

Social Security Administration's Phased Reentry Plan

Overview

Consistent with Office of Management and Budget Memorandum on [Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment](#) (M-21-25), the Social Security Administration (SSA) plans to begin its reentry on December 01, 2021, followed by a 6-month evaluation period. We will use the evaluation period to develop, assess and, if necessary, adjust any personnel or operational policies to provide public service and accomplish our mission as well as, or better than, prior to the pandemic. Also, consistent with M-21-25, we have updated our COVID-19 Workplace Safety Plan (WSP) pursuant to current Center for Disease Control and Prevention (CDC) guidelines. (See Appendix 1)

Ample Notice

Consistent with M-21-25, following satisfaction of labor relations obligations and prior to implementing reentry plans, SSA will provide a 30-day notice to any employee returning to the physical workplace or who will have altered work schedules during phased reentry or the evaluation period.

Work at Home by Quarantine Policy (WAHQ)

We will discontinue WAHQ policy on January 2, 2022.

Reentry

- On December 1, 2021, senior leadership will begin reentry.
- On January 3, 2022, we plan to begin the safe return of employees onsite, with ample notice, in compliance with SSA's WSP, and in consideration of the lessons learned during the pandemic.
- SSA's agency-wide evacuation order will expire on January 2, 2022. With the expiration of the evacuation order, all policies and Collective Bargaining Agreement (CBA) provisions in effect on March 13, 2020 are reinstated, except where a provision expressly conflicts with safety measures in the WSP.
- Each Deputy Commissioner has determined the number of scheduled telework days, if any, eligible positions, and percentage of employees permitted to telework, consistent with applicable CBA provisions and relevant agency policies, as described in the chart below.
- Any employee who teleworked during the pandemic (between March 16, 2020-January 2, 2022) will be eligible for, at a minimum, episodic telework if the employee meets the eligibility criteria in the applicable CBA provisions or agency policy.

PRE-DECISIONAL

- Employees ineligible for telework, or who choose not to participate in the voluntary telework program, will return to onsite work for all scheduled work hours beginning no sooner than January 3, 2022, unless a local evacuation order necessitates remote work.
- Managers and executives may telework. Line managers will telework consistent with the work unit they manage.
- Individual employee telework schedules will be determined by telework agreements in accordance with the following Deputy Commissioner (DC)-approved plans.

SUMMARY OF COMPONENT TELEWORK FOR REENTRY & EVALUATION PERIOD		
Office of:	Exceptions¹	Number of Days Per Week through 6-month Evaluation Period²
The Actuary	No	5 days for all staff
General Counsel	No	5 days for all staff
Analytics, Review, and Oversight	Yes	5 days for most staff ³
Budget, Finance, and Management	Yes	5 days for most staff ³
Communications	Yes	5 days for most staff ³
Hearings Operations	Yes	Varies 3-5 days ³
Human Resources	Yes	5 days for all staff
Legislation and Congressional Affairs	No	5 days for all staff
Operations	Yes	Varies 2-5 days ³
Retirement and Disability Policy	No	5 days for all staff
Systems	Yes	5 days for most staff ³
The Commissioner	Yes	5 days for most staff ³
Civil Rights and Equal Opportunity	No	5 days for all staff

¹ Appendix 2 provides a list of positions by component that will be eligible for less than five days of telework per week based on regular onsite work requirements.

² Employees may be subject to recall based on periodic onsite work requirements consistent with applicable CBAs and agency policy.

³ Unless depicted in Appendix 2, employees in this component are eligible for five days per week telework.

Evaluation Period

During the evaluation period, we will expand access to our services consistent with the safety measures in the WSP.

We will use the evaluation period to develop, assess and, if necessary, adjust any personnel or operational policies to provide public service and accomplish our mission as well as, or better than, before the pandemic. Each DC will evaluate their operations to identify ways to improve service, hire and retain the best employees, and to operate efficiently including the consideration of potential space savings resulting from increased telework and information technology improvements.

As we reenter our offices, we will measure and monitor several areas, including: customer satisfaction, service availability, workload management, employee experience, stewardship, and environmental considerations.

We will consult with the unions on prospective metrics in the evaluation of these areas.

Based on our evaluation, we intend to finalize longer-term plans to implement in fiscal year 2023.

Appendix 1: Workplace Safety Plan 2.0



Social Security Administration (SSA)

COVID-19 Workplace Safety Plan 2.0

November 04, 2021

Table of Contents

Introduction	7
Workplace Safety Plan	7
<i>Health and Safety</i>	7
Vaccination	8
Levels of Community Transmission.....	10
Telework and Remote Work.....	11
COVID-19 Coordination Teams	11
Face Masks and Physical Distancing.....	11
Testing.....	13
Contact Tracing	13
Travel.....	13
Meetings, Events, and Conferences.....	14
Symptom Monitoring and Screening	14
Quarantine, Isolation and Steps Following Exposure to Someone Suspected or Confirmed COVID-19	15
Confidentiality and Privacy.....	15
Workplace Operations	15
Occupancy	15
Environmental Cleaning.....	15
Hygiene.....	16
Ventilation and Air Filtration.....	16

Introduction

We are updating the March 4, 2021 Workplace Safety Plan (WSP) to incorporate the latest guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the Occupational Safety and Health Administration (OSHA) on [protecting workers](#). This update—WSP 2.0—complies with the Office of Management and Budget (OMB) Memorandum M-21-15, [Safer Federal Workplace: Agency Model Safety Principles \(last updated September 13, 2021\)](#) as modified by OMB Memorandum M-21-25, [Integrating Planning for A Safe Increased Return of Federal Employees and Work Environment](#), the President’s Executive Order (EO) 13991, [Protecting the Federal Workforce and Requiring Mask-Wearing](#), EO 14043, [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#), and EO 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#).

As noted in the March 4, 2021 WSP, this plan is a living document, which we update to align with the most current CDC and OMB updates and mission needs. Additionally, we will continue to communicate updates to our employees via Commissioner Broadcasts or our Human Resources Internal Communications (HRIC) and to the public [on our website](#). This update is being implemented upon satisfaction of applicable labor obligations with labor unions representing our employees. We respect the important role of our labor unions and are committed to communicating regularly with employee representatives on workplace safety matters. We will also continue to consult with our stakeholders including Congress, and advocates, as appropriate.

For additional details on our COVID-19 pandemic policies, employees and managers may visit our [internal COVID-19 website](#), which includes Frequently Asked Questions (FAQ) for managers and employees. The public can find detailed information about how we are operating during the pandemic by [visiting our COVID-19 webpage](#).

Workplace Safety Plan

Health and Safety

We communicate all safety policies to employees via email, and managers remind employees of these policies during regularly scheduled staff meetings. We maintain a COVID-19 intranet site with Frequently Asked Questions (FAQ) for managers and employees. Signage explaining our safety measures are prominently displayed in all buildings used by our employees, visitors and onsite contractor staff. We explain our safety policies when we arrange appointments with members of the public. Our plan is available to the public on [our website](#). Security guards will ensure the public complies with posted safety measures. We have communicated our safety measures to contractors via email and in updated contract language.

Vaccination

Employees

EO 14043 and the requirements therein, including implementation guidance issued by the [Safer Federal Workforce Task Force](#), apply to all employees whether they are reporting to work onsite or not. Employees must meet the [fully vaccinated](#) requirement by November 22, 2021, subject to such exceptions as required by law. Employees may find more information about this requirement in [agency policy](#) and any applicable collective bargaining agreement. In the [Human Resources Internal Communications](#) and the agency's [Vaccination Status Portal](#), employees receive detailed information about the vaccination policy, including the Privacy Act requirements and the requirement to certify under penalty of perjury that the information they submit is true and correct.

Employees may use duty time to obtain required vaccination doses, and be reimbursed for reasonable travel expenses in accordance with existing travel rules in agency policy and the Federal Travel Regulation.

The agency grants up to 2 workdays of administrative leave if an employee has an adverse reaction to any COVID-19 vaccination dose that prevents the employee from working (i.e., no more than 2 workdays for reactions associated with a single dose). The employee may take other appropriate leave (e.g., sick leave) to cover any additional absence.

The agency grants leave-eligible employees up to 4 hours of administrative leave per dose for a booster or to accompany a family member (as defined in OPM's leave regulations, see 5 CFR 630.201) who is receiving any COVID-19 vaccination dose.

- The agency grants leave-eligible employees up to four hours of administrative leave per dose—for example, up to a total of twelve hours of leave for a family member receiving three doses—for each family member the employee accompanies.
- If an employee needs to spend less time accompanying a family member who is receiving the COVID-19 vaccine, the agency grants only the needed amount of administrative leave.
- Employees should obtain advance approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes.
- Employees are not credited with administrative leave or overtime work for time spent outside their tour of duty helping a family member get vaccinated.
- This policy applies to covered vaccinations received after July 29, 2021.

Exceptions to Vaccination Requirement

Employees who are unable to be vaccinated for medical reasons may request a reasonable accommodation with appropriate medical evidence. SSA alerted employees on September 27, 2021, to the need to request reasonable accommodations to be excepted from the requirement for employees to be fully vaccinated by November 22, 2021. In addition to documenting their status in the Status Portal tool as requesting an accommodation, employees must also submit the request for a reasonable accommodation through the [Reasonable Accommodation \(RA\)](#)

[Wizard](#), from their supervisor via email using [SSA Form 501](#), or orally with their supervisor entering the request into the RA Wizard. Employees are encouraged, but not required to use the OMB [Template - Request for a Medical Exception to the Covid-19 Vaccination Requirement](#) for documentation purposes with their medical provider. If used, the completed template must be uploaded in the RA Wizard and retained like other medical documentation for reasonable accommodation requests.

Employees may also request a religious accommodation from their supervisors because of a sincerely held religious belief, practice, or observance. Supervisors must consult with OGC concerning all religious accommodation requests.

If an employee's request for accommodation is denied, following the agency's existing internal process for consideration and appeal, the agency will require that employee to receive their first (or, if a one-dose series, only) dose within two weeks of the final determination to deny the accommodation. If receiving a two-dose series, the employee must receive the second dose within 6 weeks of receiving the first dose. If the employee received a first dose of a two-dose series prior to seeking an accommodation, agencies should require that the employee receive their second dose within two weeks of the final determination to deny the accommodation or within a week of the earliest day by which they can receive their second dose, whichever is later.

Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an accommodation nor have an accommodation request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

Vaccination for New Employees

SSA requires that individuals who start their government service after November 22, 2021, be fully vaccinated prior to their start date, except in limited circumstances where an accommodation is legally required. New employees should be prepared to provide vaccination documentation as soon as their first day of employment. However, should SSA have an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the Acting Commissioner may delay the vaccination requirement—in the case of such limited delays, SSA will require new hires to provide documentation that they have been fully vaccinated within 60 days of their start date and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

Contractors

The President has announced that employees of Federal contractors will be required to be vaccinated. Some contractor employees may not yet be subject to a contractual requirement to be vaccinated. Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, SSA will ask about the vaccination status of onsite contractor employees who are not yet contractually required to be vaccinated. These contractor employees must attest to the truthfulness of the response they provide. For

contractor employees not yet subject to a contractual requirement to be vaccinated, SSA has provided contractors with electronic access to complete the [Certification of Vaccination form](#) prior to arrival at an SSA facility. When a contractor employee discloses that they are not fully vaccinated or declines to provide information on their vaccination status, SSA will 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 fully vaccinated, or who decline to provide information about their vaccination status, must provide proof of a negative COVID-19 result from an FDA-approved test within the 3 days prior to entering an SSA facility. Contractor employees who do not attest to being fully vaccinated (or who decline to respond to an attestation request), and who lack the required negative test result, will not be permitted into the facility. Contractor employees who are not fully vaccinated, and who are admitted to an SSA facility, must follow the safety protocols described in the “Face Mask and Physical Distancing” section listed below.

Visitors

Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, SSA will ask about the vaccination status of visitors to SSA facilities who are not seeking a public service or benefit. Individuals must attest to the truthfulness of the response they provide. SSA provides visitors with the [Certification of Vaccination form](#) when they enter an SSA facility.

Visitors to SSA facilities who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative COVID-19 test within the 3 days prior to entering an SSA facility. Visitors who do not attest to being fully vaccinated or who decline to respond, and who lack the required negative test result, will not be permitted into the facility. Visitors who are not fully vaccinated, and who are admitted to an SSA facility, must follow the safety protocols described in the “Face Mask and Physical Distancing” section listed below.

Individuals seeking a public service or benefit (and their companions)

Requirements related to vaccination status, and COVID-19 testing and results, do not apply to members of the public entering an SSA facility to obtain a public service or benefit, including Social Security field offices and hearings offices. If they are not fully vaccinated, these individuals must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.

Levels of Community Transmission

When determining levels of community transmission in a given area, SSA will reference the [CDC COVID-19 Data Tracker County View](#) and consider not only the counties in which an SSA facility is located, but also may consider the locations from where employees and visitors to that facility are commuting and/or travelling. SSA will assess community transmission

rates for each SSA facility at least weekly.

When the level of transmission related to a given SSA facility increases from low or moderate to substantial or high, SSA will, as soon as operationally feasible utilize those protocols recommended for areas of substantial or high transmission as detailed in this plan, consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force. The agency will not wait, for example, for a multi-day or multi-week trend to be established.

When the level of transmission related to a given SSA facility is reduced from high or substantial to moderate or low, the level of transmission must remain at that lower level for at least two consecutive weeks before SSA utilizes those protocols recommended for areas of moderate or low transmission as detailed in this plan, consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force.

Where a locality imposes more protective pandemic-related safety requirement including masking or physically distancing, agency employees, onsite contractor employees, and visitors to SSA facilities within that locality will be required to follow those local requirements.

Telework and Remote Work

SSA will utilize telework consistent with agency policies as articulated in the [Personnel Policy Manual](#), and applicable collective bargaining agreements. Onsite work includes both portable and non-portable workloads.

COVID-19 Coordination Teams

The Office of the Commissioner will continue to provide oversight and coordination in accordance with OMB [M-21-15](#) and OMB [M-21-25](#) guidance. The COVID-19 Coordination Team is a cross-agency team consisting of executives and staff from human resources, medical, legal, program operations, facilities, and health and safety experts. The team will meet regularly as necessary 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 the most up-to-date CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The Team consults regularly with the Senior Procurement Executive and considers input from Facility Security Committees. We will continue to consult with experts in other agencies including the CDC and General Services Administration (GSA).

Face Masks and Physical Distancing

SSA will notify individuals of the following safety measures through signage in SSA facilities and on the SSA webpage.

Vaccinated Individuals

SSA employees must be fully vaccinated, except in limited circumstances where the law requires an exception.

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 SSA facilities, fully vaccinated employees, contractor employees, visitors, and individuals seeking a public service or benefit generally do not need to wear a mask or physically distance, 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 employees, contractor employees, visitors, or individuals seeking a public service or benefit from wearing a mask, if the individual so chooses.

Not Fully Vaccinated Individuals (or who decline to disclose vaccination status)

SSA employees must be fully vaccinated other than in limited circumstances where the law requires an exception. 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.

Employees, contractor employees, visitors, and individuals seeking a public benefit or service who are admitted to an SSA facilities and who are not fully vaccinated (or who decline to provide vaccination status) must maintain a distance of at least six feet from others at all times and wear a mask regardless of community transmission level.

Mask Guidelines

For individuals who are required to wear a mask:

- Appropriate masks will be worn consistently and correctly (over mouth and nose). [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. SSA will not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for masks.
- SSA will provide exceptions consistent with CDC guidelines, including, but not limited to, 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.

Exceptions to the Face Mask Policy

Exceptions to the face mask policy include visitors or individuals seeking a public benefit or service under 2 years old. When scheduling the appointment, if the visitor or individual seeking a public benefit or service is required to wear a face mask pursuant to agency protocols but reports being unable to wear a face mask, management will make alternative service plans (e.g., telephone service, contactless document drop off) and consult with the Medical Office (MO) for guidance, as necessary.

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

If an employee reports being unable to wear a face mask due to a medical or religious reason, the manager will review the management COVID-19 FAQ and engage the reasonable accommodation process.

Testing

After a workplace exposure, SSA will refer employees to [Community-based Testing Sites for COVID-19](#) for testing. Employees will be tested on duty time at no cost to the employee. Employees and contractor employees who are fully vaccinated and have had close contact with someone with suspected or confirmed COVID-19 will get tested 5-7 days after exposure, even if they do not have symptoms.

Contact Tracing

In coordination with the COVID-19 Coordination Team, our MO receives reports of possible in-office exposures and directs management about next steps including enhanced cleaning and notifications, when applicable. The MO will continue to work with public health departments concerning contact tracing and will work with management to issue notifications, when appropriate. With any notification, we protect the confidentiality of personal medical information consistent with Federal, State, and local privacy and confidentiality laws and regulations.

Travel

SSA employees will adhere strictly to [CDC guidelines](#) before, during, and after travel.

The agency has made employees aware through a FAQ that official or personal travel may result in a mandatory quarantine before they are allowed to return to the workplace. Employees may be allowed to telework, provided with weather and safety leave if they traveled for official reasons and portable work is not available, or request personal leave if they traveled for personal reasons and portable work is not available. If an employee refuses to quarantine or refuses to take personal leave while under mandatory quarantine after personal travel, SSA may elect to bar the employee from the workplace for the safety of others.

For employees who are fully vaccinated, there are no Government-wide restrictions on travel (although internal [SSA travel policies](#) still apply).

For the limited number of employees who are not fully vaccinated due to a legal exception, SSA will observe the following guidance, unless it is contrary to an accommodation to which an employee is legally entitled. Official domestic travel for such employees should be limited to only necessary mission-critical trips, and must be approved by the employee's Deputy Commissioner. This authority is further delegable to Associate Commissioners and Regional Commissioners. International travel should also be avoided, if at all possible, unless it is mission critical, and must be approved by the Chief of Staff. The cost of testing required for official travel can be claimed in a travel voucher as a Miscellaneous Expense under agency travel policies.

Meetings, Events, and Conferences

SSA will avoid hosting in-person meetings, conferences, or events that will be attended by more than 50 participants, unless the event is mission-critical for the public benefit (e.g., enumeration, disaster relief). When unavoidable, regardless of whether participants include members of the public, the Commissioner, in consultation with the COVID-19 Coordination Team, must approve the event. The Chief of Staff or designee must approve an SSA employee's attendance at a conference attended by more than 50 individuals.

In-person attendees at any meetings, conferences, and events hosted by SSA, regardless of size, must be asked to provide information about vaccination status. In requesting this information, SSA will 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. Individuals who fail to comply with these requirements will not be permitted to attend. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Symptom Monitoring and Screening

If SSA employees, contractor employees, visitors, or individuals seeking a public service or benefit have [symptoms consistent with COVID-19](#), they will not enter an SSA facility. They will also be required to screen for exposures and comply with any CDC guidance related to quarantines or testing after travel.

SSA employees and contractor employees working onsite will regularly complete [self-screening](#). Visitors and individuals seeking a public service or benefit will be asked to follow posted signage to complete symptom screening before entering an SSA facility .

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 a supervisor, and promptly leave the workplace. Supervisors may contact the MO for advice.

Quarantine, Isolation and Steps Following Exposure to Someone 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.

Employees and contractor employees who have had a close contact with someone who has tested positive for COVID-19 will follow [CDC](#) and State, local, and Tribal guidance for quarantine.

If an employee is subject to isolation due to being infected with COVID-19 and is unable to telework, the employee may request personal leave (e.g., sick leave, annual leave, credit hours).

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, privacy, and the security of information technology. Positive tests will be recorded for the OSHA Illness and Injury Log when appropriate. Managers may consult the MO on questions about medical information or concerns. Questions about legal authority to share medical information internally or externally may be directed to Office of the General Counsel (OGC), Office of General Law. When submitting questions to the MO or OGC, managers must exclude identifying information about individuals unless the MO or OGC requests it.

Workplace Operations

Occupancy

SSA may establish occupancy limits for specific offices as a means of facilitating physical distancing, depending on factors like vaccination status, public access, and mission requirements.

Environmental Cleaning

SSA will 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 will 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, SSA will ensure enhanced environmental cleaning of the spaces that the individual occupied or accessed in accordance with [CDC](#) and, where applicable, GSA guidance.

The Office of Budget, Finance, and Management or Office of Operations, in coordination with the COVID-19 Coordination Team and the MO, 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 will be readily available throughout workspaces. Hand sanitizers will contain at least 60 percent alcohol and be manufactured in accordance with the requirements of the U.S. Food and Drug Administration (FDA). Ingredients will be listed on a “Drug Facts” label. SSA will ensure the hand sanitizer is not on the FDA’s do not use list.

Ventilation and Air Filtration

SSA will consider modifications to ventilation systems in accordance with [CDC guidance](#), especially as facility population density increases. To the extent feasible, indoor ventilation will be optimized to increase the proportion of outdoor air and improve filtration. SSA will consider deploying portable high-efficiency particulate air (HEPA) purifiers for closed areas with public traffic like hearing rooms and higher-risk spaces.

Appendix 2: Telework eligibility for certain specific positions

	Position	Position Description Number	Number of Telework Days During Evaluation – Weekly (unless otherwise specified)
OARO/AO	Mail/file clerks		3 days
OARO/AO	Reprographics staff		2 days
OBFM	HQ Network Support Team		4 days
OBFM/OSEP	Watch Staff		0
	Locksmiths		0
	Fire Techs		0
	Parking and Credentialing		2 days
OBFM/OFLM/ OBM	Electricians and Supervisors/Leaders		0
	Construction and Maintenance Foreman		0
	Maintenance and Repair Supervisor		0
	Custodial Worker		0
	Heavy Mobile Equipment Mechanic		0
	Carpenters		0
	Lead AV Specialist		0
	Maintenance Mechanic		0
	Pipefitters		0
	Utility Systems Repair Operators and Supervisors		0
	OBFM/OFLM/OMLM	Freight Rate Specialists	
Materials Handlers			0
Auto Workers			0
Motor Vehicle Operators			0
Transportation Specialist			0
Reader Assistant ⁴			0
Control Clerk (duplicating)			0
Printing Tech (duplicating)			0
Lithographic Worker (duplicating)			0
Management Analysts (see exceptions below)			4 days
Distribution Facilities Specialist			4 days
Supervisory Distribution Facilities Specialist (Division Director)			4 days
Inventory Management Specialist			4 days

⁴ Depends on telework schedule of the Employee with Disability

PRE-DECISIONAL

	Lead Inventory Management Specialist		4 days
	Team Leader (Personal Property)		3 days
	Management Analysts (Personal Property)		3 days
	General Supply Specialists		3 days
	Supervisory Management Analyst (Braille Supervisor)		3 days
	Transportation Officer		2 days
	Deputy Transportation Officer		2 days
	Braille Technician		2 days
	Management Analyst (Duplicating)		2 days
	Supervisory Distribution Facilities Specialist (Warehouse and Loading Dock Supervisors)		1 day
	Mail and Duplicating Operations Specialist (Duplicating Supervisor)		1 day
OCOMM	Correspondence Policy and Procedures Analyst	1F0610 1F1320	4 days
	Electronic Support Staff	07C101S 01D2330	4 days
OHO	Hearing Office Management		3-4 ⁵ days
	Hearing Office Support Staff		3-4 ⁴ days
	Hearing Office Systems Administrators		3-4 ⁴ days
	Administrative Law Judges		3-4 ⁴ days
	Decision Writers		5 days
OHR	Readers ⁶		
	Assistants ⁶		
Operations	Some Employees Ineligible for Telework ⁷		0
	Field Office – All Eligible Employees		2 days
	TSC – All Eligible Employees		4 days
	WSU – All Eligible Employees		4 days
	DPB/DPU – All Eligible Employees		4 days
	PC		4 days
Systems	Computer Assistant	6D0540	0

⁵ Based on in-office service needs, to include in-person hearings.

⁶ Depends on telework schedule of the Employee with Disability

⁷ See list of Operations employees ineligible for telework in the attached spreadsheet.

PRE-DECISIONAL

	Data Centers (eVault, SSC, NSC)	08C1680 00E1250 07C2020	1-2 days
	Print Mail Facility	02D1400 07D0810 00C3310 01D1100	3 days