

MEMORANDUM OF UNDERSTANDING

Workplace Safety Plan

This document constitutes a memorandum of understanding (“MOU”) by and between the American Federation of Government Employees, SSA General Committee (“Union” or “AFGE”) and the Social Security Administration (“SSA”, “Agency,” or “Management”), collectively the “Parties,” concerning the Workplace Safety Plan, dated March 4, 2021 (WSP 1) and Agency actions related to matters described in the notice issued to AFGE on March 15, 2021. This bargaining applies to AFGE bargaining unit employees at SSA. Changes may be made only by mutual consent, legal requirements, or formal notice to reopen bargaining.

1. Prior to requesting onsite support from BUEs, management will issue an informational notice to the Local President and provide the following information. Where onsite support has already been requested or required, this information will be provided within 15 business days of implementation of this MOU.
 - A. Office Code of SSA facility requiring bargaining unit employees to work onsite.
 - B. Number or percentage of bargaining unit employees necessary to work onsite.
 - C. Specific, critical/non-portable onsite workloads that the bargaining unit employees will complete.
 - D. Will non-bargaining unit employees assist with the backlog and/or critical/non-portable work?
 - E. What number or percentage of employees will be in the office at one time?
 - F. Will employees be rotated?
 - G. List of all physical modifications made to the office/facility to protect employees from COVID-19. This would include whether temporary barriers/Roxbury windows are installed.
 - H. Identify other measures to ensure employee safety.
 - I. Provide other specific and relevant details that may be helpful, including general background information about the office and community.
 - J. Confirm the installation meets the following health and safety requirements:
 - a. Administrative policies in place: self-screening, face coverings, gloves
 - b. Physical distancing
 - c. Signage
 - d. Supplies (including hand sanitizer)
 - e. Cleaning Services
2. Employees who return to the office, will be provided with sufficient time and cleaning supplies from the Environmental Protection Agency’s list of approved cleaners to clean their workstation. Approved cleaning supplies and hand sanitizer will also be provided near shared office equipment such as printers, copiers, etc.
3. Employees will not have to provide in-office service to a claimant who displays COVID related symptoms. Employees should immediately alert their supervisor if they suspect a visitor is visibly ill and the Employer will provide appropriate assistance.
4. In areas where SSA does not have control over signage, SSA will ask the lessor/landlord, through GSA, to post appropriate signage.

5. Prior to entry to the facility, individuals will be directed to complete a self-health check consisting of basic COVID-19 screening questions.
6. Gloves will be provided to employees who choose to use them.
7. Masks will be provided for employee and visitor use.
8. Unless the Agency intends to reimburse an employee's leave, employees will not be required to annotate in remarks when personal leave was/is COVID related.
9. Employees should notify their supervisors within 15 minutes of having technical issues, or at the point they lose electricity, VPN, or internet connectivity.
10. Employees may be asked to, but will not be required to, keep their laptops turned on and/or connected, during non-business hours.
11. Employees who are required to quarantine due to travel, or for other reasons, will be allowed to work remotely during the quarantine period if portable work is available.
12. By entering into this MOU, neither party waives any rights under 5 U.S.C. 71 or the SSA-AFGE National Agreement.
13. The agency will continue to maximize telework under the WSP 1. Management will use available options for meeting onsite needs prior to directing bargaining unit employees back to the workplace or soliciting for bargaining unit employee volunteers. Management will work with the Union at the component level on suggestions on how to make workloads portable and management agrees to consider those suggestions going forward.
14. The Administration shall assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for reporting any unsafe or unhealthy working condition. For reports submitted to management at the installation level, the Agency will address reports of offices not complying with applicable COVID health and safety policies. Management will promptly initiate action on the issue reported but no later than 2 business days and provide updates to the Union within 3 business days.
15. Employees who are scheduled for onsite work and self-report COVID symptoms will request appropriate leave or, if portable work is available, will be permitted to work virtually from a safe haven, normally their home. If an employee indicates symptoms and a need to continue working offsite for more than four working days, administratively acceptable medical documentation may be required.
16. During the period of evacuation, no SSA workplace will operate above 25% or with an occupancy that exceeds the office's ability to maintain physical distancing standards - whichever number is smaller. Separate bargaining over implementation of exceptions to the 25% supersedes this MOU item.

17. During the evacuation, if employees are required to return to the office for brief periods such as for laptop or equipment replacement, HSPD credentialing, etc., employees will be given advanced notice and allowed to travel on Agency time when travel occurs during the employee's normal tour of duty. Employees opting to return to the office for activities such as office moves will be allowed to travel on agency time when travel occurs during the employee's normal tour of duty.
18. Employees previously approved for Work at Home by Quarantine may continue on WAHQ until March 30, 2022. New requests not to come into the office may be submitted in accordance with the SSA-AFGE MOU concerning Agency Reentry and Workplace Safety Plan 2.0.
19. The terms of this MOU will take affect only after the Agency Head Review period, pursuant to 5 U.S.C. 7114(c).

For AFGE

For Management

Bill Price 02/03/2022

Bill Price Date
Council 220
AFGE

Katherine Hannah Date
Chief Negotiator

BARRI BRYANT Digitally signed by BARRI BRYANT
Date: 2022.02.03 23:23:36 -05'00'

Barri Sue Bryant Date
Local 2809
AFGE

Travis Dodson Date
DCO

 02/03/2022

Brandon Epps Date
Local 1923
AFGE

Matthew Foley Date
BFM

Kevin Griffin 02/03/2022

Kevin Griffin Date
Council 224
AFGE

Adam Gower Date
DCHR/OPE

/s/ Beverly Parks 2/3/22

Beverly Parks Date
Council 109
AFGE

John Huston Date
OLMER

IRIS RAKOWSKI Digitally signed by IRIS RAKOWSKI
Date: 2022.01.03 23:27:19 -0500'

Iris Rakowski Date
Local 2809
AFGE

Gregory J. Senden
[Handwritten signature]

Greg Senden Date
Council 215
AFGE

James Julian Date
OHO

Julie McCarthy
DCO