

Date: September 7, 2022

To: EAAs, DEAAAs, AAAs, DAAAs, BMOs, RMOs, SACs and FSDs

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Subject: Coronavirus Disease (COVID-19)

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This is the **sixteenth** edition of the Human Capital Advisory Memo (HCAM) for COVID-19, reflecting updated Centers for Disease Control and Prevention (CDC) guidance, and the substantial measures we have implemented to protect our employees in the workplace. All changes since the previous version of this HCAM are in bold type.

This revision:

- Removes expiration date. Policy is in effect until rescinded by Agency leadership.
- Removes section on quarantine for employees who are not up-to-date with their vaccination and are exposed to COVID-19 at the worksite.
- Rescinds weather and safety leave for employees exposed to COVID-19 at the worksite as determined by contact tracing.
- Rescinds administrative leave for employees diagnosed with COVID-19.
- Adds diagnostic testing following exposure to COVID-19.
- Removes section on Blanket Restoration of Leave Year 2021 Forfeited Annual Leave.
- Removes section on Security-Related Return-to-Duty Notification.
- Updates section on Travel to remove quarantine requirements following international travel.
- Updates Section 1 of Appendix A to remove quarantine protocol for employees who are not up-to-date with their vaccination and are exposed to COVID-19 at the worksite.
- Updates Section 2 of Appendix A to remove contact tracing and quarantine requirements.
- Updates Section 3 of Appendix A to remove definitions of 'calculating quarantine,' 'close contact,' and 'quarantine.'
- Updates Appendix B to remove charts on Official Travel After Known Close Contact and Close Contact While on Official Travel.

On March 12, 2020, the initial version of this HCAM was issued regarding the use of unscheduled telework and weather and safety leave in response to the COVID-19 pandemic. This HCAM serves as an update as we continue to closely monitor the spread of COVID-19 and work to use the flexibilities granted to TSA to ensure the health and safety of all TSA employees and the traveling public. We anticipate that further guidance

will be communicated as this is an evolving situation.

Vaccines are the most effective tool available to fight COVID-19. The currently available vaccines are safe and effective in protecting against complications from the disease. TSA employees have had the opportunity to be vaccinated against COVID-19 as vaccines have become widely available and all adults are now eligible to be vaccinated.

When making decisions to engage in public activities, employees – including those who are already vaccinated - are encouraged to follow CDC's recommended health and safety precautions such as vaccination against COVID-19 (including boosters), social distancing, wearing face masks, limiting the amount of time spent interacting with people, and washing hands. Employees who think they have been exposed to, or could be infected with, COVID-19 must immediately report their symptoms to their local public health officials, or a healthcare provider, and follow their guidance. Employees should not report to the worksite if they have [symptoms consistent with COVID-19](#). This includes (1) fevers or chills, (2) new onset of cough, shortness of breath, or difficulty breathing, (3) new loss of taste or smell, and (4) new or unexplained muscle aches. Employees should also not report to the worksite if they are isolating because they tested positive for COVID-19.

The information below provides direction related to the administration of leave and other human resources flexibilities.

The provisions of this HCAM that are unique to the COVID-19 outbreak are in effect until otherwise indicated or rescinded by Agency leadership.

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Time for COVID-19 Vaccination for TSA Employees

Note: This section pertains only to pay and leave associated with TSA employees obtaining a COVID-19 vaccination. This section does not apply to the President's Executive Order¹ requiring COVID-19 vaccination for Federal Employees.²

For TSA to resume normal business operations, it is essential that we take the necessary steps to ensure the health and safety of all employees and the traveling public. Therefore, all TSA employees, in consultation with their healthcare provider, are encouraged to get vaccinated to include any additional doses/boosters against COVID-19.

Any reference to the vaccine in this section includes the primary vaccine series in addition to any additional doses/boosters, as recommended by the CDC.

To provide maximum flexibility and opportunity for TSA employees to get vaccinated, employees may be provided with scheduled duty time for travel to and from the vaccination location and for time spent at the appointment. Employees will be eligible for reimbursement for regular temporary duty travel and local travel expenses including per diem, when applicable.

Employees' vaccination appointments should be scheduled during the employee's regularly scheduled workweek (normal non-overtime work hours). If the appointment cannot be scheduled during the employee's regularly scheduled workweek, management should consider adjusting the employee's schedule to accommodate receipt of the vaccination during the workweek. When no other option exists, management may approve overtime for employee vaccination appointments.

Coverage

All TSA employees are eligible for duty time and leave related to obtaining the COVID-19 vaccine. Employees are also eligible for duty time and leave to receive additional vaccinations/boosters to further promote the health and safety of our workforce and of the traveling public. Employees who received one or both of their primary vaccine doses, or additional dose/booster, prior to the issuance of this HCAM are eligible for the provisions of the 'Leave for COVID-19 Vaccination' section. Employees in this situation should coordinate with their manager and timekeeper, or other airport/office designated point of contact(s), to adjust the timecard accordingly.

Scheduling

Employees should coordinate as far in advance as possible with their supervisors, or

¹ [Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees | The White House](#)

² To ensure compliance with an applicable preliminary nationwide injunction, the Federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043, *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*.

other airport/office designated point of contact, to be vaccinated during official duty time. The employee must notify their supervisor, or other airport/office designated point of contact, of the date, time, and location where they will receive their initial vaccination.

Absent operational need, management is expected to approve employee requests for duty time for employee vaccination appointments. If there is potential for insufficient operational coverage, either on the requested day(s) of vaccination or due to side effects in the two days following vaccination appointments, then management can stagger approvals for employees to attend appointments on different days. EAAs, AAs, FSDs, SACs or designees, are responsible for ensuring that approvals are done in a fair and predictable manner that still allows the operation to meet mission requirements.

Once approved, management will excuse the employee from duty for the necessary amount of time based on appointment location. Depending on the vaccine series, the two dose primary vaccines require two doses on separate visits. Once the vaccination appointment is set, employees must notify their supervisor, or other airport/office designated point of contact, of the date, time, and location.

Travel

Employees with local vaccination appointments (i.e. within 50 miles of an employee's permanent duty station) are eligible for up to 4 hours of duty time for travel to and from the appointment and for the time spent receiving the vaccination (for each dose). Additional time may be approved in limited circumstances due to situations outside the employee's control such as traffic conditions or wait times at the vaccination location. Employees requesting reimbursement for local travel must do so in accordance with [TSA Financial Management Manual, Part 2, Chapter 2, Section 1, Local Travel Reimbursement](#).

Employees with vaccination appointments that are not local (i.e., more than 50 miles from the employee's permanent duty station) are eligible for up to one day of duty time for travel to and from the appointment and for time spent receiving the vaccination. Approval of duty time for non-local vaccination appointments should only occur in situations when no local vaccination options are available. The actual number of hours to be approved may vary depending on the employee's daily tour of duty (e.g. 8 hours, 9 hours, 10 hours). Employees requesting reimbursement for Temporary Duty Travel outside the employee's local commuting area must do so in accordance with [TSA MD 1000.6, Temporary Duty Travel](#).

Side Effects

Employees may experience side effects (e.g., fever, chills, headache) following receipt of the vaccination. If the employee becomes too ill to work due to side effects from the vaccine, management may grant administrative leave/excused absence for the remainder of the day of vaccination and for up to two days immediately following each dose, of the vaccination to include any additional doses/boosters. The actual number of hours to be approved may vary depending on the employee's daily tour of duty (e.g. 8 hours, 9 hours, 10 hours). No extensions will be granted. Employees requiring additional time off to

recover from vaccination side effects must request an appropriate form of leave, in accordance with [TSA MD 1100.63-1, Absence and Leave](#), and the associated [Handbooks](#), to support the absence.

Documentation, other than that demonstrating the receipt of the vaccination, is not required to approve administrative leave/excused absence for employees experiencing side effects following one or both doses.

Record-keeping

After each dose of the vaccine, the employee must show the supervisor, or other airport/office designated point of contact, proof of vaccination to be granted duty time and/or administrative leave/excused absence, and to be reimbursed for travel, if necessary. The documentation must be a copy of the proof of vaccination received from the healthcare provider and must be shown to the employee's supervisor, or other airport/office designated point of contact, upon return to duty and/or before the end of the time period for which the administrative leave/excused absence has taken place, whichever comes first. Employees should not provide any personal medical information as part of proof of vaccination and management officials should not maintain a copy of the provided proof of vaccination.

Absent documented reasons beyond their control, employees who fail to provide the required documentation for reported vaccination purposes will not be approved for duty time, or granted administrative leave/excused absence, in accordance with this section and will need to request personal leave for the absence.

Hours of duty time used for travel to and from the vaccination appointment, and time spent receiving the vaccine, must be recorded in eTAS as "Other" or "Other+ND" as appropriate and/or in webTA as Transaction Code 66 – Other Paid Leave or Other Leave w/ Night Diff with a remark of "COVID-19 Vaccine." Hours of duty time used for purposes associated with vaccination symptom(s) must be recorded in eTAS as "Admin_Excused" or "Other+ND" as appropriate and/or in webTA as Transaction Code 66 – Admin/Excused Absence or Other Leave w/Night Diff as appropriate with a remark of "COVID-19 Vaccine".

The combination of getting vaccinated, boosted, and following CDC's recommendations to [protect yourself and others](#) will offer the best protection from COVID-19. As such, all employees, must continue to follow TSA requirements pertaining to PPE and social distancing.

Time for COVID-19 Vaccination for TSA Employee Family Members

Coverage

All TSA employees are eligible for administrative leave/excused absence to accompany family members to COVID-19 vaccination appointments, to include any additional doses/boosters. Employees may be provided with up to four hours per dose of administrative leave/excused absence, if requested, to take a family member to receive their vaccination(s).

A family member, for these purposes, means an individual with any of the following relationships to the employee:

- (1) Spouse, and parents thereof;
- (2) Sons and daughters, and spouses thereof;
- (3) Parents, and spouses thereof;
- (4) Brothers and sisters, and spouses thereof;
- (5) Grandparents and grandchildren; and spouses thereof;
- (6) Domestic partner and parents thereof, including domestic partners of any individual in items (2) through (5) of this definition; and
- (7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Scheduling

Employees should coordinate as far in advance as possible with their supervisors, or other airport/office designated point of contact, to request administrative leave/excused absence to take a family member to receive their vaccination(s). Generally, employees should submit requests before the beginning of the impacted pay period. However, management is encouraged to consider requests not made prior to the pay period if operational needs would support the absence.

Employees will submit to their supervisor, or other airport/office designated point of contact, the [OPM Form 71, Request for Leave or Approved Absence](#), or other agency approved method for requesting leave, to request administrative leave/excused absence for this purpose. The employee will provide in the remarks section of the OPM Form 71, the following:

- Name of family member;
- Relationship of family member to TSA employee;
- Date of vaccination appointment(s);
- Type of vaccination to be administered, if known (e.g., Moderna, Pfizer);
- Time of vaccination appointment(s); and
- Location where the family member will receive their vaccination(s)

Note: Employees should not be requested to show the vaccination card of any family member.

Absent operational need, management is expected to approve employee requests for up to four hours per dose of administrative leave/excused absence for employees to take a family member to a vaccination appointment. If there is potential for insufficient operational coverage on the requested day(s) of vaccination, then management can stagger approvals for employees to attend appointments on different days. EAAs, AAs, FSDs, SACs or designees, are responsible for ensuring that approvals are done in a fair and predictable manner that still allows the operation to meet mission requirements.

Once approved, management will excuse the employee from duty for the necessary amount of time, not to exceed four hours per dose, based on appointment location.

Travel

Employees are not eligible for reimbursement for any travel necessary for taking family members to vaccination appointments.

Side Effects

Employees are not eligible for administrative leave/excused absence on the basis of family members experiencing side effects following a COVID-19 vaccination. Employees requiring time off to support a family member who is experiencing vaccination side effects must request an appropriate form of leave (e.g., sick leave), in accordance with [TSA MD 1100.63-1, *Absence and Leave*](#), and the associated [Handbooks](#), to support the absence.

Record-keeping

Administrative Leave/excused absence for employees to take a family member to vaccination appointment(s) must be recorded in eTAS as Admin_Excused and/or in WebTA as Transaction Code 66 – Admin/Excused Absence with a remark of “COVID-19 Vaccine for Family Member.”

Retroactive Coverage

Employees who took leave for this purpose, on or after July 29, 2021 but prior to the issuance of this HCAM, are eligible for the provisions of the ‘COVID-19 Vaccination for TSA Employee Family Members’ section.

Employees in this situation should coordinate with their manager and timekeeper,

or other airport/office designated point of contact(s), to provide the details outlined in the 'Scheduling' section on page 5 of this HCAM, and to adjust the timecard accordingly, if applicable.

Employees Exposed to COVID-19

Employees, regardless of vaccination status or COVID-19 Community Level, **who were determined to be or believe they were exposed to COVID-19 at the worksite**, must be issued a TSA-purchased test kit for diagnostic testing **and must wear a surgical mask or a respirator while working indoors** for 10 full days from the date they were last exposed.

Diagnostic testing must be conducted at least 5 full days after the date of the last exposure, unless the employee has been diagnosed with COVID-19 in the past 30 days.

When conducting diagnostic testing, employees must complete two COVID-19 tests during a three-day period. Tests must be taken at least 24, but no more than 48 hours apart.³

NOTE: Employees are not required to conduct the second test if their first test is positive.

Employees must certify to management when they tested and the results of the test. Certification can be done verbally, via email, or via another form of communication as approved by management. If an employee tests positive, they are to follow the requirements in ‘*Employees Diagnosed with COVID*’ section.

Scheduling for Diagnostic Testing

Management must provide time for individuals to conduct home testing. Fifteen minutes for taking the test should be scheduled during the day on an employee’s Regular Day Off or outside of their working hours.

Employees will receive fifteen minutes of paid time to complete the test.

In order to manage the impact of testing on overtime usage, the test should not be scheduled on a Sunday or Holiday, or between the hours of 6:00pm and 6:00am. In very limited circumstances for full-time and part-time employees, if no other option exists, management may approve the test to be scheduled during a time in which additional premium pay would be paid (e.g., Sunday, Holiday, after 6:00p.m.). Premium pay will be paid when applicable in accordance with [TSA MD 1100.55-8, Premium Pay](#), and its associated [Handbook](#).

³ This is in accordance with the manufacturer’s instructions for testing use on TSA procured home test kits. Other manufacturers may have different instructions for the frequency of tests required for testing.

Employees who telework regularly or intermittently are expected to complete home testing during their regular tour of duty and are not entitled to premium pay.

When determining the number of days that an employee should monitor for symptoms, management should use the date of the exposure as day 0. Day 1 is the first full day after the last contact with a person who has had COVID-19.

Employees who were exposed to COVID-19 and who become symptomatic of COVID-19 during the 10 calendar days following a potential workplace exposure should be advised not to report to the workplace and to obtain a COVID-19 test.

Accommodation Requests

Employees may request a reasonable accommodation to mandatory COVID-19 testing in accordance with the policy and procedures established in [TSA MD 1100.73-4, Reasonable Accommodation Program](#), and the associated [Handbook](#).

Employees may request a religious accommodation to mandatory COVID-19 testing by completing and submitting [TSA Form 900, Request for Religious Accommodation](#). Employees who are located in an airport should submit the completed form to their Federal Security Director or designee. All other employees should submit the completed form to their first-level supervisor.

Employees Diagnosed with COVID-19 (Isolation)

Coverage

Employees who test positive for COVID-19 or have a clinical diagnosis of COVID-19 made by a healthcare provider **cannot enter the worksite; must report the positive test result or clinical diagnosis to management; and request appropriate leave such as annual leave, sick leave, advanced annual and sick leave, leave without pay, and compensatory time off, and time-off awards, if available, in accordance with [TSA MD 1100.63-1, Absence and Leave](#), and the associated [Handbooks](#) for the duration of the corresponding period of isolation.**

Note: Administrative leave/excused absence is no longer available for employees who test positive for COVID-19 or have a clinical diagnosis of COVID-19 made by a healthcare provider.

Employees on leave resulting from a positive COVID-19 test or a clinical diagnosis of COVID-19 made by a healthcare provider are expected to follow the CDC guidelines and not return to the workplace without meeting the criteria set forth in Section 1 of Appendix A, *TSA Isolation Protocol*. Employees who do not follow these guidelines while infected may be subject to counseling or disciplinary action.

Return to Duty Following Period of Isolation

Employees will not be permitted to return to the work site until they meet criteria defined in Section 1 of Appendix A, *TSA Isolation Protocol*.

Workers' Compensation Program

Employees on leave as a result of being diagnosed with, or testing positive for, COVID-19 who believe they may have contracted COVID-19 in the workplace should refer to [TSA MD 1100.00-6, Workers' Compensation Program](#), and the associated [Handbook](#) for information about benefits that may be available under the Federal Employees' Compensation Act (FECA). You may be eligible for Continuation of Pay (COP) as part of FECA. Under MD 1100.00-6, COP is defined as the continuation of an employee's regular pay for up to 45 calendar days of wage loss due to disability and/or medical treatment, after a traumatic injury.

Travel

According to the [CDC](#), you should delay travel until you are [up to date with your COVID-19 vaccines](#).⁴ Employees are reminded to follow CDC guidance to include following social distancing practices, washing hands regularly, wearing a mask when in public and in transportation settings, and testing.

For up-to-date travel guidance, please consult the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html> for domestic travel and <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html> for international travel.

Official Travel

Pursuant to the SFWTF Guidelines, there are no restrictions on official travel for Federal employees, regardless of vaccination status.

See Appendix B for guidance on probable or confirmed COVID-19 during official travel.

In approving official travel for employees, supervisors should: (1) inform the employee that the CDC recommends that individuals make sure they are up to date with COVID-19 vaccines before travel; (2) recommend that the employee consider being tested no more than 3 days before travel regardless of vaccination status; (3) instruct the employee to adhere to CDC guidance for domestic and international travel before, during, and after official travel; and (4) instruct the employee to check their destination's COVID-19 situation before traveling, including travel restrictions implemented by State, Tribal, local, and territorial governments.

Note: TSA will provide COVID-19 test kits to employees who are required to or recommended to conduct testing prior to or following official travel. In general, employees required to test following official travel should be issued a test kit prior to departing on travel.

Employees Returning from Official Travel

Employees returning from official travel (domestic and international) are required to follow current CDC recommendations after domestic⁵ or

⁴ [Stay Up to Date with Your COVID-19 Vaccines](#)

⁵ [Domestic Travel During COVID-19 | CDC](#)

international⁶ travel.

Employees Returning from Personal Travel

Employees returning from personal travel (domestic and international) are encouraged to follow CDC's recommendations for '[After You Travel](#)' for domestic travel and the recommendations for '[After International Travel](#).' If an employee thinks they have been exposed to, or could be infected with, COVID-19, they must immediately report their symptoms to their local public health officials, or a healthcare provider, and follow their guidance.

⁶ [International Travel during COVID-19 | CDC](#)

Appendix A - TSA Isolation Protocol

TSA Isolation Protocol

Section 1: Return to Workplace Guidance

The Office of the Chief Medical Officer is available to consult on any medical questions encountered with an employee returning to the workplace. Federal Air Marshals must consult with the LE/FAMS Medical Staff prior to returning to the workplace. Note: Clearance from a healthcare provider can be obtained through an electronic notification, e.g., a medical dashboard printout (where applicable), an email, text, facsimile, or handwritten notification.

Return to Workplace Guidance for Employees Infected with COVID-19

(Positive test or diagnosis of COVID-19 by a healthcare provider)

Situation	Requirements to Return to Duty
Employee had symptoms and was not hospitalized	<p>At least 5 days have passed since symptom onset (See Definitions from CDC at the end of this document on Calculating Isolation)</p> <p>And</p> <p>Fever free for 24 hours (without the use of fever-reducing medication)</p> <p>And</p> <p>Other symptoms are improving</p> <p>And</p> <p>Continue to wear a mask around others for 10 days since symptom onset⁷</p> <p>No official travel for 10 days since symptom onset (Note: Day 0 is the first day of symptoms)</p>
Employee never developed symptoms	<p>5 days have passed since the date of the employee's first positive test for COVID-19 (See Definitions from CDC at the end of this document on Calculating Isolation)</p> <p>And</p> <p>Continue to wear a mask around others for 10 days since the date of the employee's first positive test⁷</p> <p>No official travel for 10 days since the date of the employee's first positive test for COVID-19 (Note: Day 0 is day the test was conducted)</p>

⁷ After the 10-day period, employees must adhere to Administrative Directive, *Face Masks in all TSA Facilities and Workspaces*, which provides guidance on TSA's mask wearing requirements.

<p>Employee was hospitalized or is immunocompromised</p>	<p>At least 10 days have passed since symptom onset And Clearance from a healthcare provider stating the employee can safely return to the workplace And Continue to wear a mask around others</p> <p>Contact OCMO if clearance cannot be obtained.</p>
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Section 2: Assistant Administrator (AA)/Supervisory Air Marshal in Charge (SAC)/Federal Security Director (FSD) Protocol for Employee (or Contractor) with a Positive Test for COVID-19 or Suspected* COVID-19

1. When AA/SAC/FSD first learns of an employee (or contractor) with diagnosed or possible COVID-19, management must:

- A. Direct the employee (or contractor) to go home and stay at home for 5 days and isolate from others in their home
- B. Speak with the employee (or contractor) and ask the following:
 - When did the employee begin to feel ill (e.g., headache, cough, fever)?
 - What was the last day on which the employee (or contractor) was at work (airport, office)?
 - Where in the airport/office area did the employee travel?
 - Have they been tested for COVID-19?
 - If so, what were the test results?
 - Management should ask the employee (or contractor) if he or she consents to the release of their name for the purpose of helping to identify other individuals who may have been in close contact with the employee before he or she fell sick. Employee's positive or negative response must be documented.
- C. If the employee (or contractor) is not available, management should try to identify a close relative who is familiar with situation and try to get answers to all questions above; except for the question on sharing the employee's name. Only the employee may consent to release of their name. Advise the employee or family member that management may be contacting the local public health department to notify the department that an employee has fallen ill and that the employee's name and other identifying information will be provided to the public health department should it be requested.

2. Collect the following information for each employee/contractor with positive test for COVID-19 or suspected* COVID-19:

- A. Point of contact information
- B. Information about employee/contractor (do not send any Sensitive Personally Identifiable Information (SPII)) (e.g. name plus medical condition is SPII)

- Position
 - Airport code or FAMS field office or HQ office
 - Last day at work
 - When tested positive
- C. Was the employee hospitalized? If so, when?
- D. Did the employee have symptoms while at work? If yes, what were the dates? (approximate dates?)
3. **Enter information in to WebEOC's Employee Pandemic Tracker for federal TSA employees (do not enter employee's name or other PII) (and also share with FAMS Medical Programs Section for FAMS employees)**
- Entries are generally made by either Coordination Centers, Field Offices, or an office's CIMG Watchstanders
 - Once an employee recovers and returns to work, ensure the WebEOC record is updated with those data points as appropriate
 - Contractor employees' information should not be recorded in WebEOC. Follow the separate reporting process through Contracting and Procurement (C&P).
 - Notification of employees with COVID-19 to the Office of the Chief Medical Officer (OCMO) is not necessary, but you may contact OCMO for any medical questions.
4. **Notify the workforce that an employee tested positive for COVID-19 or has suspected COVID-19 (please coordinate with SCPA). Notifications following a confirmed or suspected case of COVID-19 in an employee should include approximate date/time and places within the worksite that the employee was located. Notifications should not identify the employee by name.**
5. **Employees who believe they were exposed⁸ may stay at the workplace if they remain asymptomatic and must:**
- A. wear a surgical mask or a respirator while working indoors for 10 full days from the date they were last exposed;
 - B. be tested at least 5 full days after the date of the last exposure last known date of close contact, unless they have been diagnosed with COVID-19 in the past 30 days;
 - C. monitor themselves for symptoms of COVID-19 for 10 full days after exposure (Note: The date of exposure is considered Day 0); AND
 - D. avoid being around people who are at high risk for severe COVID-19 for 10 full days after exposure.

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/your-health/risks-exposure.html>

6. If exposed employees are experiencing symptoms of COVID-19, they must isolate immediately, get tested as soon as possible, consult their healthcare provider, and stay home until they know the result of the test.
 - A. Advise all concerned coworkers, or coworkers with any symptoms to consult with their own healthcare provider or the local health department.
7. **Notify Airport Authority/Building Management and ensure area is cleaned consistent with CDC and local health department guidance.**
8. **Follow HCAM 2020.30-4, Coronavirus Disease, and the Return to Workplace Guidance (at the beginning of this document), which provide additional information regarding granting different types of leave and documentation employees are required to provide prior to returning to work.**

*For the purpose of this document, suspected COVID-19 means that employee (or contractor) has signs and symptoms clinically compatible with COVID-19, as **identified by a healthcare provider**, but employee was not tested, or was tested and the test result is pending.

Section 3: Definitions from CDC

Calculating Isolation – Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days.

Exposure – Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Isolation – The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. [Isolation](#) for public health purposes may be voluntary or compelled by federal, state, or local public health order.

Up-to-Date Vaccination – You are up to date with your COVID-19 vaccines when you have received all doses in the primary series and all boosters recommended for you, when eligible. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html#recommendations>.

Note: These definitions are based on the CDC definitions effective on the publication date of this policy. In the event that the CDC changes any of the above referenced definitions, TSA will defer to the updated CDC definitions until such a time that a corrected HCAM can be issued.

Appendix B: Travel

Confirmed COVID-19 While on Official Travel

Situation	Management and Employee Responsibilities	Notes
Employee has probable or confirmed COVID-19 while on official travel.	Management must instruct the employee to isolate in accordance with Appendix A in HCAM 15 and not undertake further travel, including return travel, for 10 full days after their first symptoms, or after the date of a positive COVID-19 test.	If there is an urgent, necessary, and mission-critical reason for return domestic travel during the 6-10 day timeframe, management must instruct the employee to continue to wear a mask for the full 10 day period, and, to the extent possible, avoiding eating and drinking around others, avoiding environments where they may be unmasked around others, avoiding people who are immunocompromised or at high risk for severe disease, and avoiding high-risk settings. Additional requirements apply to international travel ⁹ .

⁹ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>