



DIPLOMACY STRONG

Phased Approach to Adjusting COVID Mitigation

U.S. Department of State | Under Secretary for Management



BLUF

Safety and security of our people and assets is the highest priority. Today we will discuss the Department's approach to easing our mitigation measures

SCENARIO

As **global mitigation efforts are beginning to demonstrate results**, governments and businesses are planning and re-opening various elements of society and the economy

GOAL

Using **guidance** from the White House, CDC, and local governments combined with **objective criteria informed by data and good judgment**, return the Department to full mission capacity while minimizing the risks to our workforce

Guiding Principles

- » **Safety and Health** for all employees, especially the **most vulnerable individuals** will be our priority
- » Approach will be **Conditions-Based**;
 - + **Phased** to balance speed and risk
 - + Conditions for return will be evaluated at the **individual post/location level**
- » **Medical and Health conditions at each location** will be the primary drivers of our decision criteria to enter each phase;
 - + Then **Local Conditions**
 - + Then **Policy/Operational Conditions**
- » **Chiefs of Mission, the EAC, and Local Management**, in partnership with M, will drive the decision making
- » **Guidance from the White House Task Force, the CDC, OMB and best practices** from around the globe will inform our approach
- » **Approach will evolve** to incorporate updated guidance as new information becomes available
- » **Clear and timely communications** will be critical for success

Where Are We Today?

- » **Mission Critical Personnel Only on-site** at all of our locations
- » **Maximizing telework** at all locations
- » **Global AD for "At-Risk" employees**
- » **Travel severely restricted**
- » **Training shifted on-line, cancelled or postponed**
- » **PCS moves on hold through 5/31**
- » **All events and conferences cancelled or postponed**
- » **Weather and Safety Leave** for high-risk employees and those otherwise unable to telework
- » **Robust contact tracing** in accordance with CDC guidelines
- » **Robust cleaning and sanitation of workspace** based on positive or presumptive cases
- » **Outside visitors to the Department severely restricted**

Where Are We Heading?

- » **Bring our teams back to on-site full strength, location by location**
 - + **Target telework levels**
 - + **Target onsite levels**
- » **Coordinate PCS moves** to ensure an acceptable level of continuity at each mission
- » **Ramp up travel, training and conference attendance** as guidance and conditions permit
- » **Maintain robust contact tracing posture**
- » **Rapid identification of newly diagnosed COVID-19 cases**
- » **Maintain robust cleaning and sanitation**
- » **Global AD will be rescinded** on a location-by-location basis, as determined by the COM and the EAC in conjunction with M when key conditions are met
 - + **Phase III Medical conditions**
 - + **Travel Alerts** as defined by CA and the CDC are at acceptable levels

Conditions-Based Approach

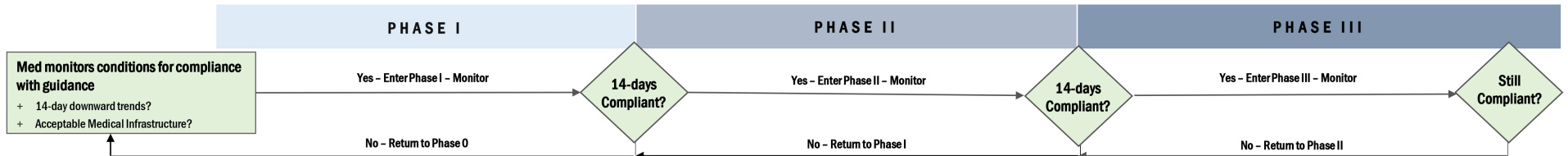




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CATEGORY	PHASE I	PHASE II	PHASE III
Onsite Workforce Percentage	0% to 40% (Can be alternating teams)	40% to 80% (Can be alternating teams)	80% or more
Eligible Employees	Non-vulnerable employees	Non-vulnerable employees	All employees (vulnerable employees cautiously resume public interactions – be aware of social distancing and other protective measures)
Telework	Mandatory telework lifted. Bureaus are strongly encouraged to continue to maximize telework opportunities for work that can be performed remotely	Mandatory telework lifted. Bureaus are encouraged to continue telework opportunities whenever possible within mission needs	Operational optimization – bureaus have discretion to resume pre-pandemic on-site posture or may adopt new work arrangements to meet mission needs
Social Distancing	<ul style="list-style-type: none"> » Strict social distancing measures in common areas where people congregate (i.e. cafeteria – take out orders only) » Do not congregate in groups of 10 or more when social distancing cannot be achieved 	<ul style="list-style-type: none"> » Distancing measures in place in common areas where people congregate (i.e. cafeteria – with restricted occupancy and social distancing for diners) » Socializing may resume in small groups 	<ul style="list-style-type: none"> » Cautious resumption of normal flow and seating in common areas where personnel are likely to congregate » Socializing may resume in larger groups
Face Coverings	Cloth face covering should be worn when social distancing is not feasible	Cloth face covering may be worn when social distancing is not feasible	
Hygiene	Continued good hygiene habits for hands and clean high touch work surfaces (cleaning supplies available)	Continued good hygiene habits for hands and clean high touch work surfaces (cleaning supplies available)	Continued good hygiene habits for hands and clean high touch work surfaces (cleaning supplies available)
Stay at Home	<ul style="list-style-type: none"> » Stay at home when ill » Anyone with a respiratory illness should remain at home until the criteria to discontinue home isolation are met, in consultation with a health provider 	<ul style="list-style-type: none"> » Stay at home when ill » Anyone with a respiratory illness should remain at home until the criteria to discontinue home isolation are met, in consultation with a health provider 	<ul style="list-style-type: none"> » Stay at home when ill » Anyone with a respiratory illness should remain at home until the criteria to discontinue home isolation are met, in consultation with a health provider
Self Monitoring	Encourage daily temperature monitoring prior to work	Encourage daily temperature monitoring prior to work	
Travel (where available)	Mission critical only	Unrestricted essential and limited non-essential	Cautious resumption of normal travel patterns
Healthcare Providers	Healthcare providers who have patient contact will have access to appropriate COVID-19 testing	Healthcare providers who have patient contact will have access to appropriate COVID-19 testing	Healthcare providers who have patient contact will have access to appropriate COVID-19 testing

In Conformance with White House Guidelines for Opening Up America Again, <https://www.whitehouse.gov/openingamerica> and CDC guidance, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



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LOCAL CONDITIONS | DOMESTIC FACILITIES

All conditions assessed by local management at each phase with guidance from M

CATEGORY	INDICATOR	PHASE I	PHASE II	PHASE III
City/State Posture	» Stay-at-home orders lifted or modified	X		
	» Essential Business Open	X		
	» Non-Essential Business Open		X	
	» School/Day care/Elder care available		X	
	» Public places open			X
	» Large events permitted			X
Transportation	» Vehicle commute possible	X		
	» Bus/Train availability	X		
	» No restrictions on domestic travel			X
Work Environment	» Facility that meets CDC disinfection guidelines	X		
	» Offices that allow for social distancing	X		
	» Availability of food (cafeteria and local restaurants)	X		
Supply Chain	» Food and basic supplies available	X		
	» OTC and prescription medicine available	X		
	» Cleaning and sanitation supplies available	X		

A Data Informed Approach - CDAT will track all available data by location.



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LOCAL CONDITIONS | OVERSEAS FACILITIES

All conditions assessed at each location at each phase by COM and EAC with guidance from M

CATEGORY	INDICATOR	PHASE I	PHASE II	PHASE III
Host Country Posture	» Essential Business Open	X		
	» Effective Disease Mitigation	X		
	» International Schools and daycare open	X		
	» Integrity of local data	X		
	» Non-Essential Business Open		X	
	» Public places open			X
	» Restrictions to large events			X
Advisories in Effect	» Absence of Host Country Advisories in effect	X		
	» Department of State Travel Advisory			X
	» CDC Travel Advisory			X
Transportation	» Commute feasibility	X		
	» Egress feasibility	X		
	» Roads and infrastructure quality	X		
	» Airport status		X	
	» Land Borders			X
Security	» No Electronic Monitoring or Personnel Tracking	X		
	» No Movement restrictions for USG Personnel	X		
	» No Mandatory testing for COVID 19 of USG Personnel	X		
	» Host government security assured	X		
	» LGF, MSG, and RSO availability	X		
	» Critical technical systems functioning	X		
Supply Chain Services	» Utilities & Fuel	X		
	» Waste management	X		
	» Pouch and DPO Availability		X	
Work Environment	» Facility that meets CDC disinfection guidelines	X		
	» Offices that allow for social distancing	X		
	» Availability of food (cafeteria and local restaurants)	X		

A Data Informed Approach - CDAT will track all available data by location.



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KEY HIGHLIGHTS

POLICY AND OPERATIONAL CONDITIONS (I)

Plans Developed by Individual Bureaus

LEAD BUREAU	CATEGORY	PHASE I	PHASE II	PHASE III
A	Building Access/Entrance	HST: C St., Jogger's Entrance, and 23 rd St entrances open; 21 st St./NMAD entrance and 22 nd St. vehicle gate remains closed	HST: Reopen 21 st St./NMAD entrance and 22 nd St. vehicle gate (all entrances open)	All entrances open
A	Parking	Current flexibilities will be maintained until volume reaches a level where flexibilities will gradually scale back, and parking reverts to passholders only	Parking for passholders only	Parking for passholders only
A	Cleaning/Janitorial	Hallway trash collection only Very limited cleaning of suites (only unoccupied or night) with gloves and masks available Continue frequent cleaning of high-touch common areas	Daily trash collection in suites Cleaning of unoccupied suites only (night) with gloves and masks available Continue frequent cleaning of high-touch common areas as supplemental funding allows	Resume weekly dusting/vacuuming in suites Return to regular level of cleaning of high-touch common areas
A	Visitor Access Policy	Unofficial visitors prohibited; official visitors require A/S approval and complete checklist screening, and must wear face covering <i>*Temperature checks are still being considered</i>	Unofficial visitors prohibited; official visitors require A/S approval and complete checklist screening, and should wear face covering <i>*Temperature checks are still being considered</i>	Official and unofficial visitors permitted; must complete checklist screening, and may wear face covering
CA	Passport Services	Processing life-or-death and mission-critical applications only: limited mission critical staffing	Coordinated with state and local guidelines, increase to full mission-critical staffing, daily office hours, and new work. Other employees should continue to use designated leave categories	Full staffing and full services resume
DS	Evaluation of overseas risk and civil unrest	Post EACs review risks to security environment, including identification of second and third order effects of global pandemic	Ongoing review by Post EAC of risks to security environment, including identification of second and third order effects of global pandemic	Ongoing review by Post EAC of risks to security environment, including identification of second and third order effects of global pandemic
FSI	Resuming in-person training at FSI	Critical in-person training, such as consular and IMS new-hire training may resume with appropriate safety protocols, social distancing, and enhanced cleaning Campus access limited to Visitor Center Most training and support services may remain virtual	Additional key in-person training gradually resumes with appropriate safety protocols, social distancing, and enhanced cleaning Requires availability of childcare and public transportation or Department shuttles. Limited opening of cafeteria Campus access limited to certain turnstiles	FSI training and support services may resume gradually Safety protocols continue to permit most vulnerable populations to return Full cafeteria and daycare services resume
GTM	PCS travel	Mission critical employees begin PCS travel. Some personnel may be on extended home leave or other status in the U.S. as they are able to depart posts but not yet able to travel to onward assignments. Employees will need to exercise maximum flexibility as they may be delayed along their route and must travel with a telework-ready device. Issuance of visas by host governments may still be problematic. Family members can accompany only with approval of M and COM	More employees begin PCS travel. Some personnel may be on extended home leave or other status in the U.S. as they are able to depart posts but not yet able to travel to onward assignments. Employees will need to exercise maximum flexibility as they may be delayed along their route and must travel with a telework-ready device Resumption of airline services will still impact travelers' ability to complete PCS travel, but most traveler services – passport and visa issuances – should return to close to normal. Family members may be able to accompany with COM approval, but it will depend on available services/resources and transportation options	Full PCS travel resumes. Airlines have resumed full or nearly full service to all destinations, and travelers are able to get passports and visas and perform travel normally



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KEY HIGHLIGHTS

POLICY AND OPERATIONAL CONDITIONS (II)

Plans Developed by Individual Bureaus

LEAD BUREAU	CATEGORY	PHASE I	PHASE II	PHASE III
GTM	FSO/FSS/Civil Service Hiring	Virtual hiring, onboarding, and training continues	<ul style="list-style-type: none"> » Virtual hiring, onboarding, and training gradually transitions to in-person, traditional processes for smaller groups » Vulnerable populations are given accommodations to decrease risk of exposure 	<ul style="list-style-type: none"> » In-person onboarding of 80+ person cohorts resume » Vulnerable populations return to in-person processes with limited accommodations, as necessary
M	Post operating status on individual AD/OD requests	Review of tripwires and decision points on a post-by-post basis	Review of tripwires and decision points on a post-by-post basis	Reverse tripwires (decision points) met
M	Status of Global AD	Review of tripwires and decision points on a post-by-post basis	Review of tripwires and decision points on a post-by-post basis	Reverse tripwires (decision points) met
MED	Availability of infectious disease diagnostics overseas	Rapid diagnostic testing capability deployed for symptomatic personnel	Rapid diagnostic testing capability deployed for symptomatic personnel	Rapid diagnostic testing capability deployed for symptomatic personnel
MED	Social distancing requirements in the office	Strict social distancing must be practiced in all common areas per CDC guidelines	<ul style="list-style-type: none"> » Moderate social distancing should be practiced per CDC guidance » Common areas may reopen with established social distancing measures 	Cautious resumption of normal flow and seating in common areas where personnel are likely to congregate
M, GTM	Telework vs in-office posture	<ul style="list-style-type: none"> » Mandatory telework lifted. Bureaus are strongly encouraged to continue to maximize telework opportunities for work that can be performed remotely » Decision factors should include reopening of schools/daycare, mass transit/parking availability, etc. » Offices that were able to fulfill all mission requirements remotely may continue to do so » Vulnerable employees, and those who live with vulnerable family members, should be permitted to continue to telework » Telework-ready employees under a quarantine order should continue to telework for duration of quarantine 	<ul style="list-style-type: none"> » Mandatory telework lifted. Bureaus are encouraged to continue telework opportunities whenever possible within mission needs » Percentage of time teleworking may be ramped down and staggered increasing in-office presence where feasible » Decision factors should include reopening of schools/daycare, mass transit/parking availability, etc. » Vulnerable employees should continue to telework, employees with vulnerable family members in household may be permitted to telework » Telework-ready employees under a quarantine order should continue to telework for duration of quarantine 	<ul style="list-style-type: none"> » Operational optimization – bureaus have discretion to resume pre-pandemic on-site posture or may adopt new work arrangements to meet mission needs » Vulnerable employees should continue to telework; employees with vulnerable family members in household may be permitted to telework. Vulnerable employees may also return to the office but should maintain physical distancing and other protective measures » Telework-ready employees under a quarantine order should continue to telework for duration of quarantine