



HUD COVID-19 Response Safe Federal Workplace Plan

Headquarters and Field Offices

U.S. Department of Housing and Urban Development

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Overview

On January 24, 2021, the Executive Office of the President, in the Office of Management and Budget, issued [M-21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#) (Memo) which provides guidance to agencies following the President's Executive Order on [Protecting the Federal Workforce and Requiring Mask Wearing](#). The Memo focuses on aligning safety standards for the Federal workplace with guidelines set forth by the Centers for Disease Control and Prevention (CDC) for [business and employers responding to COVID-19](#). Further, it directs agencies to utilize the provided model as a guide to make changes to their existing COVID-19 plans as well as review, adapt, and implement the safety principles outlined in the document. In response to the Memo, the Department of Housing and Urban Development (HUD) has taken the appropriate steps to amend the current guidance to ensure compliancy with CDC requirements, with an emphasis on the health and safety of employees.

Specifically, HUD has taken the following actions required in the Memo:

1. Immediately required correct and consistent use of masks and physical distancing consistent with current CDC guidance in all Federal workplaces and buildings.
2. Reviewed the safety principles presented in the Memo and adapted as necessary to meet the needs of the agency.
3. Designated a COVID-19 coordination team within the agency.

The new guidance will supersede previous guidance in the Department's Resuming Normal Operations Guide. Although some active procedures from the previous guide will be included, this new guidance will focus on implementing science-based safety measures to halt the spread of COVID-19 and place an emphasis on masking, physical distancing, and the health and safety of HUD employees. Headquarters and all HUD facilities will adhere to the guidance in this document and it will be applicable to all HUD employees, HUD contractors, and all persons accessing HUD facilities. Headquarters includes the Weaver Building and the following satellite offices: Portals, Potomac Office Center, Washington Office Center, Capitol View, and L'Enfant Plaza. For the purposes of this guidance, the satellite offices will be included in the *Regional/Field Office* guidance, unless otherwise stated. For Ginnie Mae, separate guidance will be noted.

The HUD COVID-19 Operations Coordination Team will have direct oversight of implementation, enforcement, and ongoing monitoring of the safety measures identified in this guidance.

HUD COVID-19 Coordination Team (Operations)

As required by the [M-21-15](#) Memo, the HUD COVID-19 Operations Coordination Team (Coordination Team) will be responsible for "conducting assessments in order to establish, implement, and monitor compliance with: (a) safety protocols for physical space and masking; and (b) determinations of on-site and telework/remote working." Further, the Coordination Team will also be responsible for communication plans and operational policies associated with safety

standards identified in this guidance. The Coordination Team will meet bi-weekly—with the option to transition to monthly meetings—to review guidance, process efficiency, and make any necessary changes, as conditions warrant.

The Coordination Team¹ is chaired by the Secretary's Chief of Staff and is comprised of the following senior positions representing all program areas: General Deputy Assistant Secretary (GDAS) for Administration (Deputy Chair); Senior Advisor to the Secretary; Director, Employee Labor Relations; Safety Officer, Office of Facilities Management (Occupational Health); GDAS for Housing; GDAS for Fair Housing and Equal Employment Opportunity; GDAS for Congressional and Intergovernmental Affairs; Assistant Secretary for Public Affairs; GDAS for Community Planning and Development; GDAS for Public and Indian Housing; GDAS for Policy Development and Research; Assistant Deputy Secretary, Field Policy and Management; Deputy Chief Financial Officer; Deputy Chief Information Officer; Director, Office of Lead Hazard Control and Healthy Homes; Senior Vice President, Ginnie Mae; and the Director, Office of Field Support Services. The Coordination Team also includes a public health expert from the CDC, who will advise on the development of occupational health and safety policies, and the President's Management Council's representatives from the Office of Administration.

Team members are subject to change in response to any appropriate personnel adjustments.

Health and Safety Standards

Telework and Remote Work

On January 29, 2021, communication was sent to all employees regarding the continuation of the current operating status. Any change in operational status for the Agency, including Agency components, will be situational-based, data-driven, and informed by the CDC and public health experts on community transmission levels, virus trends, and vaccine implementation.

HUD offices are currently in mandatory or maximum telework status, and it remains voluntary for employees to return to the worksite. All offices have completed the required building safety and preparedness procedures, such as implementing social distancing measures, posting signage, and conducting ongoing and follow-up cleaning, if necessary. Under mandatory telework, employees should not enter the building unless an exception is approved. Under maximum telework, employees must notify their supervisor before accessing the office. If in a field office, the management chain must also notify the Deputy Regional Administrator or Field Office Director to ensure social distancing measures are being followed. As described in previous guidance, maximum telework allows for employees to work up to five days per week which continues to be strongly encouraged.

Attendance at meetings and/or conferences will continue to be virtual, and if meetings are determined to be mission essential, adequate social distancing will be maintained.

¹ Coordination Team Members can be found on the COVID-19 Employee Resource Page on HUD@Work.

Prior to all operational status changes, employees will be provided no less than 30-day advanced notice and guidance before returning to their duty stations.

Face Masks

On September 9, 2020, guidance was issued to all HUD employees and contractors regarding the mandatory use of face masks. The Department continues to fully enforce the use of face masks by all HUD employees and contractors upon entry to HUD facilities and in all shared workspaces and common areas, including open floorplan office space, cubicle embankments, conference rooms, hallways, stairways, and restrooms. As an exception, masks may be removed if in a private office, if the employee is alone and enclosed by four walls reaching the ceiling, with the door closed; however, a mask must be worn if an individual approaches the door or if leaving out of the office. Masks also may be removed for a limited time when eating or drinking while maintaining social distancing in accordance with CDC guidelines. If an employee is unable to wear a mask due to sensory, cognitive, or behavioral issues, the employee should contact the Department's Reasonable Accommodation Branch at ReasonableAccommodationBranch@hud.gov or work with the immediate supervisor regarding telework flexibilities.

Individuals may be asked to lower their masks briefly for identification purposes in compliance with safety and security requirements. Masks must also be worn in outdoor shared spaces when physical distancing is not possible.

The CDC recommends the following [types of masks](#):

- **Cloth face masks**
 - Masks with multiple layers of tightly woven, breathable fabric
 - Masks with nose wire
 - Mask should block light when held up to bright light source
 - Use a mask fitter or brace to secure mask
 - Add layers by wearing a cloth mask over a disposable mask
- **Disposable face masks (one-time use)**
 - Description should indicate multiple layers of non-woven material
 - Masks with nose wire
 - Use a mask fitter or brace to secure mask
 - Add layers by wearing a disposable mask underneath a cloth mask
 - Knot and tuck ear loops of 3-ply masks
 - Do not combine 2 disposable masks
- **KN95 masks**
 - KN95 masks that meet requirements similar to those set by CDC's National Institute for Occupational Safety and Health (NIOSH) for respirators
 - Do not combine with other masks; wear alone

Further, employees, contractors, and visitors must follow CDC guidance in regard to [selecting the proper mask](#):

Individuals should select masks that:

- Have two or more layers of washable, breathable fabric.
- Completely cover your nose and mouth.
- Fit snugly against the sides of your face and do not have gaps.
- Have a nose wire to prevent air from leaking out of the top of the mask.

Individuals should not select masks that:

- Are made of fabric that makes it hard to breathe, for example, vinyl.
- Have exhalation valves or vents which allow virus particles to escape.
- Are intended for healthcare workers, including N95 respirators.
- Are considered novelty, counterfeit, or include images deemed inappropriate for the workplace.

Upon initial return to the workplace, all employees, with the exception of contractors, will be provided with a reusable or disposable mask in accordance with CDC recommendations, if needed, by the assigned Office Coordinator² or immediate supervisor. An N-95 mask, or a mask that meets or exceeds N-95 standards, will be provided to employees who are directed to make face-to-face contact with the public or are expected to do so in their regular course of duties. For reusable masks, employees are responsible for properly [storing and washing masks](#). Additionally, all employees will receive a safety kit to include disposable masks, disposable gloves, one small hand sanitizer, alcohol wipes, and a disposable thermometer upon return to the workplace. Additional mask requests from employees will be based on availability and are not guaranteed.

Security or administrative staff will deny entry into HUD facilities and space due to not having a mask or improper mask use. If an employee, contractor, or visitor does not have a mask, a mask will be provided. If an employee, contractor, or visitor refuses to wear a mask while inside a HUD facility, the individual will be required to leave and building security will be contacted to escort the individual out of the HUD facility or space, and supervisors of Federal employees will be notified.

For members of the public seeking HUD assistance, or who have a scheduled appointment at a HUD facility, a disposable mask will be provided if the individual does not have a mask.

Mandatory mask use signage can be located at all public entrances to HUD facilities and/or space, as well as in common areas and shared workspace.

Testing

The Safer Federal Workforce Task force, along with the CDC, is developing guidance regarding a testing plan for Federal workers. HUD will comply with federal requirements for testing and

² List of Office Coordinators can be found on the COVID-19 Employee Resource Page on HUD@Work.

await further guidance from the Safer Federal Workforce Task Force. Until this guidance is received, employees can find information on testing at their [local](#) or [state](#) health departments.

For additional information regarding *who should get tested*, please visit [CDC's website](#).

Travel

The Department has halted all travel until further notice, with the exception of mission-critical trips. Mission-critical trips are defined as being essential to continued operations and failure to attend or travel will have a significant impact on business operations—this will vary for each program office due to diverse functions and missions. Mission-critical trips include local, state, and international travel.

If mission-critical, domestic travel is required, travel must be reviewed and approved by the General Deputy Assistant Secretary or equivalent of the respective program office and include a written justification explaining why the requested travel is considered *mission critical*.

For approved mission-critical travel that requires face-to-face interaction, employees will be provided with a N-95 mask or a mask that meets or exceeds N-95 standards.

For both official business and personal travel, employees are required to strictly adhere to CDC [travel guidelines](#) before, during, and after travel. If deciding to travel, HUD employees and contractors must carefully assess travel risk prior to travel, wear masks during all portions of the trip, follow social distancing guidelines, regularly wash hands and/or use hand sanitizer when washing is not possible.

HUD employees and contractors must notify their immediate supervisor of any personal travel if the employee or contractor **works onsite or plans to access a HUD facility after travel**. Employees and contractors must follow the below CDC [quarantine](#) and [testing](#) guidance after official business and personal travel, and before returning to the workplace:

- Get a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
Note: [COVID-19 tests](#) are available at no cost nationwide at health centers and select pharmacies.
 - *Even if you test negative*, stay home and self-quarantine for the full 7 days.
 - *If your test is positive*, isolate yourself to protect others from getting infected.
- **If you do not get tested, stay home and self-quarantine for 10 days after travel.**
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- Employees may telework while quarantining.
- While on approved official travel, quarantine-related expenses will be covered by the Department. Additionally, employees will not be required to use accrued leave for any quarantine requirement while on official travel.

Symptom Monitoring

Prior to entering the workplace, employees and contractors should consistently self-monitor for [symptoms of COVID-19](#). If an employee, contractor, or visitor is experiencing symptoms, they must not access the building, follow [CDC recommended steps](#) on what to do when sick, and get tested. If an employee, contractor, or visitor develops any symptoms consistent with COVID-19 while in the building, they must immediately isolate, notify their supervisor, promptly leave the workplace, and follow [CDC recommended steps](#), including testing. If additional support is needed, please email the COVID-19 Team at COVID19Reporting@hud.gov.

Headquarters

To protect the health and safety of all employees, all employees, contractors, and visitors to the Weaver Building will be required to utilize the temperature screening kiosks upon entering the building. HUD Security Officers will direct employees to the screening kiosks to self-administer the temperature scan. A notification of green (pass) or red (stop) will alert the attending security guard of access eligibility. Based on guidance from the CDC, any employee, contractor, or visitor registering a temperature of **100.4°F or above** will be **denied entry** to the building by the security officer.

In addition, prior to entering the building, all employees, contractors, and visitors must complete a self-screening assessment. This includes checking for [symptoms of Coronavirus](#), being aware of possible exposure to the virus, and adhering to any [quarantine](#) requirements if exposed. Employees, contractors, and visitors may use the following tools to assist with self-screening:

- CDC's [Coronavirus Self Checker](#)
- HUD's [COVID-19 Screening Tool](#) (QR code)



All employees, contractors, and visitors must follow appropriate instructions after taking the self-assessment. Any employee or contractor denied entry to the Weaver Building based upon an elevated body temperature (100.4°F or above) should notify their supervisor to determine appropriate next steps, and seek medical advice and/or attention, if required.

Regional/Field Offices (applies to Satellite Offices and Ginnie Mae)

Prior to entering a HUD facility or space, all employees, contractors, and visitors, when allowed, must complete a self-screening assessment. This includes checking for [symptoms of Coronavirus](#), being aware of possible exposure to the virus, and adhering to any [quarantine](#) requirements if exposed. Employees, contractors, and visitors may use the following tools to assist with self-screening:

- CDC's [Coronavirus Self Checker](#)
- HUD's [COVID-19 Screening Tool](#) (QR Code)

All employees, contractors, and visitors must follow appropriate instructions after taking the self-assessment. Self-temperature checks are encouraged prior to entering the HUD facility or space. If the body temperature registers at 100.4 or above, do not enter the building. Employees and contractors should notify their supervisor to determine appropriate next steps, and seek medical advice and/or attention, if required.

Isolation and Quarantine

Isolation

Per the CDC, [isolation](#) is used to separate people infected with COVID-19 from those who are not infected. If in isolation, employees and contractors must stay home until it is safe for them to be around others.

If an employee or contractor is experiencing [symptoms and/or warning signs for COVID-19](#), or is confirmed to have COVID-19, they should:

- **NOT come to work.**
- Stay home except to get medical care, if required.
- Separate themselves from other people.
- Monitor symptoms.
- Follow care instructions from healthcare provider and local health department.
- Know when to seek [emergency medical attention](#):
 - Look for emergency warning signs such as trouble breathing or tiring without exerting much effort, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face (not comprehensive list).
- Employees may telework if physically able and duties can be performed at home or choose to take leave.

After following the guidance above, employees/contractors should **immediately** notify their supervisor to ensure the incident is reported **timely**. CDC recommends that individuals may come out of isolation if the following criteria is achieved:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Other symptoms of COVID-19 are improving

Any employees/contractors who reported a positive COVID-19 test must follow the isolation guidelines above and not access a HUD facility until all COVID symptoms have subsided. Per CDC, if you have recovered from your symptoms after testing positive for COVID-19, you may continue to test positive for three months or more without being contagious to others. Additional testing should be discussed with your healthcare provider, who may work with an infectious disease expert at your [local health department](#) to determine when you can be around others.

Quarantine

Per the CDC, [quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. If an employee or contractor confirms exposure outside of the workplace, or receives notification of exposure in the workplace (*see* Contact Tracing), they should:

- **NOT come to work.**
- Stay home for 14 days after your last contact with a person who has COVID-19.
 - Close contact is defined as being within 6 feet for a period of 15 minutes or more.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- Separate themselves from others, if possible.
- Employees may telework if physically able and duties can be performed at home.

Employees who choose to access a HUD facility may return to the workplace after completing 14 days of quarantine, or after day 7 following a negative test result (test must occur on day 5 or later). **Note:** [COVID-19 tests](#) are available at no cost nationwide at health centers and select pharmacies.

Contact Tracing

Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

HUD's response is meant to minimize and prevent exposure in the workplace. The Department will generally not contact the public health department of an exposure unless circumstances warrant. Testing sites and primary care providers are responsible for reporting confirmed positive cases to local health departments. Employees should contact their health provider to ensure contact tracing is performed in accordance with local guidelines.

If an employee or contractor is experiencing [symptoms and/or warning signs for COVID-19](#), or is confirmed to have COVID-19, they should:

- **NOT come to work.**
- Stay home except to get medical care, if required.
- Separate themselves from other people.
- Monitor symptoms.
- Follow care instructions from healthcare provider and local health department.
- Know when to seek emergency medical attention:
 - Look for emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face (not comprehensive list).

After following the guidance above, employees/contractors must **immediately** notify their supervisor to ensure the incident is reported **timely**. Once reported, the following steps should be taken:

Headquarters

1. The Supervisor will inform the Office Coordinator for their respective program area and include responses to the questions below:
 - a. Is the individual a federal employee or contractor?
 - b. Is this a confirmed positive case or confirmed exposure?
 - c. When did the individual start experiencing symptoms?
 - d. If experiencing symptoms, has the individual taken a test? Awaiting results?
 - e. Is the individual under isolation/quarantine protocol?
 - f. What office/program area is the individual in?
 - g. Has the individual accessed the building in the past 7 days? If so, list all days the employee was in the building.
 - h. What areas/offices did the individual access in the past 7 days?
 - i. In the past 14 days, did the individual come into **close contact** with any HUD employees and/or contractors while in the HUD facility? If so, please provide all names.
(The CDC defines close contact as being within 6 feet of someone with COVID-19 for a period of 15 minutes or more over a 24-hour period)
 - j. Was the individual wearing a mask or personal protective equipment at all times while in the building?

2. The Office Coordinator will forward notification and responses to the COVID-19 team at Covid19Reporting@hud.gov, who will commence closing off affected areas and scheduling any required cleaning and disinfecting. For the satellite offices, the Office Coordinator, in conjunction with facilities, will work with building management to coordinate cleaning and disinfecting. For privacy purposes, names of individuals are **NOT required** when reporting, unless otherwise stated.

Regional/Field Offices

1. The Supervisor will inform the Office Coordinator (Deputy Regional Administrator or Field Office Director) for their respective regional/field office and include responses to the questions below:
 - a. Is the individual a federal employee or contractor?
 - b. Is this a confirmed positive case or confirmed exposure?
 - c. When did the individual start experiencing symptoms?
 - d. If experiencing symptoms, has the individual taken a test? Awaiting results?
 - e. Is the individual under isolation/quarantine protocol?
 - f. What office/program area is the individual in?

- g. Has the individual accessed the building in the past 7 days? If so, list all days the employee was in the building.
 - h. What areas/offices did the individual access in the past 7 days?
 - i. In the past 14 days, did the individual come into **close contact** with any HUD employees and/or contractors while in the HUD facility? If so, please provide all names.
(The CDC defines close contact as being within 6 feet of someone with COVID-19 for a period of 15 minutes or more over a 24-hour period)
 - j. Was the individual wearing a mask or personal protective equipment at all times while in the building?
2. If not in a regional office, the Office Coordinator will inform the Deputy Regional Administrator for their respective field and the Regional Support Manager who will contact GSA/building management to begin any required cleaning and disinfecting.
 3. The Deputy Regional Administrator will forward notification and responses to the COVID-19 team at Covid19Reporting@hud.gov. For privacy purposes, names of individuals are NOT required when reporting, unless otherwise stated.

Ginnie Mae

1. The Supervisor will inform the Office Coordinator and include responses to the questions listed above.
2. The Office Coordinator will alert the Senior Vice President (SVP) and contact building management to begin any required cleaning and disinfecting.
3. The SVP will forward notification and responses to the COVID-19 team at Covid19Reporting@hud.gov. For privacy purposes, names of individuals are **NOT required** when reporting, unless otherwise stated.

Upon receipt, a member of the COVID-19 team will follow up with the Office Coordinator to acknowledge receipt and request additional information, if required. Subsequently, individuals identified as being in close contact will receive an exposure notification from OfficeofAdministration@hud.gov.

If reporting a confirmed or suspected case, it is the responsibility of the employee to provide accurate and timely information. To protect confidentiality and prevent violations of the Health Insurance and Portability and Accountability Act, reported information should only be shared with the persons identified above, unless otherwise stated.

Confidentiality

If sending test results and medical information, to ensure confidentiality and privacy, employees should send via email only to their immediate supervisor and COVID19Reporting@hud.gov. The email should be encrypted before sending. Documents will be stored with the COVID point of contact and only available to those on a need-to-know basis.

(How to Encrypt Email: When creating a new email in Microsoft outlook, go to *Options* on the ribbon, select the *Encrypt* option)

Workplace Operations

Occupancy

All HUD offices will adhere to a 25 percent maximum occupancy limit (*see* Appendix A – HUD Occupancy Limits) Field offices with less than 20 total employees and contractors generally have variable floor plans. In this instance, the office coordinator will establish an appropriate capacity limit based on CDC guidelines to ensure social distancing, which must be approved by FPM’s Assistant Deputy Secretary. Any exceptions to the maximum occupancy limits would need to be approved by the HUD Deputy Secretary, in consultation with the Safer Federal Workforce Task Force. Communication concerning capacity limits and returning to the workplace will be sent to all staff.

Employees will be provided 30-day advanced notice before returning to the worksite.

Headquarters (including satellite offices)

Each program office will be provided with a maximum capacity number (based on a percentage of the overall facility number), which will be used in conjunction with the COVID telework plans to ensure social distancing guidelines are being followed. The program offices leaders and office coordinators will be responsible for aligning COVID telework plans with the maximum number provided for their program area. The occupancy limit will be monitored and enforced by the Office of Administration and program office coordinators, including monitoring building access via the PIV system for safety and contact tracing purposes.

The following steps will apply for monitoring building access and capacity:

1. Employee must notify their immediate supervisor of intent to access Weaver building or satellite office.
2. Immediate supervisor will notify the Office Coordinator (Administrative Officer) of date/s employee plans to enter the building.
3. The Office Coordinator will track access and ensure maximum limit is not surpassed for their respective program area.

For Ginnie Mae, the Senior Vice President (SVP) for the respective areas will be responsible for aligning maximum telework plans with the maximum number provided for their program area. The occupancy limit will be monitored and enforced by the SVP, Ginnie Mae.

Regional/Field Offices

Each HUD facility will be provided with a maximum capacity number for the office or space, which will be used in conjunction with the maximum telework schedule to ensure social

distancing guidelines are being followed. The occupancy limit will be monitored and enforced by the office coordinators (Deputy Regional Administrators or Field Office Directors).

The following steps will apply for monitoring building access and capacity:

1. Employees must notify their immediate supervisor of intent to access a regional or field office based on the maximum telework schedule.
2. If an employee needs to enter the office on a day that is different from the approved maximum telework schedule, they must seek permission from their immediate supervisor.
3. Subsequently, the immediate supervisor will request approval from the Office Coordinator (Deputy Regional Administrator or Field Office Director) for the employee to enter the building.
4. The Office Coordinator (Deputy Regional Administrator or Field Office Director) will monitor access and approve or deny the request based on the maximum occupancy limit.
5. If local changes warrant, the Office Coordinator (Deputy Regional Administrator or Field Office Director) will seek approval from the ADS or Director for FPM to suspend maximum telework and deny access to all employees. (i.e., local shelter in place and/or stay at home order issued by the locality, rapid and uncontrolled surge in COVID variant spread or confirmed outbreak in HUD occupied space).

Physical Distancing

To the extent practicable, HUD employees, contractors, and visitors are required to maintain a distance of at least six feet from others, including in offices, conference rooms, and common and shared workspaces. In previous guidance, the Department established and provided [social distancing guidelines](#), per CDC recommendations, and will continue to adhere to and enforce this guidance.

Access to shared areas and conference rooms will remain limited or closed, and employees and contractors must adhere to maximum capacity limits in these spaces. Where appropriate, signage showing six feet of distance and directional signage have been placed throughout the Weaver Building—including workspaces, restrooms, elevators—in satellite offices, including Ginnie Mae, and in HUD facilities in the field.

The Office of Administration will coordinate any additional signage requests for Headquarters, including satellite offices, and the field.

Environmental Cleaning

The Department continues to provide enhanced cleaning in all HUD offices, with an emphasis on high touch areas such as elevators, door handles, rest rooms, and common areas.

Headquarters

In Headquarters, the contracted cleaning company continued to provide enhanced cleaning over the course of the pandemic as the Weaver Building remained open. The contracted cleaning company completes daily interior and exterior enhanced cleaning (*see* Appendix B – Weaver Building Cleaning Process/Checklist).

Employees are responsible for cleaning and disinfecting equipment such as desks, telephones, computers, keyboards, docking stations, computer power supplies, and computer mouse, personal fans and heaters, desk lighting, personal refrigerators, etc. Disinfecting wipes will be available for employee use.

In the event of a suspected or confirmed COVID-19 case in the Weaver Building (*see* Contact Tracing), once reported, facilities management employs a hazard team to complete cleaning and disinfecting. The affected area is immediately closed off and contained, and after a period of 24 hours or more, the space is properly cleaned and sanitized per [CDC cleaning and disinfecting guidelines](#) (updated 4/5/21). Employees and contractors are not allowed to access the space until cleaning has been completed. If an affected area has been unoccupied for seven or more days, only routine cleaning is required.

A notice will be sent to the affected employees regarding the reported case and the completion of cleaning.

Regional and Field Offices (also applies to Satellite Offices)

In the Regional and Field Offices, enhanced cleaning is conducted by GSA and follows published guidance. Per GSA's [Returning to GSA Facilities Guidance](#), "GSA has modified the existing cleaning contracts for federally owned buildings to include disinfecting requirements for high contact surfaces in common and high traffic areas as part of routine cleaning. Cleaning staff must wipe down all solid, high contact surfaces in building common areas (defined as those areas used or accessed by the government's employees and visitors) at least daily. They must use a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2, or other products containing the same active ingredient(s) at the same or greater concentration than those on the list.

Cleaning staff must use products according to the manufacturer's directions. Cleaning staff must wear disposable gloves (e.g., latex, nitrile, etc.), facemasks, and any additional personal protective equipment (PPE) that the cleaning and disinfectant product manufacturers recommend and choose disinfection applications and products that will not damage interior finishes or furnishings".

In [GSA-leased/private buildings](#), the following cleaning guidance is applied:

"Lessor instructions include the requirement to wipe down daily all solid, high contact surfaces in:

- building common areas (defined as those areas that government's employees and visitors use or access, and

- within the leased space, using a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2, or other products containing the same active ingredient(s) at the same or greater concentration than those on the list.
- Cleaning staff shall wear disposable gloves (e.g., latex, nitrile, etc.), facemasks, and any additional personal protective equipment (PPE) as recommended by the cleaning and disinfectant product manufacturers. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings. Further, cleaning staff shall use products in accordance with directions provided by the manufacturer.

Examples of solid, high contact surfaces in building common and high traffic areas include, but are not limited to, handrails, doorknobs, key card scan pads, light switches, countertops, tabletops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls.”

The Regional or Field Office will confirm with GSA that the current cleaning guidelines as described are being followed.

Employees are responsible for cleaning and disinfecting equipment such as desks, telephones, computers, keyboards, docking stations, computer power supplies, and computer mouse, personal fans and heaters, desk lighting, personal refrigerators, etc. Disinfecting wipes will be available for employee use.

In the event of a suspected or confirmed case in a regional or field office (*see* Contact Tracing), the Deputy Regional Administrator or Field Office Director immediately notifies the GSA Facility Manager, or building management in a private office, the Designate Official, the Facility Security Committee, and the Regional Support Manager. For Ginnie Mae, See [Returning to GSA Facilities Guidance](#) for additional information on GSA processes for suspected or confirmed cases.

Hygiene

Employees, contractors, and visitors are strongly encouraged to follow CDC recommendations on [handwashing](#), and frequently wash hands with soap and water for at least 20 seconds or, when washing is not feasible, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Hand sanitizer stations have been placed at the elevators in the Weaver Building, and sanitizer pumps have been placed in high touch areas in the regional/field offices, and satellite offices. Additional hand sanitizer stations will be placed throughout the workspaces for employee use. Program areas have also procured hand sanitizer for their respective employees.

Signs encouraging handwashing have been placed in restrooms and in common areas and are also uploaded on HUD@Work. For information on supplies, please contact the Office Coordinator for your program areas or regional/field office.

Ventilation and Air Filtration

The heating, ventilation, and air conditioning (HVAC) system in the Weaver Building has been in full operation during the entire period of mandated telework. The building utilizes an Ultraviolet Sanitization system and humidity controls to prevent any occurrence of airborne pathogens. By monitoring the amount of outdoor air intake and balancing that with the ambient outdoor humidity, the system remains in accordance with CDC Guidelines (see link below).

In regional and field offices, and satellite offices, GSA is following the CDC's COVID-related guidance, including HVAC recommendations and [COVID-19 employer information for office buildings](#). Per GSA's facilities guidance, in GSA-operated buildings, CDC HVAC recommendations will be incorporated based on existing equipment, current configuration, and re-occupancy schedule, including disabling demand-control ventilation, increasing operating hours, increasing use of outside air, ensuring air filters are properly sealed, and upgrading air handler filtration efficiency.

The Regional or Field Office will confirm with GSA that the current HVAC guidelines as described are being followed.

Visitors

Visitors to HUD facilities will be limited and all meetings are encouraged to be conducted virtually. Prior to entry, all visitors must complete the self-assessment by utilizing the CDC's [Coronavirus Self Checker](#) or HUD's [COVID-19 Screening Tool](#).

Headquarters

Visitors to the Weaver Building will be required to use the temperature kiosks for access (*see* Symptom Monitoring) and must inform the security guard of the purpose of their visit, such as accessing the Credit Union, Health Unit, or attending an official business meeting which will require an escort. An exception applies to individuals delivering daily mail and packages.

To adhere to occupancy limits in the building, occupancy numbers will be monitored and reviewed every two (2) hours by the head of security.

Regional/Field Offices and Satellite Offices

Visitors to regional/field offices, and satellite offices, are not allowed at the current time. Contact information for the respective regional/field office is posted at all entryways. Visitors are encouraged to visit www.hud.gov for information on HUD programs, services, and appropriate [contacts](#).

When visitors are allowed, they will be required to wear masks in all HUD facilities, at all times, in shared workspaces and any common areas (including open floorplan office space, cubicles, conference rooms, restrooms, hallways, and elevators). Masks must also be worn in outdoor

shared spaces when physical distancing is not possible. Visitors are also required to adhere to social distancing guidelines while in a HUD facility.

For visitors seeking HUD assistance, or who have a scheduled appointment at a HUD facility, a disposable mask will be provided if the individual does not have a mask. If a visitor refuses to wear a mask while inside a HUD facility, the individual will be asked to leave and building security will be contacted to escort the individual out of the HUD facility or space. For individuals seeking HUD assistance, or who have a scheduled appointment at a HUD facility, a disposable mask will be provided if the individual does not have a mask.

Staggered Work Times and Cohort-Based Scheduling

Headquarters (including satellite offices)

All program areas completed telework plans based on social distancing guidelines for their office space. The telework plans include guidelines that ensure employees who are within 6-feet of each other are not in the office on the same day. Further, for contact tracing purposes and occupancy monitoring, employees must notify their immediate supervisor and Office Coordinator (Administrative Officer) of their respective program office if they plan to enter the building, including date(s) and time.

Regional/Field Offices

All regional and field offices completed telework plans based on social distancing guidelines for their office space and floors. In coordination with the local program office leadership, the telework plans include guidelines that ensure employees who are within 6-feet of each other are not in the office on the same day. Regional and field offices will develop a revised maximum telework schedule that meets the 25 % occupancy standards. The staffing plan will outline which employees will work on-site full-time, on-site occasionally, or fully remote and will define what days they are approved to access the office. For contact tracing purposes and occupancy monitoring, employees must notify their immediate supervisors of any intent to access the building. Subsequently, the supervisor will request permission from the Deputy Regional Administrator or Field Office Director if an employee requests to access the office on a day that is different from the assigned maximum telework schedule.

These notices are required to ensure occupancy does not exceed 25 percent (or other approved level for offices with less than 20 employees and contractors) of normal capacity (*see* Occupancy section), as well as compliancy with social distancing guidelines associated with program area and office telework plans. If offices are still under mandatory telework, employees should not enter the building, unless an exception is approved.

Elevators

The Safety Officer in facilities management conducted a safety inspection of all elevators in the Weaver Building and determined maximum capacity to be two (2) persons per elevator— capacity signs are posted in all elevators in the Weaver Building. In the regional and field

offices, and Headquarter satellite offices, elevator capacity and social distancing guidelines are determined by the building management, depending on the size of the elevator car.

Masks must be worn in all elevators and elevator lobbies.

Shared Spaces

Access to shared spaces remains limited or closed. Where limited use is allowed, social distancing signage has been posted along with signage on employee responsibility for cleaning and disinfecting shared items. Employees should adopt safe hygiene practices when using shared items such as refrigerators and other kitchen appliances, coffee pots, water coolers, office equipment and pencils/pens. Disinfecting wipes and gloves are available for employee use while handling shared and high touch items in shared spaces.

Masks must be worn in all shared spaces.

APPENDIX A – HUD OCCUPANCY LIMITS

HUD Occupancy Limits – Employees, Contractors & Visitors

(Numbers based on 25% of total staff; occupancy level for highlighted offices will be reviewed and adjusted as needed due to minimal staff; subject to change)

Headquarters		
No.	Building	Max Occupancy
1	Weaver Building	767
2	L'Enfant Plaza	20
3	Washington Office Center	50
4	Potomac Office Center	56
5	Portals	12
6	Capitol View	50
Region 1		
No.	Building	Max Occupancy
1	Boston, MA	41
2	Bangor, ME	2
3	Burlington, VT	1
4	Hartford, CT	11
5	Manchester, NH	2
6	Providence, RI	4
7	Boston, MA	41
8	Bangor, ME	2
Region 2		
No.	Building	Max Occupancy
9	New York, NY	69
10	Albany, NY	9
11	Buffalo, NY	15
12	Newark, NJ	19
Region 3		
No.	Building	Max Occupancy
13	Philadelphia, PA	73
14	Baltimore, MD	21
15	Charleston, WV	3
16	Pittsburgh, PA	9
17	Richmond, VA	13
18	Washington, DC Field	6
19	Wilmington, DE	2
Region 4		
No.	Building	Max Occupancy
20	Atlanta, GA	108
21	Birmingham, AL	10
22	Columbia, SC	7
23	Greensboro, NC	15

24	Jackson, MS	8
25	Jacksonville, FL	30
26	Knoxville, TN	6
27	Louisville, KY	7
28	Memphis, TN	2
29	Miami, FL	15
30	Nashville, TN	6
31	San Juan, PR	16
Region 5		
No.	Building	Max Occupancy
32	Chicago, IL	84
33	Cleveland, OH	13
34	Columbus, OH	13
35	Detroit, MI	34
36	Indianapolis, IN	11
37	Milwaukee, WI	8
38	Minneapolis, MN	22
Region 6		
No.	Building	Max Occupancy
39	Fort Worth, TX	81
40	Albuquerque, NM	7
41	Houston, TX	14
42	Little Rock, AR	7
43	New Orleans, LA	12
44	Oklahoma City, OK	21
45	San Antonio, TX	9
46	Tulsa, OK	5
Region 7		
No.	Building	Max Occupancy
47	Kansas City, KS	41
48	Kansas City, MO	9
49	Des Moines, IA	3
50	Omaha, NE	6
51	St Louis, MO	10
Region 8		
No.	Building	Max Occupancy
52	Denver, CO	88
53	Casper, WY	1
54	Fargo, ND	1
55	Helena, MT	1
56	Salt Lake City, UT	3
57	Sioux Falls, SD	1
Region 9		
No.	Building	Max Occupancy
58	San Francisco, CA	52
59	Honolulu, HI	6

60	Las Vegas, NV	4
61	Los Angeles, CA	39
62	Phoenix, AZ	15
63	Santa Ana, CA	40
Region 10		
No.	Building	Max Occupancy
64	Seattle, WA	31
65	Anchorage, AK	7
66	Boise, ID	2
67	Portland, OR	11

APPENDIX B – WEAVER BUILDING CLEANING PROCESS/CHECKLIST

Melwood Cleaning Company

Interior of building (Daily Cleaning)

- Lobby
 - ✓ Clean all entrance doors, disinfect fingerprints, and clean glass
 - ✓ Disinfect security desks and chairs (including 10th floors)
 - ✓ Empty trash and replace liner
 - ✓ Sweep and mop/disinfect floors

- Offices, Basement, Subbasement and Cubicles and conference rooms
 - ✓ Disinfect door handles
 - ✓ Disinfect desktops and tabletops
 - ✓ Vacuum
 - ✓ Dust
 - ✓ Empty trash and replace liner
 - ✓ Security Desks (10 Floor – North and South)

- All restrooms cleaned and restocked
 - ✓ Mirrors cleaned
 - ✓ Sinks wiped with disinfectant
 - ✓ Wipe/disinfect exterior of all dispensers, including toilet paper dispensers
 - ✓ Scrub any build up off tile floor
 - ✓ Wipe/disinfect restroom doors and doorways inside and outside
 - ✓ Wipe/disinfect walls around dispensers and stall walls
 - ✓ Dust air vents and doors vents
 - ✓ Trash emptied, replace liners, wipe exterior of trashcan
 - ✓ Restock supplies (toilet paper, paper towels, and soap)

- All Common Areas (Lobbies, Elevators, Urban Café, Auditorium, Walk-ways)
 - ✓ Wipe/disinfect walls free of smudges
 - ✓ Clean elevator doors and exterior button pads
 - ✓ Dust windowsills in elevator lobbies
 - ✓ Empty trash and replace liners
 - ✓ Wipe/disinfect vestibule area
 - ✓ Replenish disinfectant in stands

- All Break rooms throughout Building
 - ✓ Counter tops and sink wiped
 - ✓ Wipe/Disinfect tables
 - ✓ Wipe/Disinfect exterior and tops of all appliances
 - ✓ Trash emptied, replace liners, wipe exterior of trash

- Health Unit – 7th Floor
 - ✓ Clean Health Unit (exam rooms, lobby, and bathrooms)
 - ✓ Sweep and Mop/Sanitize floors
 - ✓ Buff Floors (Friday)
 - ✓ Empty Trash and Replace liner nurse's office

- Computer Rooms
 - ✓ Sweep Floors
 - ✓ Mop Floors (outer perimeters)
 - ✓ Empty trash and replace liner

- Stairwells
 - ✓ Sweep stairways
 - ✓ Wipe and disinfect handrails in stairways
 - ✓ Clean all spills from steps
 - ✓ Remove all trash/debris on steps

Exterior of building (Daily Cleaning)

- ✓ Sweep and remove all trash and human waste from front entrance, front stairs, security booths, gated rear parking lot and perimeter of building (Daily).
- ✓ Sweep and hose down front sidewalk and perimeter of building (Weekly)
- ✓ Wash exterior windows at front entrance and around the perimeter of building (Semi-Annual – November & May)