

# **COVID-19 HEALTH SCREENING AND MASK-WEARING REQUIREMENTS**

**5/31/2022**

In response to the COVID-19 pandemic, the National Archives and Records Administration (NARA) implemented health and safety measures to protect its workforce and to reduce the spread of COVID-19. The most effective ways to limit the spread of COVID-19 in the workplace are the proper use of personal protective equipment (PPE), social distancing, good personal hygiene, and other related precautions recommended by the Centers for Disease Control and Prevention (CDC). NARA's health and safety protocols, health screening procedures, and health screening inventory are outlined below and must be provided to every contractor working at a NARA facility.

Note: Please provide all contractor employees working under this contract a copy of the **Health Screening Procedures and Health Screening Inventory**.

## **I. COVID-19 Testing and Vaccination Attestation**

COVID-19 testing is not required for contractors who are not fully vaccinated working in facilities where the community levels are Low. Contractors are still required to complete and carry on their person a COVID-19 vaccination attestation form at all community levels, even though they will not be required to show the form to designated officials during Low community levels. The Safer Federal Workforce Task Force is currently reconsidering these workplace safety measures and may change these requirements in future guidance.

## **II. HEALTH SCREENING**

All contractors who are scheduled to work at a NARA facility must assess their own health before reporting to work. NARA will not check temperatures or ask your employees questions about their health. However, NARA may deny them access to the facility or send them home if they are showing obvious signs of illness (e.g. shaking, chills, flushed appearance, vomiting). NARA will only obtain the minimum health status information necessary to protect the health of other facility occupants. NARA will maintain their privacy and protect all health-related information obtained.

### **A. Procedure**

**1. Temperature Checks.** All NARA employees and contractors are required to check their temperatures on the days they are scheduled to work at a NARA facility. They must check their temperature at home, before reporting for duty.

**2. Complete the health screening inventory.** After checking their temperature and before reporting to the NARA workplace, your employees must answer each of the "yes" or "no" questions provided in paragraph B, Health Screening Inventory.

a. If your employee responds "yes" to any question on the health screening inventory:

(1) They must not report for duty to the NARA facility. They must immediately contact their project manager/supervisor and let him or her know that they answered “yes” to at least one question.

(2) If they were in the NARA facility within two weeks of experiencing symptoms, they must provide their project manager/supervisor with information necessary for NARA to conduct contact tracing. Once the information is obtained, the project manager/supervisor must provide the employee’s responses to the Contracting Officer’s Representative (COR). The project manager/supervisor must ask the employee the following questions:

i. Were you in the facility in the last two days before you first felt ill or were diagnosed, or within 14 days after you came in close contact with someone diagnosed with COVID-19?

ii. Where did you spend the majority of your time in the facility?

iii. Was there anyone else in the facility who you were within 6 feet of for a total of 15 minutes or more over a 24-hour period?

(3) If your employee was diagnosed with COVID-19, tested positive, is experiencing symptoms, or was exposed to someone else who has COVID-19, they should be placed on 10 calendar days of home isolation. They may return to work at the NARA workplace at the end of the 10-day isolation period, only if they are free of COVID-19 related symptoms

(4) Seek medical attention.

b. If your employee responds “no” to all questions on the health screening inventory, they may report to work as scheduled.

## B. Health Screening Inventory

Note: Your employee must answer the following questions to the best of their ability:

**1. Have you experienced any symptoms of COVID-19 in the past 48 hours?** *Do not include symptoms that are explained by something other than respiratory illness (e.g. allergies, asthma, an illness that has been diagnosed as something other than COVID-19, routine aches, pain, or headaches that you normally experience).* The following is a list of COVID-19 symptoms recognized by the CDC. Check the CDC website for the latest updates.

Elevated temperature, fever, or chills	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shortness of breath or difficulty breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fatigue	<input type="checkbox"/> Yes <input type="checkbox"/> No
Muscle or body aches	<input type="checkbox"/> Yes <input type="checkbox"/> No

Headache	<input type="checkbox"/> Yes <input type="checkbox"/> No
New loss of taste or smell	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes <input type="checkbox"/> No
Congestion or runny nose	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nausea or vomiting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diarrhea	<input type="checkbox"/> Yes <input type="checkbox"/> No

**2. Have you been diagnosed with COVID-19 (with or without symptoms), are you currently waiting on the results of a COVID-19 test due to an exposure or symptoms, or has a health care provider advised you to stay at home or otherwise self-isolate?**

☐ Yes ☐ No

**3. In the past 14 days, have you been in close physical contact (within 6 feet for longer than 15 minutes) with a person who has been diagnosed with COVID-19 or experienced COVID-19 symptoms?**

☐ Yes ☐ No

**4. Have you traveled out of State or out of the country in the past 10 days (with no COVID test) or in the past 7 days (if you have been tested since returning)?**

☐ Yes ☐ No

### **III. MASK-WEARING AND PHYSICAL DISTANCING**

On January 20, 2021, President Biden signed Executive Order 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing*. The goal of the Executive order was to halt the spread of COVID-19 by relying on the best available data and science-based public health measures. These measures included wearing face masks, physical distancing and other related precautions recommended by the Centers for Disease Control and Prevention (CDC). NARA implemented these health and safety measures to protect our workforce and to reduce the spread of COVID-19.

**A.** As of March 9, 2022, NARA no longer requires face coverings for facility occupants in areas where the community levels are Medium or Low. This applies regardless of the individual's vaccination status. Your employees are permitted to *voluntarily* wear a face covering in Medium and Low if they so choose. Face coverings are still required, however, for all passengers on the AI/AII shuttle, at all community levels. All building occupants must continue to maintain a six-foot physical distance between others (except museum visitors in pods) at all times while in NARA facilities.

**B.** In accordance with CDC guidelines, an “Appropriate” face mask covers the nose and mouth, does not have an exhaust valve or vent, and does not display offensive words, images, or logos. NARA allows our employees to provide their own face masks if they meet our definition of “appropriate”. If it is consistent with your policy, you may allow your employees to wear their

own appropriate face masks.

**Note:** The CDC COVID-19 website remains the authoritative source for facts about how to protect yourself and your family from COVID-19, and how to recognize symptoms of the virus. The site is frequently updated with virus guidance and provides updated travel advisories. It is wise to review the CDC website regularly for updated guidance.