov>; Fremont, Douglas <douglas.fremont@nnsa.doe.gov>; Lea, Marcus <marcus.lea@nnsa.doe.gov>; Lowery, Frank <frank.lowery@nnsa.doe.gov>; Powell, Kirk <kirk.powell@nnsa.doe.gov>; Fischer, Timothy <timothy.fischer@nnsa.doe.gov>; Arias-Ortega, Pamela <pamela.arias-ortega@nnsa.doe.gov>; Buckner, Jonathan R. <jonathan.buckner@nnsa.doe.gov>; Lewis, Sabrina <sabrina.lewis@nnsa.doe.gov>; Lawson, Letitia <letitia.lawson@hq.doe.gov>; Waldmann, George <george.waldmann@hq.doe.gov>; Grose, Amy E <groseae@id.doe.gov>; Golub, Sal <sal.golub@nuclear.energy.gov>; Gibson, Vergina (EIA) <vergina.gibson@eia.gov>; Tran, Caroline <caroline.tran@hq.doe.gov>; Johnson, Danny L <danny.johnson@swpa.gov>; Ohlson, Fritha W <fritha.ohlson@swpa.gov>; Tirado, Christopher <christopher.tirado@hq.doe.gov>; Jackiewicz, Christy <christy.jackiewicz@hq.doe.gov>; Kosinski, Shane <shane.kosinski@hq.doe.gov>; Nicoll, Eric <eric.nicoll@hq.doe.gov>; Vance, Brian T <brian.vance@rl.doe.gov>; Reinhard.Knerr@cbfo.doe.gov; Martin, Stephanie (DOE-HQ\AU) <stephanie.martin@hq.doe.gov>; Nelson-Jean, Nicole <nicole.nelson-jean@em.doe.gov>; Dalton, Douglas <douglas.dalton@nnsa.doe.gov>; Gordon, Jason B. <jason.gordon@nnsa.doe.gov>; King, Karin <karin.king@nnsa.doe.gov>; Spyres, Julie <julie.spyres@nnsa.doe.gov>; Martinez, Teresa M. <teresa.martinez@nnsa.doe.gov>; Saenz, Jason P. <jason.saenz@nnsa.doe.gov>; Trujillo, Anna Marie <anna.trujillo@nnsa.doe.gov>; Bellamy, Goodman <goodman.bellamy@nnsa.doe.gov>; Konieczny, Katherine <katherine.konieczny@hq.doe.gov>; Nansel, Gayle R <nansel@wapa.gov>; Heiman, Peter D <heiman@wapa.gov>; Marquez, Colin M <cmarquez@wapa.gov>; Burkett, Edith Lynn <burkett@wapa.gov>; Frisk, Lori L <frisk@wapa.gov>; Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; delaCruz,Adelmo (BPA) - TF-SNOHOMISH <aadelacruz@bpa.gov>; Welch,Dorothy W (BPA) - E-4 <dwwelch@bpa.gov>; Garrett,Paul D (BPA) - PSS-6 <pdgarrett@bpa.gov>; Freudenthal,Michael J (BPA) - CN-7 <mjfreudenthal@bpa.gov>; Majane, Kevin <kevin.majane@hq.doe.gov>; Peralta, Kara Houston <karahouston.peralta@ee.doe.gov>; Welch, Timothy <timothy.welch@ee.doe.gov>; Kinsey, Marlys <marlys.kinsey@ee.doe.gov>; Hsieh, Eric <eric.hsieh@hq.doe.gov>; Walker, Jeffrey <jeffrey.walker@hq.doe.gov>; Frank, Scott <roger.frank@science.doe.gov>; Simpson, Eric <eric.simpson@science.doe.gov>; Wilson, Dennis <dennis.wilson@science.doe.gov>; Miotla, Dennis <dennis.miotla@nuclear.energy.gov>; Williams, Jeffrey T. <jeffreyt.williams@hc.doe.gov>; McWhorter, Timothy <timothy.mcwhorter@hq.doe.gov>; Beard, Susan <susan.beard@hq.doe.gov>; Kruger, Mary <mary.kruger@em.doe.gov>; Corriere, Michael (EIA) <michael.corriere@eia.gov>; Csulak, Emery J <emery.csulak@hq.doe.gov>; Boyken, Marshall S <marshall.boyken@swpa.gov>; Lapointe, Todd <todd.lapointe@hq.doe.gov>; Boulden III, John <john.boulden@hq.doe.gov>; Morman, Laurie <laurie.morman@hq.doe.gov>; West, William <william.west@hq.doe.gov>; Quarles, Vincent <vincent.quarles@hq.doe.gov>; Gerbi, Jennifer <jennifer.gerbi@hq.doe.gov>; Flohr, Connie M <flohrm@id.doe.gov>; Chung, Dae <dae.chung@em.doe.gov>; JOHNSON, THOMAS (SRS) <thomas.johnson@srs.gov>; Hauck, Daryl <daryl.hauck@nnsa.doe.gov>; Tilden, Jay <jay.tilden@nnsa.doe.gov>; Dickenson, Howard <howard.dickenson@nnsa.doe.gov>; Rodrik, Peter <peter.rodrik@nnsa.doe.gov>; Lersten, Cynthia <cynthia.lersten@nnsa.doe.gov>; Ho, Steven <steven.ho@nnsa.doe.gov>; Lucas, John T. <john.t.lucas@hq.doe.gov>; Vigil, Timothy A <tvigil@wapa.gov>; Aust, Jonathan A <aust@wapa.gov>; Hansen, Lisa C <hansen@wapa.gov>; Howard, Kevin D <howard@wapa.gov>; Montoya, Michael M <mmontoya@wapa.gov>; Hall,Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Nakaji,Jinah L (BPA) - KS-4 <lnakaji@bpa.gov>; Raschio,Peter J (BPA) - TTS-DITT-2 <pjraschio@bpa.gov>; Hilliard Creecy,Jamae (BPA) - PE-6 <jlhilliard@bpa.gov>; Johnson,Kelly G (BPA) - TPC-TPP-4 <kgjohnson@bpa.gov>; Petty,Robert J (BPA) - PGP-5 <rjpetty@bpa.gov>; Albright,Margaret I (BPA) - TOO-DITT-2 <mialbright@bpa.gov>; Rasar, Kimberly <kimberly.rasar@hq.doe.gov>; Villar, Jose <jose.villar@hq.doe.gov>; Moreno, Alejandro <alejandro.moreno@ee.doe.gov>; Adams, Andre <andre.adams@ee.doe.gov>; Wilson, Sara <sara.wilson@ee.doe.gov>; Pesin, Michael <michael.pesin@hq.doe.gov>; Marcum, Robert <robert.marcum@hq.doe.gov>; Sissel, Ronald <ronald.sissel@science.doe.gov>; Hitson, Brian Allen <hitsonb@osti.gov>; Richards, Jocelyn <jocelyn.richards@hq.doe.gov>; Ames, Laura G. <laura.ames@hq.doe.gov>; marc.neville@hq.doe.gov; McHale, Jennifer <jennifer.mchale@hq.doe.gov>; Fickes,Anne Macron (BPA) - H-1 <acmacron@bpa.gov>; Wright,Colleen C F (BPA) - H-1

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Subject: [EXTERNAL] COVID-19 Enforcement Update and Next Steps

Good afternoon all,

As you may have heard, the Safer Federal Workplace Taskforce (Taskforce) released updated information last week on the COVID-19 enforcement process for Federal employees. Given the progress made to ensure compliance with the vaccine mandate, the Taskforce encouraged agencies to continue the enforcement process with robust education and counseling efforts during the holiday season.

As a result, DOE is extending our educational period until January 5, 2022, to encourage non-compliant employees to obtain a vaccine. This will impact those who have already received a Letter of Counseling (LOC) as well as those who received a proposed suspension. Please note that we will continue to issue LOCs for those who are not in compliance with the mandatory vaccination requirement and the LOCs will include the Jan 5, 2022, updated timeframe to comply. In the meantime, we will not issue any new letters of proposed suspension to employees and we will not impose a suspension for those who already received their notices. We will revisit enforcement in early January.

Below is an outline of the actions required and your ER specialists will help you execute them early this week (instructions and templates are also attached).

- Proposing Official Action For Employees who Already Received a LOC:
 - Proposing officials will need to send employees an email to inform them that the timeframe specified to come into compliance with EO 14043 has been extended until January 5, 2022.
- Deciding Official Action for Employees who Received a Proposed Suspension:
 - Deciding officials will need to send a Temporary Abeyance Decision Memorandum to those employees who are not compliant as well as those employees who requested a reasonable accommodation.
 - Deciding officials will need to issue a decision notice for any employees who have come into compliance since the proposed suspension was issued.

As always, thank you for your continued flexibility and support in this process.

Erin Moore
Chief Human Capital Officer
Department of Energy
202-586-2666

*Need a quick answer to an HR question? Call the **HR Hotline** 301-903-2500, option 2, or email HRHotline@hc.doe.gov.
Just **ASK! Assistance, Service, and Knowledge***

From: Stanley, Philip S (BPA) - HE-1
Sent: Friday, January 14, 2022 2:02 PM
To: (b)(6)
Subject: Notice of Decision on Proposed 14 Day Suspension
Attachments: Decision Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).BPA.pdf;
Decision Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).BPA.pdf;
Decision Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).BPA_.pdf;
Decision Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6).BPA.pdf

Evidence Case File

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

Tab 5 – MyEnergy Vaccination Record

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, "agency" and collectively, "agencies") for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration's paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to all Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 5 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <td><i>Electrical Trades (all)</i></td><td><i>Non-Electrical Trades</i></td></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

Evidence Case File

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

Tab 5 – MyEnergy Vaccination Record

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – NOD - Temporary Abeyance Letter

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Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein the triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to all Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 5 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <th>Electrical Trades (all)</th><th>Non-Electrical Trades</th></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	Electrical Trades (all)	Non-Electrical Trades	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
Electrical Trades (all)	Non-Electrical Trades														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

Evidence Case File

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

Tab 5 – MyEnergy Vaccination Record

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

Tab 2 – Employee Reply

Tab 1 – NOD - Temporary Abeyance Letter

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, "agency" and collectively, "agencies") for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration's paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to all Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 5 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <td><i>Electrical Trades (all)</i></td><td><i>Non-Electrical Trades</i></td></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

Evidence Case File

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

Tab 5 – MyEnergy Vaccination Record

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

Tab 2 – Employee Reply

Tab 1 – NOD - Temporary Abeyance Letter

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, "agency" and collectively, "agencies") for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration's paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to all Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 5 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <th>Electrical Trades (all)</th><th>Non-Electrical Trades</th></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	Electrical Trades (all)	Non-Electrical Trades	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
Electrical Trades (all)	Non-Electrical Trades														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

From: Stanley, Philip S (BPA) - HE-1
Sent: Friday, January 14, 2022 2:14 PM
To: (b)(6)
Subject: FW: Notice of Decision on Proposed 14 Day Suspension
Attachments: Decision Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6) BPA.pdf;
Decision Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6) BPA.pdf

Good afternoon (b)(6)

Please note that the attached letter is dated to be delivered to the employee on Tuesday 1/18.

Respectfully,

Phil Stanley

Lead, Employee Relations Specialist | Human Resources Service Center

Bonneville Power Administration

U.S. Department of Energy

Human Resources Shared Service Center

(b)(6) (Cell)

(503) 230-3643 (office)

CONFIDENTIALITY NOTE: This message is intended only for the named recipient and may contain confidential, proprietary or legally privileged information. Unauthorized individuals or entities are not permitted access to this information. Any unauthorized dissemination, distribution, or copying of this information is strictly prohibited. If you have received this message in error, please advise the sender by reply email, and delete this message and any attachments. Thank you.

From: Stanley, Philip S (BPA) - HE-1 On Behalf Of Vaccine Mandate Inquiries

Sent: Friday, January 14, 2022 1:58 PM

To: (b)(6)

Subject: Notice of Decision on Proposed 14 Day Suspension

Good afternoon,

Thank you again for your participation within the enforcement process of uphold the Executive Order (EO) 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, issued by the President on September 9, 2021. Effective immediately, the Temporary Abeyance, extending the education period has ended, and we have been directed to continue with the enforcement process. As such, the attached 14 Day suspension letters have been developed by HE and reviewed by OGC, but your concurrence is required, so please let us know immediately if you have any questions/concerns. The attached employees have continue to be non-compliant and we have prepared the documents for you to issue the final determination, suspending them for 14-days.

Employee Relations has individually attached your finalized determination for each employee and identified there first-level supervisor. For your part, please complete the following:

- Digitally sign and save each NOD-14 day suspension.

- Place each suspension letter into an individual email and send it to the employee, copying the first-level supervisor and the Vaccine Mandate Inquiries mailbox at VaccineMandateInquiries@bpa.gov; use the draft email message template below.
- Ensure that you check these two boxes (under options tab) when you send the email.
- Please note that Employee Relations will also mail final determinations for shift workers to their home address.
- Send any responses from the employee to the Vaccine Mandate Inquiries mailbox at VaccineMandateInquiries@bpa.gov as well.

Thank you for serving in this vital role and please let me know if you have any questions/concerns.

Please use the template below for your message to the employee:

Hello,

On November 29, 2021, the Safer Federal Workplace Taskforce (Taskforce) released updated information on the COVID-19 enforcement process for Federal employees, which paused the enforcement process. During the pause, you were encouraged to obtain a vaccine and if fully vaccinated, update your status within MyEnergy. You were also provided resources to obtain valuable information regarding the COVID 19 vaccines, including resources for finding a vaccination location near you.

I have been delegated authority to serve as the Deciding Official to address vaccine mandate enforcement cases for our Departmental Element. You have been identified as not in compliance with the requirements of being fully vaccinated according to Executive Order (EO) 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, issued by the President on September 9, 2021. As a result, you are being issued the attached Notice of Decision, Suspending you from work for 14 calendar days for failure to follow a lawful order. If at any point during your suspension your vaccination status changes, you must notify your supervisor, update MyEnergy, and email the VaccineMandateInquiries@bpa.gov to stop your suspension.

Please read the attached document carefully and take appropriate actions to come into compliance with EO 14043. Additionally, please sign and return the Notice of Decision, Suspending you for 14 calendar days, within 2 business days. Your signature does not indicate your agreement or disagreement with the contents of this memorandum, only that you have received it. Declining to sign will not void the contents of this memorandum.

Additionally, if you have any questions on the efficacy and safety of the COVID-19 vaccines and would like to talk to DOE's Chief Medical Officer, Dr. Michael Ardaiz, he may be reached at michael.ardaiz@hq.doe.gov.

[Enter Your Signature / Block]

Evidence Case File

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

Tab 5 – MyEnergy Vaccination Record

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect: (i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, "agency" and collectively, "agencies") for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration's paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein the triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to all Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 5 – MyEnergy Vaccination Record

(b)(6)

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)	
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547	
Laborers' International Union of North America (LIUNA), Local 335	
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649	
Columbia Power Trades Council (CPTC)	
Union	Job Classifications Represented
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<i>Electrical Trades (all)</i> Dispatcher Substation Operator Lineman Electrician Craftsman (all) Electrical-Mechanical Worker <i>Non-Electrical Trades</i> Facilities Maintenance Worker Electric Utility Carpenter Electrical Rigger
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator

Evidence Case File

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

Tab 5 – MyEnergy Vaccination Record

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – NOD - Temporary Abeyance Letter

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Tab 4 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect: (i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, "agency" and collectively, "agencies") for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration's paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer- BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 5 – MyEnergy Vaccination Record

(b)(6)

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <td><i>Electrical Trades (all)</i></td><td><i>Non-Electrical Trades</i></td></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

From: Foots Jr,Freddie L (BPA) - HE-1
Sent: Friday, January 14, 2022 2:50 PM
To: Stanley,Philip S (BPA) - HE-1
Subject: NOPS (b)(6)
Attachments: (b)(6) BPA_Proposal Notice - 14 Day Suspension Vaccine Non-Compliance.pdf

Package for (b)(6) attached.

Respectfully,

Freddie L. Foots Jr.
Employee & Labor Relations | Human Resources Service Center
Bonneville Power Administration
U.S. Department of Energy
503-230-3876 | flfoots@bpa.gov

[HR Customer Experience Survey](#) – Let us know how we're doing!

Evidence Case File

Tab 1 – Letter of Counseling and Attachments

Tab 2 – MyEnergy Vaccination Record

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

Tab 1 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect: (i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, “agency” and collectively, “agencies”) for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration’s paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to all Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 2 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 3 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)	
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547	
Laborers' International Union of North America (LIUNA), Local 335	
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649	
Columbia Power Trades Council (CPTC)	
Union	Job Classifications Represented
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<i>Electrical Trades (all)</i> Dispatcher Substation Operator Lineman Electrician Craftsman (all) Electrical-Mechanical Worker <i>Non-Electrical Trades</i> Facilities Maintenance Worker Electric Utility Carpenter Electrical Rigger
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator

From: Stanley, Philip S (BPA) - HE-1
Sent: Friday, January 14, 2022 3:26 PM
To: (b)(6)
Subject: RE: Notice of Decision on Proposed 14 Day Suspension (Questions)
Attachments: Decision Notice - 14 Day Suspension Vaccine Non-Compliance (b)(6) BPA_.pdf

Good afternoon,

Attached is the updated letter for (b)(6). Also, having the digitally signed today and dated 1/18 is no issue.

Please let me know if you have any questions/concerns.

Respectfully,

Phil Stanley

*Lead, Employee Relations Specialist | Human Resources Service Center
Bonneville Power Administration
U.S. Department of Energy
Human Resources Shared Service Center
(b)(6) (Cell)
(503) 230-3643 (office)*

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From: (b)(6)
Sent: Friday, January 14, 2022 3:13 PM
To: Stanley, Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Cc: (b)(6)
Subject: RE: Notice of Decision on Proposed 14 Day Suspension (Questions)
Importance: High

Phil, a couple of questions:

- I digitally signed the documents today, with Jan 14th, but the letterhead says Jan 18th. Is that a problem?
- (b)(6) letter does not have a date in the letterhead (blank), the other three do. Can you send me a new letter with the date Jan 18th?

Thanks – I am holding on to the emails until Tuesday morning. Best, (b)(6)

From: Stanley, Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Sent: Friday, January 14, 2022 2:02 PM
To: (b)(6)
Subject: Notice of Decision on Proposed 14 Day Suspension

Evidence Case File

Tab 1 – NOD - Temporary Abeyance Letter

Tab 2 – Employee Reply

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

Tab 5 – MyEnergy Vaccination Record

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

Tab 2 – Employee Reply

Tab 1 – NOD - Temporary Abeyance Letter

Tab 3 – Notice of Proposed Suspension

Tab 4 – Letter of Counseling and Attachments

BRIEFING ROOM

Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees

SEPTEMBER 09, 2021 • PRESIDENTIAL ACTIONS

By the authority vested in me as President by the Constitution and the laws of the United States of America, including sections 3301, 3302, and 7301 of title 5, United States Code, it is hereby ordered as follows:

Section 1. Policy. It is the policy of my Administration to halt the spread of coronavirus disease 2019 (COVID-19), including the B.1.617.2 (Delta) variant, by relying on the best available data and science-based public health measures. The Delta variant, currently the predominant variant of the virus in the United States, is highly contagious and has led to a rapid rise in cases and hospitalizations. The nationwide public health emergency, first declared by the Secretary of Health and Human Services on January 31, 2020, remains in effect, as does the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) declared pursuant to the National Emergencies Act in Proclamation 9994 of March 13, 2020 (Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak). The Centers for Disease Control and Prevention (CDC) within the Department of Health and Human Services has determined that the best way to slow the spread of COVID-19 and to prevent infection by the Delta variant or other variants is to be vaccinated.

COVID-19 vaccines are widely available in the United States. They protect people from getting infected and severely ill, and they significantly reduce the likelihood of hospitalization and death. As of the date of this order, one of the COVID-19 vaccines, the Pfizer-BioNTech COVID-19 Vaccine, also known as Comirnaty, has received approval from the Food and Drug Administration (FDA), and two others, the Moderna COVID-19 Vaccine and the Janssen COVID-19 Vaccine, have been authorized by the FDA for emergency use. The FDA has determined that all three vaccines meet its rigorous standards for safety, effectiveness, and manufacturing quality.

The health and safety of the Federal workforce, and the health and safety of members of the public with whom they interact, are foundational to the efficiency of the civil service. I have determined that ensuring the health and safety of the Federal workforce and the efficiency of

the civil service requires immediate action to protect the Federal workforce and individuals interacting with the Federal workforce. It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their co-workers and members of the public. The CDC has found that the best way to do so is to be vaccinated.

The Safer Federal Workforce Task Force (Task Force), established by Executive Order 13991 of January 20, 2021 (Protecting the Federal Workforce and Requiring Mask-Wearing), has issued important guidance to protect the Federal workforce and individuals interacting with the Federal workforce. Agencies have also taken important actions, including in some cases requiring COVID-19 vaccination for members of their workforce.

Accordingly, building on these actions, and in light of the public health guidance regarding the most effective and necessary defenses against COVID-19, I have determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to such exceptions as required by law.

Sec. 2. Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

Sec. 3. Definitions. For the purposes of this order:

- (a) The term “agency” means an Executive agency as defined in 5 U.S.C. 105 (excluding the Government Accountability Office).
- (b) The term “employee” means an employee as defined in 5 U.S.C. 2105 (including an employee paid from nonappropriated funds as referenced in 5 U.S.C. 2105(c)).

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) If any provision of this order, or the application of any provision to any person or

circumstance, is held to be invalid, the remainder of this order and the application of any of its other provisions to any other persons or circumstances shall not be affected thereby.

JOSEPH R. BIDEN JR.

THE WHITE HOUSE,
September 9, 2021.

Safer Federal Workforce Task Force

COVID-19 Workplace Safety: Agency Model Safety Principles

Last Updated September 13, 2021 (Previously Updated July 29, 2021)

Recent Updates

- Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.
- With the government-wide adoption and implementation of these vaccination requirements, agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated, although they may do so.
- The President has [announced](#) that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building.

Purpose

The purpose of this document is to provide model safety principles for executive departments and agencies (hereafter, "agency" and collectively, "agencies") for their COVID-19 workplace safety plans. In Executive Order No. 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the Federal Government. In his Executive Order on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* and his Executive Order on *Ensuring Adequate COVID Safety Protocols for Federal Contractors*, President Biden directed the Task Force to issue guidance on implementation of the requirements in those Orders.

Agencies should incorporate these model safety principles into their existing COVID-19 workplace safety plans.

Agencies with onsite contractor employees should address how the protocols below are applied to those individuals to promote Federal workplace safety in the context of COVID-19.

Overview of Model Principles

The Federal Government is committed to addressing essential work requirements consistent with best public health practices. The Administration's paramount concern is the health and safety of all Federal employees, onsite contractor employees, and individuals interacting with the Federal workforce.

The principles presented here are aligned with the latest guidance from the Centers for Disease Control and Prevention (CDC) for employers and for fully vaccinated people and the Occupational Safety and Health Administration (OSHA) on protecting workers, based on evolving understanding of the pandemic. These principles will be reassessed over time, as conditions warrant and as CDC guidelines are updated.

Where a locality has imposed additional pandemic-related requirements more protective than those set forth in these model safety principles, those requirements should be followed in Federal buildings and on Federal land in that locality.

Goal

The health and safety of the Federal workforce is the Administration's highest priority.

Health and Safety

Vaccination

To ensure the safety of the Federal workforce, Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than November 22, 2021.

When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. Employees may not be credited with administrative leave for time spent getting a vaccination. If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours the normal overtime hours of work rules apply.

Employees will receive paid time off to address any side effects. Employees will also receive paid time off to accompany a family member being vaccinated. For this purpose, a "family member" is an individual who meets the definition of that term in OPM's leave regulations (see 5 CFR 630.201).

Some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, agencies need to ask about the vaccination status of visitors to Federal buildings and onsite contractor employees who are not yet contractually required to be vaccinated. Individuals must attest to the truthfulness of the response they provide. When an individual discloses that they are not fully vaccinated or declines to provide information on their vaccination status, agencies should treat that individual as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing and physical distancing.

Onsite contractor employees who are not yet contractually required to be vaccinated and who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building—as noted below, if a contractor employee is regularly tested pursuant to an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Visitors to Federal buildings who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building. See the section below on Meetings, Events, and Conferences

for how visitor requirements apply to in-person participants in meetings, events, and conferences hosted by agencies.

These requirements related to the provision of information about vaccination and provision of proof of a recent negative COVID-19 test do not apply to members of the public entering a Federal building or Federal land to obtain a public service or benefit. If they are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

For purposes of this guidance, when determining levels of community transmission in a given area, agencies should reference the CDC COVID-19 Data Tracker County View. Agencies can use discretion in determining the counties relevant to the determination of the level of community transmission in a given area for a given Federal facility. For example, agencies may consider the county in which an agency facility is located as well as the transmission levels of surrounding local counties from which employees commute to the facility.

Telework and Remote Work

Agencies should utilize telework and remote work consistent with the principles set forth in OMB Memorandum M-21-25 and agency plans for reentry and post-reentry.

COVID-19 Coordination Team

Each agency should maintain its COVID-19 Coordination Team, as detailed in OMB Memorandum M-21-15. This team should, at a minimum, include a representative from: each component agency (if applicable); the appropriate human resources office(s); occupational safety and health experts; executive leadership; legal counsel; and a public health expert. If such a public health expert does not exist at the agency, the Safer Federal Workforce Task Force will designate someone. The team should meet regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The team should coordinate all decisions with Facility Security Committees, as appropriate. For privately owned facilities leased by the Federal Government, the team must coordinate with the General Services Administration (GSA), where appropriate, and the lessor's designated representative.

Face Masks and Physical Distancing

Federal employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. In addition, some contractor employees may not yet be subject to a contractual requirement to be vaccinated, and some visitors may not be fully vaccinated or decline to provide information on their vaccination status.

Individuals who are not fully vaccinated must wear a mask regardless of community transmission level. In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings, except for limited exceptions discussed in this section.

In areas of low or moderate transmission, in most settings, fully vaccinated people generally do not need to wear a mask or physically distance in Federal buildings or on Federal land, except where required by Federal, State, local, Tribal, or territorial laws, rules, or regulations. Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons. Nothing in CDC guidance precludes an employee from wearing a mask, if the employee so chooses. CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, and schools, should be followed, as applicable.

Individuals who are not fully vaccinated or who decline to provide their vaccination status—or who are in an area of substantial or high transmission—must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance. CDC recommends the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Agencies should not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.

In addition to properly wearing a mask, individuals who are not fully vaccinated or who decline to provide information about their vaccination status must maintain distance. To the extent practicable, individuals who are not fully vaccinated or who decline to provide information about their vaccination status should maintain a distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces.

For individuals who are required to wear a mask:

- Appropriate masks should be worn consistently and correctly (over mouth and nose).
- Appropriate masks should be worn in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- In general, people do not need to wear masks when outdoors. However, consistent with CDC guidance, those who are not fully vaccinated should wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated.
- Agencies may provide for exceptions consistent with CDC guidelines, for example, when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distancing in accordance with CDC guidelines.

Masked individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

Testing

Agencies may establish a program to test Federal employees who are not fully vaccinated for COVID-19. Agencies may also test contractor employees working onsite who are not fully vaccinated as part of a

testing program—if contractor employees are tested as part of an agency testing program, they do not need to provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building unless required to by the agency testing program.

Agencies must have a process in place for employee diagnostic testing after a workplace exposure.

Contact Tracing

The agency's COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage contacts of COVID-19 cases.

The team will engage in coordination with facilities staff to implement infection control and workplace safety efforts once informed of a known or suspected case of COVID-19 (due either to specific symptoms or a positive test).

The team should ensure that the agency makes disclosures to local public health officials, as required or necessary, to provide for the health and safety of Federal employees, contractor employees, and the general public, in accordance with local public health mandates. If COVID-19 cases occur within a specific building or work setting, it will be the responsibility of that agency's COVID-19 Coordination Team (or a field office or agency component designee) to determine—in consultation with local public health officials—appropriate next steps. Agencies should be transparent in communicating related information to the workforce, as relevant and appropriate; disclosures must be consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

Federal employees should adhere strictly to CDC guidelines before, during, and after travel.

For Federal employees who are fully vaccinated, there are no Government-wide restrictions on travel (although agency travel policies still apply).

For the limited number of Federal employees who are not fully vaccinated, agencies should generally observe the following guidance, unless it is contrary to a reasonable accommodation to which an employee is legally entitled. Official domestic travel should be limited to only necessary mission-critical trips. International travel should also be avoided, if at all possible, unless it is mission critical (e.g., military deployments, COVID-19 response deployments or activities, diplomats traveling, high-level international negotiations that cannot occur remotely). Heads of agencies should issue specific guidance to account for the particulars of their agency's mission.

Meetings, Events, and Conferences

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide

information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring

If Federal employees, onsite contractors, or visitors have symptoms consistent with COVID-19, they should not enter a Federal workplace.

Federal employees and contractor employees working on site should regularly complete virtual or in-person health checks (ask about symptoms, close contact with someone with SARS-CoV-2 infection, and SARS-CoV-2 testing and diagnosis status). The agency will use this information to assess the individual's risk level and to determine whether the individual should be allowed entry to the workplace. Visitors may be asked to complete symptom screening before entering a Federal facility. In developing these tools, agencies may adapt the one developed by CDC.

Any individual, regardless of vaccination status, who develops any symptoms consistent with COVID-19 during the workday must immediately isolate, wear a mask (if the individual is not already doing so and one is available), notify their supervisor, and promptly leave the workplace. Agencies should have processes in place to provide advice and support to supervisors on any related reporting or human resources requirements.

Quarantine, Isolation, and Steps for Fully Vaccinated Individuals Following Exposure to Someone with Suspected or Confirmed COVID-19

Any individual with a suspected or confirmed case of COVID-19 will be advised to isolate, pursuant to CDC guidelines, and in compliance with State, local, and Tribal laws and regulations. Personnel who are not fully vaccinated and who have had a close contact with someone who has tested positive for COVID-19 should follow CDC and State, local, and Tribal guidance for quarantine.

Individuals who have been fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if they do not have symptoms. They should also wear a mask indoors in public for 14 days following exposure or until their test result is negative. If their test result is positive, they should isolate for 10 days.

Confidentiality and 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. Agencies should consult their Senior Agency Officials for Privacy on matters related to the handling of personally identifiable information and identify a point of contact for all questions relating to personal medical information.

Workplace Operations

Occupancy

Agencies may establish occupancy limits for specific workplaces as a means of facilitating physical distancing. Note that by reducing the number of people in a space, occupancy limits also increase the heating, ventilation, and air conditioning delivery of outdoor air per person.

Environmental Cleaning

Agencies should ensure regular cleaning of 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. Wipes and other Environmental Protection Agency-approved disinfectants will be made available for use by individuals to wipe down workstations and related personal property. Physical barriers, such as plexiglass shields, may be installed, where appropriate.

In the event of a suspected or confirmed case of COVID-19 in the workplace, agencies should ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with CDC and, where applicable, GSA guidance, which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If enhanced cleaning is required, wait as long as possible (at least several hours) before cleaning and disinfecting. Extended wait periods allow increased opportunity for viral deactivation to occur naturally, while also allowing time for aerosols to settle, prior to surface disinfection.

The agency's COVID-19 Coordination Team will determine the appropriate scope of workplace closures needed—in some cases, it may be a suite or individual offices or part of a floor, in other cases, it may include an entire building.

Hygiene

Hand sanitizer stations are to be available at the building entrance and throughout workspaces. Hand sanitizers should contain at least 60% alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients should be listed on a "Drug Facts" label. Agencies should ensure the hand sanitizer is not on the FDA's do not use list.

Ventilation and Air Filtration

Modifications to ventilation systems should be considered in accordance with CDC guidance, especially as building population density increases. To the maximum extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. Deployment of portable high-efficiency particulate air (HEPA) cleaners should be considered for higher-risk spaces (e.g., health clinics).

Collective Bargaining Obligations

Consistent with President Biden's policy to support collective bargaining, agencies are reminded to satisfy applicable collective bargaining obligations under 5 U.S.C. Chapter 71 when implementing workplace safety plans, including on a post-implementation basis where necessary. Agencies are also strongly encouraged to communicate regularly with employee representatives on workplace safety matters.

From: [Furrer, Robin R. \(BPA\) - N-7](#)
Subject: Further information on vaccination mandate for all federal employees
Date: Monday, September 20, 2021 4:41:30 PM

TO: ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

Oct. 11 – First dose deadline if receiving the Moderna vaccine

Oct. 18 – First dose deadline if receiving the Pfizer-BioNTech vaccine

Nov. 8 – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

Nov. 8 – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

Additional information and resources on vaccinations

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce. Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: [Furrer, Robin R \(BPA\) - N-7](#)
Subject: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24
Date: Thursday, September 23, 2021 1:10:27 PM

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: [Communications](#)
To: [ADL All Fed \(DYN\)](#)
Subject: COVID-19 Update – Mandatory Vaccination Certification MyEnergy System is Available
Date: Thursday, October 14, 2021 11:40:12 AM

The original DOECASST text has been modified to reflect information that applies to BPA's federal workforce.

Team DOE,

President Biden issued an [Executive Order](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**, to protect your health and safety as well as members of the public. This requirement applies to all Federal employees regardless of remote, telework, or onsite reporting status, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#).

Federal employees are required to provide proof of vaccination (e.g., a picture of your vaccine card) and certify under penalty of perjury that the documentation being submitting is true and correct. The MyEnergy system has been modified to accommodate this new requirement as well as capture additional information regarding the location and where you received your vaccination. Federal employees who fail to comply with the requirement to be fully vaccinated, provide proof of vaccination, and complete DOE's Mandatory Vaccination Certification form may be subject to disciplinary action, up to and including removal from Federal service.

To execute this requirement, **all DOE Federal employees** are required to go into the [Mandatory Vaccination Certification MyEnergy](#) system as soon as possible. **No later than Monday, October 25**, all Federal employees must go into MyEnergy, complete the Mandatory Vaccination Certification form, and upload the required documentation. Requirements for completing the form, including acceptable types of documentation and detailed information regarding the vaccination status options in MyEnergy are outlined [here on PowerPedia](#).

If you plan to request a legally required reasonable or religious accommodation, please submit your request by Monday, October 25, 2021. For your request to be processed, you must contact BPA Local Reasonable Accommodation Coordinator at ReasonableAccommodation@bpa.gov to complete the necessary documentation in accordance with [DOE's Reasonable Accommodation Policy](#).

If an option other than fully vaccinated is selected, the information on the form can be updated at any time to reflect the most current vaccination status. As a reminder, there are [many locations](#) for you to get vaccinated—and it can be done during duty time! Please visit [this PowerPedia site](#) to find additional information on the vaccinations and answers to vaccination myths.

BPA may begin its enforcement process as soon as November 9, for those Federal employees who have not met the requirements of the Executive Order. Progressive discipline will be used beginning with a letter of counseling educating employees on the vaccinations and directing employees to receive their vaccination within 5 days. If no progress is demonstrated, DOE will proceed with a 14-calendar day unpaid suspension followed by a removal from Federal service. All due-process rights will be followed, and timelines and requirements will be executed in accordance with any applicable Collective Bargaining Agreements. If an employee is within the probationary/trial period of employment, the suspension will be skipped; and Management will proceed with a removal from Federal Service following the counseling period, should the employee take no additional actions toward full vaccination.

Thank you,

Tarak Shah

Chief of Staff

U.S. Department of Energy

Using Google Chrome or Microsoft Edge (please note Internet Explorer is not supported), log on to [MyEnergy](#) to complete the electronic Mandatory Vaccination Certification form and upload proof of vaccination. For those who previously completed the attestation in MyEnergy, the information already submitted has been retained and can be updated.

You will receive an email notice upon submission of completing the form and uploading proof of vaccination. The email is coming from "IT Service Desk myenergy@servicenowservices.com" and may be filtered under the "Other" category in your inbox.

Step-by-step instructions with screen shots to access the system and complete the Mandatory Vaccination Certification form can be found on [MyEnergy](#). There may be heavy user volume on MyEnergy. If you have problems accessing the MyEnergy application or attaching documents, please contact the EITS Help Desk by calling 301-903-2500, Monday through Friday. You may also contact: MyEnergySupport@hq.doe.gov.

If you have a question about what documentation is acceptable, please email VaccineAttestation@hq.doe.gov.



COVID-19 Vaccination Fact Sheet

October 2021

How can I receive the vaccine?

There are many locations you can go to [get vaccinated](#).

What vaccines are authorized?

There are currently three FDA authorized vaccines to prevent COVID-19 in the United States. Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization.

Two vaccines require 2 shots to get the most protection. The Pfizer-BioNTech vaccine is given 21 days apart and the Moderna vaccine is given 28 days apart. You should get your second shot as close to the recommended interval as possible. The Johnson & Johnson vaccine only requires one shot.

Are there side effects from receiving the vaccine?

The most common side effects are pain and swelling in the arm where you received the shot. In addition, you may have fever, chills, tiredness, and headache. These side effects may affect your ability to do daily activities, but they should go away in a few days. The COVID-19 vaccine will not make you sick with COVID-19. None of the authorized [COVID-19 vaccines in the United States](#) contain the live virus that causes COVID-19.

How does the vaccine work?

COVID-19 vaccines work by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Being protected from getting sick is important because even though many people with COVID-19 have only a mild illness, others may get a severe illness, have long-term health effects, or even die. There is no way to know how COVID-19 will affect you, even if you don't have an increased risk of developing severe complications.

Can an employee who participates in a clinical trial for a COVID-19 vaccine be considered fully vaccinated?

Once it has been confirmed that a U.S. participant in a COVID-19 vaccine trial received "active" vaccine, and not placebo, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca/Oxford vaccine meets the criteria. More information is available [here](#).

More information is available from the CDC: [Facts about COVID-19 Vaccines](#); [COVID-19 Vaccine Myths & Facts](#)

Myth: Coronavirus vaccines were developed too fast to be safe.

Fact: Coronavirus vaccines are safe. The vaccines that are being deployed have undergone strict and rigorous clinical trials.

Myth: Coronavirus vaccines alter DNA.

Fact: COVID-19 mRNA vaccines do not change or interact with your DNA in any way. mRNA instructs out cells how to make a protein that triggers an immune response.

Myth: I can get COVID-19 from the vaccine.

Fact: None of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19. A COVID-19 vaccine cannot make you sick with COVID-19.



U.S. DEPARTMENT OF
ENERGY



Mandatory COVID-19 Vaccinations for Federal Employees

On September 9, 2021, President Biden issued an [Executive Order](#) to promote the health and safety of the Federal workforce and the efficiency of the civil service. It mandates **all Federal employees to be fully vaccinated by November 22, 2021**. This applies to **all** Federal employees regardless of remote, telework, or onsite reporting status.

Plan ahead!

If you are not vaccinated, please visit www.vaccines.gov to find a COVID-19 vaccine near you.

To be considered fully vaccinated, Federal employees must have their second Moderna or Pfizer vaccination, or the single-dose Johnson & Johnson vaccination, 14-days prior to November 22, 2021. The table below provides the no-later-than dates Federal employees must receive their vaccinations to meet the mandated deadline.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
FIRST SHOT	October 11, 2021	October 18, 2021	November 8, 2021
SECOND SHOT	November 8, 2021	November 8, 2021	n/a
FULLY VACCINATED	November 22, 2021	November 22, 2021	November 22, 2021

TIMING YOUR SECOND SHOT

The timing between your first and second shots depends on which vaccine you receive:

Moderna: 4 weeks (28 days)

Pfizer: 3 weeks (or 21 days)

Federal employees can use duty time to get vaccinated. In addition, Federal employees can receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.

For information on the reasonable accommodation process, please visit <https://hcnet.doe.gov/reasonable-accommodation>.



U.S. DEPARTMENT OF
ENERGY

Tab 5 – MyEnergy Vaccination Record

Note: the MyEnergy Vaccination Record screenshot for this case has been saved in a separate file.

Tab 6 – List of Union Representatives
for Bargaining Unit Employees

If on detail, the union representative will be for the permanent position of record, if detailed from one BU to another or out of the bargaining unit. If on temporary promotion out of the BU or into a different BU then where they are now is applicable.

List of Union Representatives

American Federation of Government Employees (AFGE)															
Michael Braden, President at afgeunion@bpa.gov or 503-230-3547															
Laborers' International Union of North America (LIUNA), Local 335															
Judy Schoenberg at jlschoenberg@bpa.gov or 360-616-6649															
Columbia Power Trades Council (CPTC)															
Union	Job Classifications Represented														
Walter LaChapelle Teamsters Local 58 360-693-5841 teamsterlocal58@msn.com	Electric Utility Material Handler Rigging Truck Driver														
Dave Rondeau International Brotherhood of Electrical Workers (IBEW), Local 125 503-262-9125 (Union Hall) 503-807-9005 (Cell) dave@ibew125.com	<table> <tr> <th><i>Electrical Trades (all)</i></th><th><i>Non-Electrical Trades</i></th></tr> <tr> <td>Dispatcher</td><td>Facilities Maintenance Worker</td></tr> <tr> <td>Substation Operator</td><td>Electric Utility Carpenter</td></tr> <tr> <td>Lineman</td><td>Electrical Rigger</td></tr> <tr> <td>Electrician</td><td></td></tr> <tr> <td>Craftsman (all)</td><td></td></tr> <tr> <td>Electrical-Mechanical Worker</td><td></td></tr> </table>	<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>	Dispatcher	Facilities Maintenance Worker	Substation Operator	Electric Utility Carpenter	Lineman	Electrical Rigger	Electrician		Craftsman (all)		Electrical-Mechanical Worker	
<i>Electrical Trades (all)</i>	<i>Non-Electrical Trades</i>														
Dispatcher	Facilities Maintenance Worker														
Substation Operator	Electric Utility Carpenter														
Lineman	Electrical Rigger														
Electrician															
Craftsman (all)															
Electrical-Mechanical Worker															
Nichet Newsome Steamfitters Local 290 503- 691-5700 nichetn@ua290.org	Welders Plumbers Facility Maintenance Technician (HVAC)														
Bob Petroff International Association of Machinist & Aerospace Workers, District 503-656-1475 bobb@iamw24.org	Machinists Heavy Mobile Equipment Mechanic Aircraft Maintenance Technician														
Jack Johnson International Union of Painters and Allied Trades (IUPAT), District 5 503-257-6644 jjohnson@iupatdc5.org	Painters														
Brian Noble Sheet Metal Workers, Local 16 503-254-0123 bnoble@smw16.org	Sheet Metal Mechanic														
Nathan Stokes Operating Engineers, Local 701 503-650-7701 nathan@IUOE701.com	Heavy Equipment Operator														

From: Browning-Craig,Hilary (BPA) - LG-7
Sent: Tuesday, January 18, 2022 9:04 AM
To: Claussen,Jeannie (BPA) - HE-1
Cc: Stanley,Philip S (BPA) - HE-1
Subject: RE: NOPS -(b)(6)

Hi Jeannie,

Legal review is complete for these two (b)(6). I did not see anything that rises to the level of a legal sufficiency issue. Under normal circumstances I would have some suggestions but I understand that we have limited time to get these out and also limited ability to change the template.

I do recommend adding the date that the MyEnergy record was retrieved – either on the document or in the document title – in order to demonstrate that the record is current.

Thank you for the opportunity to review.

Hilary

From: Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Sent: Friday, January 14, 2022 2:53 PM
To: Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>
Subject: NOPS - (b)(6)

Phil Stanley

*Lead, Employee Relations Specialist | Human Resources Service Center
Bonneville Power Administration
U.S. Department of Energy
Human Resources Shared Service Center*

(b)(6) (Cell)
(503) 230-3643 (office)

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From: Browning-Craig,Hilary (BPA) - LG-7
Sent: Tuesday, January 18, 2022 9:13 AM
To: Claussen,Jeannie (BPA) - HE-1
Cc: Stanley,Philip S (BPA) - HE-1
Subject: RE: NOPS - (b)(6)

Thanks. Noted but now I only have one left 😊

From: Claussen,Jeannie (BPA) - HE-1 <jyclausen@bpa.gov>
Sent: Tuesday, January 18, 2022 9:11 AM
To: Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>
Cc: Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Subject: RE: NOPS - (b)(6)

I'll add a footnote to each of the MyEnergy Records. Feel free to send all at once upon your review rather than individually.

Thank you,

~ Jeannie

From: Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>
Sent: Tuesday, January 18, 2022 9:10 AM
To: Claussen,Jeannie (BPA) - HE-1 <jyclausen@bpa.gov>
Cc: Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Subject: RE: NOPS - (b)(6)

Hi Jeannie,

Legal review is complete for this one (b)(6). I did not see anything that rises to the level of a legal sufficiency issue. Under normal circumstances I would have some suggestions but I understand that we have limited time to get these out and also limited ability to change the template.

I do recommend adding the date that the MyEnergy record was retrieved – either on the document or in the document title – in order to demonstrate that the record is current.

Thank you for the opportunity to review.
Hilary

From: Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Sent: Friday, January 14, 2022 2:57 PM
To: Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>
Subject: NOPS - (b)(6)

Phil Stanley

*Lead, Employee Relations Specialist | Human Resources Service Center
Bonneville Power Administration
U.S. Department of Energy
Human Resources Shared Service Center*

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From: Browning-Craig,Hilary (BPA) - LG-7
Sent: Tuesday, January 18, 2022 9:23 AM
To: Claussen,Jeannie (BPA) - HE-1
Cc: Stanley,Philip S (BPA) - HE-1
Subject: RE: NOPS - (b)(6)

Jeannie,
Legal review is complete for this one (b)(6). I did not see anything that rises to the level of a legal sufficiency issue.

Thank you for the opportunity to review.
Hilary

From: Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>
Sent: Friday, January 14, 2022 3:47 PM
To: Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>
Subject: FW: NOPS - (b)(6)

Phil Stanley

*Lead, Employee Relations Specialist | Human Resources Service Center
Bonneville Power Administration
U.S. Department of Energy
Human Resources Shared Service Center*

(b)(6) (Cell)
(503) 230-3643 (office)

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