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## Reset Framework FAQs

**Q. Why is NAVAIR resuming on-site operations?**

**A.** While NAVAIR will be bringing additional personnel on-site, we are not returning to “normal.” We will continue with distributed work/telework for a segment of the workforce, including high-risk employees and those with home issues that prevent them from working on-site as regions move through the reopening stages. Employees who are better able to perform their work on-site will return, pending supervisor assessments and with the assurance that facilities can accommodate employees safely in accordance with Centers for Disease Control guidelines.

**Q. What is the criteria for each reset stage?**

**A.** Each reset stage has external and internal entry criteria. The following external gating criteria must be met by the state or county in which the organization resides before proceeding to the phased reopening process:

- Influenza-like illnesses and COVID-like cases of illness must trend downward for 14 days
- Documented COVID-19 cases and prevalence of positive tests must trend downward for 14 days (while not decreasing the overall number of tests)
- Local hospitals must have the capacity to treat all patients without crisis care, and jurisdictions must have a robust healthcare worker testing program and plan

Once gating criteria are met, state and regional leaders will assess appropriate mitigation strategies to move through a three-staged process. The timeline will depend on the ability to control infection levels and maintain a constant decrease over time.



Internal criteria include:

- Plans for addressing the needs of personnel with high-risk conditions or home issues that prevent on-site work
- Readiness of facilities to allow greater numbers of personnel to work safely in the same space
- Procedures and supplies to maintain the necessary facility and personnel hygiene

**Q. Who determines the appropriate stage at each site?**

**A.** Each local command, informed by local, state, county, region or metropolitan area assessments and conditions, determines the appropriate stage.

**Q. Are all NAVAIR sites following the same criteria?**

**A.** All sites are following *Guidelines for Opening Up America Again*, as well as guidance from the Centers for Disease Control (CDC), Office of Personnel Management (OPM), Department of Defense, Department of the Navy and the Navy Bureau of Medicine and Surgery (BUMED), and are in consultation with local safety and health experts.

**Q. What happens if there is an increase in COVID-19 cases at the work site or in the local community?**

**A.** NAVAIR leadership and local commands will continue to monitor conditions and update the command's posture in accordance with state or county guidance.

**Q. Has NAVAIR modified its work hours?**

**A.** Where on-site work is required and a six-foot separation cannot be maintained, management will consider whether shifts or alternating on-site and remote work schedules can improve social distancing while still achieving the mission.

**Q. How long will each stage be in effect?**

**A.** Each stage will be in effect until the entry criteria to enter the next stage has been met at the local level. Our new operating environment, i.e., regular operations, will resume at the "New Operating Environment" stage.

**Q. Which employees should return to work first?**

**A.** The Office of Management and Budget (OMB) and OPM guidance adopts a gating requirement, along with a three-phased approach, to provide a framework for a controllable, steady return to regular, on-site operations. NAVAIR will comply with White House national guidelines, as implemented by DoD and DoN, while coordinating with state and local conditions and guidelines. Based on mission requirements and social distancing guidelines, supervisors will notify employees concerning on-site work requirements.

**Q. Which social distancing protocols have been implemented?**

**A.** NAVAIR will comply with federal, state and local directives on social distancing as workspaces reopen. Distancing protocols include, but are not limited to:

- Evaluating workspaces to assure six-foot distancing among employees and re-assigning or reconfiguring workspaces as needed



- Implementing one-way stairway and hallway traffic and using Plexiglas shields, tables or other barriers to block airborne particles and ensure minimum distances in the workplace, in accordance with CDC recommendations
- Developing protocols to ensure individuals with disabilities have priorities in elevators
- Closing or modifying common areas, such as cafeterias, fitness centers, conference rooms, etc., so employees can practice social distancing

Distancing and other protocols will continue to be assessed and updated based on local conditions and current guidance.

**Q. May employees resume in-person meetings and conferences?**

**A.** Decisions about in-person meetings and conferences are made at the local command/group level and informed by current state and regional guidelines. In-person meetings and conferences should be evaluated based on the need for personnel to be in the same space, rather than because of convenience or availability. Where the “Initial Relaxing from Maximum Distributive Work/ Telework” stage remains in effect, the number of participants in face-to-face meetings is limited to no more than 10. Each individual attending the meeting **MUST** wear a face covering over the mouth **AND** nose. The “Transition” stage restricts in-person meetings and conferences to no more than 25 people. Wearing face coverings is still mandatory at this stage. Employees are encouraged to avoid face-to-face meetings as much as possible and to use information technology to facilitate communication during these two stages.

**Q. What if an employee becomes ill with COVID-19 after returning to work?**

**A.** If the employee becomes ill during the day, he/she should inform his/her supervisor and will be sent home immediately. The supervisor should encourage the employee strongly to contact a healthcare professional. Employees need to inform their supervisors if they are positive or presumed positive for COVID-19 so supervisors can determine the need to isolate contacts and clean and disinfect workspaces to prevent more employee exposure.

**Q. If an employee who returns to the normal worksite exhibits signs of illness, may a supervisor order the employee to leave work or work from home? If so, will the employee be paid during the absence?**

**A.** Employees who exhibit signs of illness should leave work immediately. Supervisors should remind the employee of his or her leave options, such as requesting sick leave, annual leave or emergency leave under the Families First Coronavirus Response Act (FFCRA), if available.

If the employee has no leave available, supervisors can approve requests for advanced leave or leave without pay in certain circumstances. When these leave options are not practical, a viable alternative (when the employee is covered by a telework agreement) is for the employee to work from home pursuant to an ad hoc arrangement approved by the employee’s supervisor. When an employee opts not to take leave or participate in distributed work/telework voluntarily, a supervisor may find it appropriate to enforce the employee’s use of leave.

Supervisors should consult with the appropriate Human Capital Management adviser and general counsel before taking such a step, because enforced leave is an adverse action that imposes procedural requirements (i.e., advance notice, an opportunity to reply, the right to representation and an agency decision) before actually enforcing the use of leave. Enforced leave of 10 days or fewer may be subject to agency administrative grievance procedures or negotiated grievance procedures. In addition,



enforced leave lasting longer than 10 days may be appealed to the Merit Systems Protection Board (MSPB) or potentially grieved under any applicable negotiated grievance procedure.

See OPM Pandemic FAQs <https://www.opm.gov/FAQs/QA.aspx?fid=b48bf83b-440c-4f1e-a88c-3cdc9d802ac8&pid=0b70910f-7839-45cc-9dca-e52223e98671&result=1>

**Q. What if an employee has to take care of a family member who becomes ill?**

**A.** Employees may use their accrued annual and/or sick leave to care for a family member who becomes ill. Pursuant to the Family and Medical Leave Act (FMLA), an employee is entitled to use up to 12 weeks (480 hours) of sick leave each leave year to care for a family member with a serious health condition.

Employees who have exhausted their available annual or sick leave may request leave without pay (LWOP). LWOP is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. While the FMLA leave is limited to specific purposes, LWOP may be granted for any reason approved by the agency. In situations where LWOP is taken for a purpose that would qualify under FMLA, granting LWOP without requiring the employee to invoke FMLA will preserve the employee's entitlement to 12 weeks of FMLA leave. An extended period of LWOP may affect an employee's benefits, including health benefits, retirement benefits and life insurance.

If the illness is related to COVID-19, employees may request sick leave pursuant to the FFCRA. The act provides paid sick leave under the following conditions:

- Up to two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to federal, state or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis
- Up to two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state or local government order or advice of a healthcare provider), or care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services

**Q. What if schools/summer camps do not open and employees do not have access to childcare? Will these employees continue to conduct distributed work/telework?**

**A.** Civilian personnel may be authorized distributed work/telework even when a child or dependent requiring supervision is present at the alternative worksite. DoD granted a temporary waiver of policy until December 31, 2020, to allow employees distributed work/telework in this situation. Where an employee is on distributed work/telework and providing care to a child or dependent during duty hours, the employee must account for this time using appropriate leave, as approved by his or her supervisor. For example, an employee who feeds and supervises a young child multiple times during the day will need to take leave or, if on a flexible work schedule, adjust his or her hours. The OMB memorandum noted above encourages supervisors to extend telework flexibilities more broadly to accommodate state and local responses to the outbreak, including, but not limited to, school closures. Alternative work schedules may be authorized that allow employees to complete their tour of duty in fewer than 10 days, if applicable. For example, a maxi-flex schedule would allow an employee to meet his or her basic work



requirement for a biweekly pay period on fewer than 10 days and vary the number of hours worked on a given workday. Note that changes to alternative work schedules are subject to collective bargaining.

Additional tools include advance annual leave, compensatory time, credit hours and other leave flexibilities. Weather and safety leave would not be appropriate under these facts alone.

**Q. What should a command do if the return of federal employees to their duty station conflicts with ordinances put in place by local or state authorities?**

**A.** Because a command's decision to move to a new operating environment depends heavily on consultation with and guidance from local health officials, we expect such conflicts to be infrequent. However, OPM, in consultation with the Department of Justice, has determined none of the orders issued to date restrict the ability of federal employees from any travel necessary to perform official functions. OPM recommends federal agencies continue to follow staffing plans that are consistent with the previous COVID-19 guidance issued by OMB and OPM.

Federal employees should continue to carry appropriate federal identification (such as a CAC or PIV card or agency-issued letter of authorization) when traveling to carry out federal business and report to appropriate supervisors if there has been a travel issue with local law enforcement.

## Hygiene, Health Screening, Protective Equipment FAQs

### Hygiene

**Q. Is it safe to return to the office?**

**A.** NAVAIR facilities have met CDC, OPM, DoD, DoN and BUMED requirements and are working continuously with local safety and health experts to execute their guidance to determine when all employees should to return to workspaces.

**Q: What portion of the NAVAIR workforce will be "hoteling"? How will NAVAIR maintain a high standard of cleanliness to ensure COVID-19 and other illnesses will not spread via commonly used surfaces when we implement this model?**

**A:** The hoteling concept will be implemented NAVAIR wide. Surface contamination as a mode of becoming infected with COVID-19 is felt to be very low particularly with cleaning policies. Employees will be required to wipe down workstations and command use surfaces with disinfectants at the beginning and conclusion of their workday. Therefore, the risk of infection due to surface contamination is not expected to be a factor due to specific facility and worker cleaning requirements.

**Q. How often will the office space and common areas be disinfected and by whom?**

**A.** Each employee is expected to clean his or her immediate workspaces (desks, keyboards, mice, telephones and other work surfaces) at the beginning of each work period and at specified times, as discussed with his or her supervisor. Supervisors will determine the schedule for cleaning team workspaces and designate who will be responsible. Janitorial services have been contracted to clean common areas.



**Q. Will NAVAIR require employees to stay home if they have COVID-19 symptoms?**

**A.** Yes, NAVAIR is adhering to CDC guidance stating employees who become ill with symptoms of COVID-19 while at work should leave the workplace and recommend they call their healthcare provider for guidance. DoD civilian employees (who are not otherwise DoD healthcare beneficiaries) may be offered DoD-provided clinical and diagnostic COVID-19 testing if they are suspected of having contracted COVID-19 and their supervisor has determined their presence is required urgently in the DoD workplace. Contractors may also have access to DoD-provided testing as set forth in the terms of their contract. Individuals who wish to exercise this option should contact their Human Capital Management adviser or company supervisor.

**Q. Will NAVAIR require new cleaning or hygiene regimens?**

**A.** Yes, NAVAIR is cleaning and sanitizing its facilities, has identified and implemented new cleaning and hygiene regimens, and is providing cleaning supplies and disinfectants for employees to wipe down personal and team workspaces. The command is using contract services to clean and disinfect common areas in the facilities. The workforce should also declutter workspaces for easier and more thorough cleaning and maintain a personal supply of commonly touched items, such as pens.

## Health Screening

**Q. NAVADMIN 155/20 (26 May 2020) includes mandatory medical screening before deployment. Does this apply to civilian and contractor personnel?**

**A.** Yes, however, this medical screening and restriction of movement guidance must be applied consistent with applicable employment and contract terms and informed by the site's condition-based posture. As such, when applied to civilian employees and contractors, the screening must be consistent with the law and contractual agreements, as applied to these individuals.

**Q. What are the laws governing medical screening of civilian employees, pursuant to NAVADMIN 155/20? [OCHR]**

**A.** The applicable laws include the Rehabilitation Act of 1973 and applicable provisions of the Americans with Disabilities Act (the ADA). Depending on how the screening is performed, other laws implicated include the Age Discrimination in Employment Act of 1963, the Genetic Information Nondiscrimination Act and Title VII of the Civil Rights Act of 1964. Under these laws, while a covered employer may conduct medical screening before an employee entering the workplace during this pandemic, it may not treat an employee adversely solely because of his or her membership in a protected class, to include age (over 40), gender (including pregnancy) or disability. Acceptable medical screening during this pandemic may include taking an employee's temperature, reviewing the employee's COVID-19 exposure history, a check for COVID-19 signs and symptoms, a review of any past COVID-19 testing and the employee's possible high-risk factors.

**Q. Has NAVAIR implemented health screening measures, and if so, what are they?**

**A.** NAVAIR is developing guidance on health screening measures. In some locations, each person's temperature will be taken before being allowed in the building. At smaller venues, the workforce will take a self-assessment questionnaire before entering. Individuals who display symptoms or who have a temperature above 100°F will not be permitted access. Access is either granted or denied (with



instructions to contact their supervisor) based on answers and temperature. Employee information will **NOT** be retained.

Screenings, along with social distancing, cleaning, hygiene and wearing face coverings over the mouth and nose, are collectively the most effective way to stop infections, according to the CDC.

**Q. Who will conduct these screenings? How is NAVAIR going to staff screening stations in all the buildings?**

**A.** Each command is responsible for screenings and will provide additional guidance to the workforce as its on-site numbers increase.

**Q. Will the screening be consistent with the Americans with Disabilities Act?**

**A.** Yes, the EEOC updated its guidance on June 11 in accordance with ADA and COVID-19, explaining employers may screen employees for the virus. There are, however, some considerations:

- All employees will be required to complete a health screening on a nondiscriminatory basis before entering the workplace
- Any screening, test or inquiry that is broader than necessary to address the potential direct threat is prohibited

**Q. What if an employee refuses to consent to a health screening?**

**A.** If an employee refuses to submit to a temperature check and/or screening questionnaire, he/she will be denied entry to the building. If he or she is sent home, he or she may be required to continue distributed work/telework or be asked to take sick or annual leave. If their supervisor cannot obtain the employee's agreement to take sick leave, annual leave or leave without pay, the supervisor may require the employee to use sick or annual leave or place him or her in a leave without pay status, pending inquiry into his or her medical condition. Refusal to submit to a screening questionnaire or temperature checks may result in disciplinary action, up to and including removal from the federal service. For information on religious accommodations concerning health screenings, employees should contact their supervisor or Human Capital Management adviser.

If an employee entering the worksite requests an alternative method of screening because of a medical condition, this is a request for reasonable accommodation, and a supervisor should proceed the same as any other request for accommodation under the ADA or the Rehabilitation Act. If the requested change is easy to provide and inexpensive, the employer might voluntarily choose to make it available to anyone who asks, without going through an interactive process. Alternatively, if the disability is not obvious or already known, an employer may ask the employee for information to establish the condition is a [disability](#) and which specific limitations require an accommodation. If necessary, an employer also may request medical documentation to support the employee's request, and then determine if that accommodation or an alternative effective accommodation can be provided, absent undue hardship.

Similarly, if an employee requested an alternative method of screening as a religious accommodation, the employer should determine if the accommodation is [available under Title VII](#).

For information on accommodations concerning health screenings, employees should contact their supervisor or Human Capital Management adviser.



## Protective Equipment

### **Q. Can an employee request an accommodation for modified protective gear?**

**A.** As employees return to on-site work, supervisors and team leads may receive pandemic-related reasonable accommodations requests (e.g., modified protective gear, non-latex gloves, modified face coverings for interpreters or others who communicate with an employee who uses lip reading) from employees whose disabilities put them at greater risk for COVID-19. Supervisors and team leads should discuss the requests and provide modifications or an alternative, if feasible, and if the request does not create an undue hardship. Supervisors should contact their Human Capital Management adviser for additional guidance.

### **Q. Is it mandatory to wear face coverings on the installation, in workspaces, etc.?**

**A.** In the all-hands email dated May 6, 2020, NAVAIR Deputy Commander Garry Newton indicated wearing cloth face coverings is mandatory: “MANDATORY FACE COVERINGS: All military, civilian, contractors and all other individuals entering any NAVAIR building are required to wear face coverings. Face coverings must be worn in all common areas, passageways, stairways, restrooms, elevators and any shared workspace (examples: laboratories, range control rooms, SCIFs, prototyping and manufacturing facilities, etc.).”

NAVAIR is continuously updating and refining its response to the COVID-19 pandemic. As of July 1, employees may remove their masks only if they are working in spaces with dividers that are 65 inches or higher (e.g., work areas with installed partitions, polycarbonate/Plexiglas, tempered glass, sneeze guards, cubicles with walls, private offices, or separated by six or more etc.). Employees should continue to practice social distancing (keeping six feet or more from their nearest coworker) even under these circumstances. If dividers are not available in the workspaces, supervisors should continue maximum distributed work/telework and/or schedule flexible work hours (e.g. staggered shifts) to maintain social distancing.

The cloth covering may be made from household items or common items and MUST cover the mouth and nose when worn. The cloth face covering should not be considered as a substitute for social distancing. See CDC guidance for making your own face covering.

### **Q. What level of protection do cloth face coverings provide?**

**A.** According to the CDC, cloth face coverings, if worn properly, can block large and small droplets from coughs and sneezes. It is important to remember wearing a face covering protects others from your droplets. A virus can spread between people interacting in close proximity—for example, speaking, coughing or sneezing—even if those people are not exhibiting symptoms. In light of this, CDC recommends wearing face coverings.

### **Q. Are multi-layer disposable face coverings authorized in the workspace?**

**A.** The CDC does not recommend individuals wear disposable N95 or surgical masks, because there is still a need for these supplies for healthcare workers and first responders.

### **Q. What if an employee comes to work without a cloth face covering?**

**A.** All military members, civilians, contractors and all other individuals entering any military installation are required to wear face coverings in all common areas in NAVAIR buildings: conference rooms,



passageways, stairways, restrooms, elevators and any shared laboratory facility. As of July 1, employees may remove their masks only if they are working in spaces with dividers that are 65 inches or higher (e.g., work areas with installed partitions, polycarbonate/Plexiglas, tempered glass, sneeze guards, cubicles with walls, private offices, or separated by six or more etc.). Employees should continue to practice social distancing (keeping six feet or more from their nearest coworker) even under these circumstances. If dividers are not available in the workspaces, supervisors should continue maximum distributed work/telework and/or schedule flexible work hours (e.g. staggered shifts) to maintain social distancing.

Civilian employees who do not comply with the face covering requirement may be subject to discipline pursuant to the agency's personnel processes, and military personnel who do not comply may be subject to discipline through their chain of command. Additionally, any individual who does not wear a cloth face covering may be denied entry or be asked to leave the government facility. If you are sent home, you may be required to conduct distributed work/telework or be asked to take sick or annual leave.

Face coverings are being distributed to all military members, civilians and on-site contractors. The availability of face coverings will be an entry criteria for Stage 1. Pending confirmation of receipt of those supplies, military members, civilians and on-site contractors are required to bring personal face coverings when they come to work on-site.

**Q. Does each command have protective measures for employees at higher risk?**

**A.** Yes. NAVAIR is taking protective measures to support the health and welfare of its workforce. Additional measures for employees at higher risk will be considered on a case-by-case basis by their appropriate command and supervisor. Supervisors will determine if other options are appropriate, such as allowing employees to continue distributed work/telework or asking them to request personal leave (e.g., annual leave, sick leave (if applicable) or leave without pay) and document this determination for each employee through a memorandum for the record. They should then share the information with the employee and the servicing or Human Capital Management adviser while maintaining confidentiality of such information. Additional measures are being taken for employees who are at higher risk and working on-site involuntarily because of mission-essential tasking.

**Q. Can a single face covering be worn continuously?**

**A.** Cloth face coverings **MUST** be replaced with a fresh one if they become soiled, moist or contaminated. It is recommended they be washed daily.

## High-Risk Employees

**Q. An employer requires returning workers to wear personal protective gear and engage in infection control practices. Some employees ask for accommodations because of a need for modified protective gear. Must an employer grant these requests?**

**A.** An employer may require employees to wear protective gear (for example, masks and gloves) and observe infection control practices (for example, regular hand washing and social distancing protocols). However, where an employee with a disability needs a related reasonable accommodation under the ADA (e.g., non-latex gloves, modified face masks for interpreters or others who communicate with an employee who uses lip reading, or gowns designed for individuals who use wheelchairs), or a religious



accommodation under Title VII (such as modified equipment because of religious garb), the employer should discuss the request and provide the modification or an alternative, if feasible and not an undue hardship on the operation of the employer's business under the ADA or Title VII.

**Q. The CDC identifies a number of medical conditions that might place individuals at “higher risk for severe illness” if they get COVID-19. An employer knows an employee has one of these conditions and is concerned his health will be jeopardized upon returning to the workplace, but the employee has not requested an accommodation. How does the ADA apply to this situation? [OCHR]**

**A.** First, if the employee does not request a reasonable accommodation, the ADA does not mandate that the employer take action. If the employer is concerned about the employee's health being jeopardized upon returning to the workplace, the ADA does not allow the employer to exclude the employee—or take any other adverse action—solely because the employee has a disability the CDC identifies as potentially placing him at “higher risk for severe illness” if he gets COVID-19. Under the ADA, such action is not allowed unless the employee's disability poses a “direct threat” to his health that cannot be eliminated or reduced by reasonable accommodation.

**Q. Will I be able to return to work on-site if I am in a high-risk category?**

**A.** The CDC recommends high-risk populations limit their exposure to others as a health and safety measure. Distributed work/telework will continue to be available to NAVAIR employees for the foreseeable future. Those at high risk who still want to return to a NAVAIR facility should be fully informed about the potential risk and obtain the permission of their supervisor first.

## Distributed Work/Telework FAQs

**Q. Can I continue to work remotely?**

**A.** The requirement to perform work on-site is a function of the demand signal from supported activities and an assessment of the required activities, equipment and special facilities necessary to complete the required tasks, e.g., special equipment, classified or secure environments, etc.

Supervisors will notify employees concerning the need for on-site work. Each determination is condition-based and/or geographically dependent. Government requirements for on-site work by contractors will be communicated via the contracting officer or contracting officer's representative (COR) to the company's contract manager. Employees who wish to return to a NAVAIR facility must first consult their supervisors.

**Q. What if I want to come back to work?**

**A.** Supervisors will notify individuals concerning on-site work, a determination that is condition-based and/or geographically dependent. Employees who have not been contacted but wish to return to a NAVAIR facility to resume work **MUST FIRST** coordinate with their supervisor and agree to a work schedule.

**Q. Will I be able to continue distributed work/telework if schools and daycares remain closed?**

**A.** Civilian personnel may continue on distributed work/telework even when a child or dependent requiring supervision is present at the alternative worksite. DoD granted a temporary waiver of policy until December 31, 2020, to allow employees to be on distributed work/telework in this situation. Where an employee is on distributed work/telework and providing care to a child or dependent during



duty hours, the employee must account for this time using appropriate leave, as approved by his or her supervisor. For example, an employee who feeds and supervises a young child multiple times during the day will need to take leave or, if on a flexible work schedule, adjust his or her work hours. The OMB memorandum noted above encourages supervisors to extend work flexibilities more broadly to accommodate state and local responses to the outbreak, including, but not limited to, school closures. Alternative work schedules may be authorized that allow employees to complete their tour of duty in less than 10 days, if applicable. For example, a maxi-flex schedule would allow an employee to meet his or her basic work requirement for a biweekly pay period on fewer than 10 days and vary the number of hours worked on a given workday. Note that changes to alternative work schedules are subject to collective bargaining. Additional tools include advance annual leave, compensatory time, credit hours and other leave flexibilities. Weather and safety leave would not be appropriate under these facts alone.

**Q. May I take government property home (chair, office furniture, information technology peripherals)?**

**A.** Yes. Contact your supervisor concerning inventory availability and how to care for the items properly. Contact your information technology representative if you have questions on use of IT equipment.

**Q. What portion of the workforce will be “hoteling” during the pandemic?**

**A.** Hoteling is being considered as an option to increase available space and reduce facility costs. Hoteling is an office management approach in which employees do not have dedicated, assigned or fixed seating, but rather, work in shared space while on-site. Several NAVAIR teams/program offices have implemented this model successfully. Leadership is evaluating several courses of action based on industry best practices and lessons learned to ensure the health and safety of our workforce.

**Q. Is a staged return to the workplace appropriate? Should “vulnerable” personnel be permitted to continue emergency telework longer; who is vulnerable, and how is that determined?**

**A.** As noted in OMB’s guidance, M-20-23, *Aligning Federal Agency Operations with the national Guidelines for Opening Up America Again*, a staged return from maximum telework is appropriate and encouraged as local conditions improve. In accordance with the president’s *Guidelines for Opening Up America Again* and CDC guidance, employers with vulnerable populations, as well as agencies, components or duty locations in states or regions that remain in the gating period, “Initial Relaxing from Maximum Distributive Work/Telework” stage or “Transition” stage, should maximize distributed work/telework for eligible workers. Distributed work/telework should be maximized for eligible workers, including but not limited to, populations the CDC has identified as being at higher risk for serious complications from COVID-19 (CDC High Risk Populations) and to CDC-identified special populations, including pregnant women (CDC Special Populations). In addition, to the extent possible, employers are authorized to consider distributed work/telework options for employees with vulnerable household members, until their state or region has entered the “New Operating Environment” stage, in accordance with the *Guidelines for Opening Up America Again*.

For commands or duty locations in regions or states that remain in the “Initial Relaxing from Maximum Distributive Work/Telework” stage, a combination of maximized distributed work/telework and flexible work schedules (FWS) should be used to improve social distancing between employees. Commands may expand the types of FWS that are available to employees, because different types of schedules provide different degrees of flexibility. Distributed work/telework and FWS can also provide significant flexibility to help employees meet other responsibilities, such as caregiving.



Supervisors should also review EEOC's Return to Work guidance for vulnerable personnel:

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

**Q. What distributed work/telework posture is appropriate after agencies end maximum distributed work/telework?**

**A.** As noted in OMB's guidance, M-20-13, *Updated Guidance on Telework Flexibilities in Response to Coronavirus*, agency heads can develop appropriate protocols for their operations. As conditions change, commanders should revisit distributed work/telework policies and agreements to continue progressing toward regular operations or to address changing conditions while retaining the flexibility needed during the response. Commanders have full flexibility (as they do under normal operating conditions) to calibrate the extent of their distributed work/telework, in accordance with the *Telework Enhancement Act*, as amended by the *Administrative Leave Act*, and in accordance with current law, regulation and any applicable collective bargaining agreement. (For example, see 5 U.S.C. chapter 65, when applicable.)

**Q. For localities where schools are closed, should distributed work/telework flexibilities continue to be used for employees with school-aged children?**

**A.** Yes. Commands will review the full spectrum of available workplace flexibilities, including distributed work/telework and FWS, to support employees with children and other dependent care obligations.

## **Official Travel FAQs**

**Q. Can I travel?**

**A.** As per Secretary of Defense Mark Esper's June 29th, memorandum, military personnel are authorized leave outside local areas subject to approval at a level no lower than the unit commander or equivalent. Guidance on civilian personal travel is still maturing. Until updated guidance is released, previous stop movement orders for civilian personal travel are still in effect.

As of June 8, 2020, several locations met the conditions required to lift official travel restrictions, subject to the assessment of conditions at individual military installations within so-called "green locations." Commanders and group leads will assess the specific facilities and locations under their purview. A list of the criteria and most recent green locations (U.S. states and host nations) is available at <https://www.mnp.navy.mil/group/don-covid-19-travel-tracker>.

Civilians and on-site contractors are reminded that if they travel to high-risk areas, they may be restricted from entering NAVAIR facilities for up to 14 days after their return. To maintain workforce health, civilians and on-site contractors must notify their supervisors (or government CORs, if contractors) if they have left the local travel area before entering a NAVAIR facility. Additional guidance is available in the *NAVAIR Supervisor COVID-19 Safety Handbook*. Questions or concerns should be directed to your supervisor.

**Q. Do I have to report exposure to COVID-19?**

**A.** All DoN personnel who have had close contact with someone with a confirmed infection of COVID-19 will notify their supervisor immediately following service specific guidelines. DoN personnel who have had close contact with someone with a confirmed infection of COVID-19 must follow minimum self-quarantine procedures, as issued by CDC guidelines.



**Q. Who can approve my government travel?**

**A.** Military personnel are authorized leave outside local areas subject to approval at a level no lower than the unit commander or equivalent as per Secretary of Defense Mark Esper’s memorandum dated June 29th. Commanders and group leads can grant official travel for civilians after assessing conditions at individual military installations within so-called “green locations.” Individuals traveling to these locations must follow and take measures specified in the bubble-to-bubble transfer guide. Stop movement orders for locations that have not met the green location criteria are still in effect until updated guidance is issued. In certain cases, as specified in CNO’s NAVADMIN 065/20, NAVAIR will grant exceptions to the DoD stop movement. Requests should provide an adequate description of how travel is mission essential and include the impact if it is not approved. Limited exceptions will be made on a case-by-case basis.

**Q. Will I need to quarantine for 14 days when I arrive at my destination? After returning?**

**A.** Travel restrictions for civilians were lifted May 8, 2020, for certain areas that met “green location” criteria (removal of shelter-in-place orders or other travel restrictions; 14-day downward trajectory of flu-like and COVID-19-like symptoms; and 14-day downward trajectory of new COVID-19 cases or positive tests). Individuals who travel to locations that have not met this criteria, have symptoms identified in the NAVAIR COVID-19 Questionnaire and/or are at high/medium risk for exposure because of residing with sick/symptomatic individuals should self-quarantine for 14 days (if they have been exposed to a sick/symptomatic individual, the 14-day quarantine starts **AFTER** the sick individual has gone without a fever (<100°F) for 72 hours absent the use of fever-reducing medications).

Employees should contact their point of contact at the visited site concerning their policies and procedures for quarantine. Employees should also continue to monitor for updates to travel restrictions because the COVID-19 pandemic still presents a risk. Refer to the *NAVAIR Supervisor COVID-19 Safety Handbook* for additional guidance.

**Q. Will I be reimbursed for my expenses if I have to quarantine as a result of travel?**

**A.** Military and civilian travelers who quarantine at the travel duty site location will be reimbursed for per diem expenses, as part of travel. When travelers return to the PDS/residence, the orders have ended, and there is no reimbursement for quarantine expenses, as part of travel. There is no authority or responsibility that would allow reimbursement for food/lodging at the PDS for civilian travelers. Military travelers may be eligible for Hardship Duty Pay –Restriction of Movement (HDP-ROM) per Naval Message 113-20, which is \$100 a day with a maximum of \$1,500 a month.

The preferred option is for the command to send travelers who can quarantine at home at the PDS. If this is not possible, base lodging should be used to meet quarantine protocol requirements. This must be worked out with the command, in coordination with the Installation Command Office, before traveling.

**Q. I just returned from a location that experienced a rise in infections and reinstated restrictions as a result. What should I do?**

**A.** Employees should inform their supervisor and, if at work, go home immediately. They should quarantine for 14 days and are highly encouraged to contact a healthcare professional. The employee may be placed on distributed work/telework or be asked to take personal or emergency leave under the FFCRA, if available to the employee.



**Q. Can I refuse to travel if it is directed by the Navy?**

**A.** Requests to decline travel will be made on a case-by-case basis by the employee's supervisor. Decisions will be informed by the customer's mission requirements, alternative mitigation strategies and the feasibility of special accommodations.

## **Space Reconfiguration FAQs**

**Q. Has NAVAIR modified the physical workspace?**

**A.** NAVAIR organizations are taking appropriate steps to modify workspaces and are evaluating options for alternate work hours or adjusting on-site days to restrict the number of people on-site at any given time.

**Q. What has NAVAIR done to make it safe to return?**

**A.** The well-being of our workforce is a top priority. NAVAIR facilities have met CDC, OPM, DoD, DoN and BUMED requirements, and we have worked with local safety and health experts to execute their guidance. NAVAIR leadership has taken several measures that support a healthy environment, including authorizing distributed work/telework across the organization, instituting health-screening measures and cleaning regimens and requiring face coverings be worn at all times while working in a government facility.

As of July 1, employees may remove their masks only if they are working in spaces with dividers that are 65 inches or higher (e.g., work areas with installed partitions, polycarbonate/Plexiglas, tempered glass, sneeze guards, cubicles with walls, private offices, or separated by six or more etc.). Employees should continue to practice social distancing (keeping six feet or more from their nearest coworker) even under these circumstances. If dividers are not available in the workspaces, supervisors should continue maximum distributed work/telework and/or schedule flexible work hours (e.g. staggered shifts) to maintain social distancing.

**Q. How often will the office space and common areas be disinfected and by whom?**

**A.** Each employee is expected to clean his or her immediate workspaces (desks, keyboards, mice, telephones and other work surfaces) at the beginning of each work period and at specified times, as discussed with his or her supervisor. Supervisors will determine the schedule for cleaning team workspaces and who will be responsible. Janitorial services have been contracted to clean common areas.

**Q. Will each person be provided access to cleaning supplies to keep their immediate workspace clean?**

**A.** Cleaning supplies will be available to the workforce throughout NAVAIR buildings.

**Q. What portion of the workforce will be "hoteling" during the pandemic? How do you make hoteling safe?**

**A.** Hoteling is being considered as an option to increase available space and reduce facility costs. Hoteling is an office management approach in which employees do not have dedicated, assigned or fixed seating, but rather, work in shared space while on-site. Several NAVAIR teams/program offices



have implemented this model successfully. Leadership is evaluating several courses of action based on industry best practices and lessons learned to ensure the health and safety of our workforce.

**Q. Will I have my current desk when I return to work?**

**A.** To maintain a distance of at least six feet between individuals, some workspaces have been re-configured, and changes have been made to several facilities. Contact your supervisor for more information on your personal workspace.

**Q. Will there be changes to the common areas, such as kitchens, smoking areas, etc.?**

**A.** Decisions concerning access to these amenities will be made by the installation commander/building supervisor and will depend on your state/region's status.

**Q. What other changes will be made to buildings and operating procedures?**

**A.** Commanders/building supervisors are assessing NAVAIR facilities and determining changes to their operating procedures on a case-by-case basis. This includes designated one-way hallways, stairs, entryways, restricted use of elevators and cleaning schedules.

**Q. Will eateries be open?**

**A.** Decisions concerning access to these amenities will be made by the installation commander/building supervisor and will depend on your state/region's status.