

Date: September 23, 2021 (revision 12)

To: EAAs, DEAAAs, AAs, DAAs, BMOs, RMOs, SACs and FSDs

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Subject: Coronavirus Disease (COVID-19)

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This is the twelfth 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:

- **Extends approved absence for an additional dose (e.g., booster) of the COVID-19 vaccine;**
- **Implements administrative leave provisions for employees to accompany family members to vaccination appointments;**
- **Adds restrictions related to travel for non-vaccinated employees;**
- **Updates details related to employees who are diagnosed with, or test positive for COVID-19; and**
- **Updates Appendix B – Protocol for Employee (or Contractor) with Laboratory-Confirmed or Suspected COVID-19.**

Policy and guidance on mandatory vaccinations against COVID-19 is forthcoming and will be communicated separately.

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 very safe and effective in protecting against the disease. Most, if not all, 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, 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 to facilitate coordination with public health officials, and follow their guidance.

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

The provisions of this HCAM that are unique to the COVID-19 outbreak (i.e. administrative leave flexibilities) will expire on **December 31**, 2021 unless otherwise indicated or extended or rescinded by Agency leadership.

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Maximizing Telework

Managers are encouraged to maximize the use of telework to minimize the spread of COVID-19. Existing TSA policy provides broad flexibility for the frequency or location of telework, while also considering operational constraints and business reasons for limitation. As TSA transitions away from emergency-based application of policy, it is expected that in the coming months almost all employees who began teleworking full time due to the pandemic will return to the workplace in some capacity. In this shift, it is likely that the agency will have an increase from the pre-pandemic levels of telework but a decrease from the levels used during the pandemic response.

When discussing an ad-hoc telework agreement, an employee must always have a sufficient amount of work to perform throughout the workday. An employee performing telework who does not have enough work must notify their supervisor and receive additional work or discuss leave options such as personal leave.

Subject to the practices necessary to promote social distancing, participation in telework and alternative work schedule is voluntary and approval is within the discretion of management. When determining if telework is necessary, managers should consider the job functions of the employee's position and available equipment and supplies required to completed the duties of the position, and availability of internet connectivity at the alternative worksite.

If there is a child or other dependent in the home during telework hours, a teleworking employee is expected to account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) or make adjustments to the daily work schedule, in coordination with the supervisor, to account for time spent away from normal work-related duties (e.g., to care for small children).

Resource Management Offices/Business Management Offices and Mission Support Elements are responsible for assisting employees and managers with the completion of telework agreements.

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. Information with vaccination requirements will be published in a separate policy.

Any reference to the vaccine in this section includes the primary vaccine series (i.e. two doses for Moderna and Pfizer [also known as Comirnaty] and one dose for Johnson and Johnson) in addition to any additional doses/booster that meet the current CDC definition of full vaccination. Employees are encouraged to utilize the flexibilities outlined in this section prior to requesting Emergency Paid Leave, in accordance with [TSA HCAM 2021.63-1B, *Emergency TSA Employee Leave Fund*](#), for vaccination purposes.

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 against COVID-19.

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. In addition, the Administrator has determined that COVID-19 vaccination, and the related travel, is mission critical for TSA employees. As such, employees will be eligible for reimbursement for regular temporary duty travel and local travel expenses including per diem, when applicable.

Employee's 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 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.

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

Scheduling

Employees should coordinate as far in advance as possible with their supervisors, or 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 (i.e., Moderna or Pfizer)** 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. 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 provide the supervisor, or other airport/office designated point of contact, with 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 submitted 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.

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.

Upon receipt of the proof of vaccination, management must maintain a record that will consist of the employee name and date(s) of vaccination for employees under their purview. Personal medical information pertaining to vaccination is categorized as Sensitive Personally Identifiable Information and must be handled accordingly in compliance with guidelines issue by [TSA's Privacy Office](#). Federal Air Marshals should follow direction from their management as to where to submit the documentation.

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 and following CDC's recommendations to [protect yourself and others](#) will offer the best protection from COVID-19. As such, all employees, regardless of vaccination status, 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 to accompany family members to COVID-19 vaccination appointments. Employees may be provided with up to four hours per dose of administrative leave, 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 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 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 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. The Moderna and Pfizer vaccines require two doses on separate visits.

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 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 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 8 of this HCAM, and to adjust the timecard accordingly, if applicable.

Employees Directed to Quarantine

Note: Employees who test positive for COVID-19 or have a clinical diagnosis of COVID-19 made by a healthcare provider are eligible for up to 10 calendar days of administrative leave/excused absence in accordance with the 'Employees Diagnosed with COVID-19' section on page 14 of this HCAM.

Employees Exposed to COVID-19 Within the Workplace

Employees will be considered fully vaccinated once they meet the current definition of the CDC for full vaccination². If an employee is identified as having been a close contact exposure to COVID-19 in the workplace, management should advise the employee that he or she may be approved for weather and safety leave if they are not fully vaccinated.

TSA management will direct non-vaccinated and non-fully vaccinated employees to quarantine following exposure within the workplace. Such employees may have been identified via contact tracing, resulting from either a TSA coworker testing positive for COVID-19 or notification from a public health official about possible exposure to a non-TSA employee (i.e., passenger, other airport/worksite employee) within the workplace who has tested positive for COVID-19 and may have exposed employees.

Employees not covered by a telework agreement, and who self-certify that they are not fully vaccinated, but ordered to quarantine by TSA management due to identified exposure in the workplace, will be eligible for up to 10 calendar days of weather and safety leave for each instance of exposure requiring quarantine.

Per CDC guidance, asymptomatic fully vaccinated employees are not required to [quarantine](#) following exposure to COVID-19. Therefore, such employees are not eligible for weather and safety leave for this purpose. These employees are encouraged to obtain a COVID-19 test 3-5 days following exposure³. Fully vaccinated employees who become symptomatic of COVID-19, during the 10 calendar days following an identified workplace exposure, may be approved for weather and safety leave while seeking further medical guidance. Weather and safety leave may not be approved for symptoms that develop after 10 calendar days from the date of last known workplace exposure.

When determining the number of days that an employee should be approved for weather and safety leave, management should use the identified date of exposure and begin with "Day 1" on the following calendar day. Employees approved for weather and safety leave must be provided with the [Notice of Weather and Safety Leave](#). Additionally, the weather and safety leave hours must be recorded in eTAS as weather and safety leave and/or in webTA as Transaction Code 66 – Weather and Safety Leave.

An asymptomatic employee who is covered by a telework agreement will be expected to perform telework at home during a period of quarantine directed by TSA management.

² [When You've Been Fully Vaccinated | CDC](#)

³ [Interim Public Health Recommendations for Fully Vaccinated People | CDC](#)

All hours of telework during the COVID-19 outbreak must be recorded in eTAS using the pay code Telework Home and/or in webTA as Transaction Code 01 – Telework Home. A teleworking employee who becomes too ill to work, during a period of quarantine directed by TSA management, due to symptoms suggestive of COVID-19, may be approved for weather and safety leave while seeking further medical guidance.

Employees Exposed to COVID-19 Outside the Workplace

Employees directed to quarantine by a source other than TSA management (public health official or medical authority) are required to follow the guidance of the CDC and/or their healthcare provider. If directed to quarantine, employees 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. Weather and safety leave is not available for this purpose.

An asymptomatic employee who is covered by a telework agreement may be approved to telework at home during a period of quarantine directed by a source other than TSA management. All hours of telework during the COVID-19 outbreak must be recorded in eTAS using the pay code Telework Home and/or in WebTA as Transaction Code 01 – Telework Home. A teleworking employee who becomes too ill to work due to symptoms suggestive of COVID-19, during a period of quarantine directed by a source other than TSA management, 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 while they seek a medical diagnosis.

Return to Duty Following Period of Quarantine

Employees on leave resulting from potential or actual exposure to someone positive for COVID-19 are required to follow the CDC guidelines regarding when to quarantine and not return to the workplace without meeting the criteria set forward in the COVID-19 Return to Workplace and Medical Documentation guidance (Appendix A). Employees who do not follow these guidelines while infected or in quarantine may be subject to counseling or disciplinary action.

Operational Coverage

As outlined in the Protocol for Employee (or Contractor) with Laboratory-Confirmed or Suspected COVID-19 (Appendix B), management may request a waiver to, or shortening of, a quarantine period in situations when the prescribed quarantine requirement would result in insufficient operational coverage. If employees, who are directed to quarantine by any source, are mission-critical employees and required at the workplace due to operational constraints, leadership may consult with the Office of the Chief Medical Officer (OCMO) (or with FAMS Medical Programs Section for FAMS employees) for a case-by-case assessment.

Travel

According to the [CDC](#), you should delay travel until you are [fully vaccinated](#). If you are not fully vaccinated and must travel, follow CDC's [recommendations for unvaccinated people](#). Employees returning from travel should be aware of [current advisories](#) related to locations to which they have traveled. Employees are reminded to follow CDC guidance to include following social distancing practices, washing hands regularly, and wearing a mask when in public and monitoring your temperature if you feel sick.

Official Travel Restrictions

Pursuant to the Safer Federal Workforce Task Force Guidelines⁴, there are no government-wide restrictions on travel for employees who are fully vaccinated.

Employees who are not fully vaccinated, or who decline to provide information about their vaccination status, should be limited to only necessary mission-critical trips. Mission-critical travel for employees who are not fully vaccinated, or who decline to provide information about their vaccination status must be approved by the appropriate Assistant Administrator (AA). On a case-by-case basis, AAs may approve a blanket exception to permit mission critical travel by a specific employee who is not fully vaccinated but whose position requires regular travel to conduct the functions of their position. Blanket exception requests should be as specific as possible and must document the details which support why an exception is needed for specific employee and/or position.

Federal Air Marshals are not subject to these rules since travel is in fulfillment of an essential federal government mission, unless otherwise directed management.

Employees Returning from Official Travel

Employees returning from official travel (domestic and international) are required to follow current CDC recommendations for testing and quarantine [after travel](#).

If an employee must quarantine based on CDC recommendations, management should use the first full calendar day following travel as day one. Telework-eligible employees who are not fully vaccinated will be expected to telework for the duration of the quarantine period when returning from official travel. Non-telework eligible employees who are not fully vaccinated are eligible for up to 10 days of weather and safety leave following the completion of official travel.

Federal Air Marshals, who regularly fly to and from states with quarantine requirements, are not subject to those rules since travel is in fulfillment of an essential federal government mission, unless otherwise directed by FAMS Medical.

⁴ [Safer Federal Workforce](#)

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 to facilitate coordination with public health officials, and follow their guidance.

If the employee is personally directed to quarantine based on the specific details of their situation, the provisions of the 'Employees Directed to Quarantine' section on pages 10 – 11 of this HCAM, and the section on returning to work following travel in Appendix A will apply. Weather and Safety Leave will not be approved for employees directed to quarantine as a result of personal travel.

Employees Diagnosed with COVID-19

Employees who test positive for COVID-19 or have a clinical diagnosis of COVID-19 made by a healthcare provider are eligible for up to 10 calendar days of administrative leave/excused absence per instance. **An employee must provide evidence of a positive COVID-19 test result or clinical diagnosis of COVID-19 to be eligible for administrative leave/excused absence.**

Management must consult with OCMO (or with FAMS Medical Programs Section for FAMS employees) for a case-by-case assessment for any occurrence of an employee reporting more than one instance of having tested positive for, or being diagnosed with, COVID-19. The type and amount of leave approved, if any, will depend on individual circumstances following consultation with TSA's medical authorities.

Extensions beyond the initial 10 days of administrative leave/excused absence for an employee that has tested positive for, or been clinically diagnosed as having, COVID-19 will not be approved for the same instance of infection. Employees who are unable to meet requirements outlined in the [COVID-19 Return to Workplace and Medical Documentation guidance](#) (Appendix A) after 10 calendar days may request other forms of 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](#). Employees will not be permitted to return to the work site until the documentation has been received by management. Return-to-duty documentation must be submitted in accordance with the [Return to Workplace and Medical Documentation guidance](#) (Appendix A).

Telework-eligible employees who test positive for, or have a clinical diagnosis of, COVID-19, and are not too ill to work, are expected to telework. If an employee becomes too ill to work, management may grant administrative leave/excused absence in an amount equal to no more than 10 calendar days from test/diagnosis.

Employees in an approved administrative leave/excused absence status must be provided with the [Notice of Paid Administrative Leave/Excused Absence](#). Additionally, the hours must be recorded in eTAS as Admin_Excused and/or in WebTA as Transaction Code 66 – Admin/Excused Absence.

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 pertaining to [Isolate If You Are Sick](#) and not return to the workplace without meeting the criteria set forward in the [COVID-19 Return to Workplace Guidance](#) protocol. Employees who do not follow these guidelines while infected or in quarantine may be subject to counseling or disciplinary action.

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.

Expanded Maxiflex

Managers may offer temporary expanded Maxiflex Flexible Work Schedule (FWS) for Management, Administrative, and Professional (MAP) employees. TSA currently offers Maxiflex as a scheduling flexibility, as outlined in [TSA MD 1100.61-5, Hours of Duty for Management, Administrative, and Professional \(MAP\) Employees](#), and the associated [Handbook](#). Given the unique circumstances surrounding COVID-19, this HCAM is temporarily removing the requirements that employees must work within the defined core hours. This HCAM is also temporarily modifying the requirement for employees participating in Maxiflex/Expanded Maxiflex to request management approval in advance of varying their schedule within a pay period, when advance approval is not feasible.

Expanded Maxiflex will allow MAP employees to adjust core hours and/or core days with their manager's approval. This schedule flexibility will continue to allow employees to vary times of arrival and departure, vary the number of hours worked each day, and vary the full number of days worked each pay period with a maximum of one workday off per pay period. It also allows employees to work up to a total of 10 hours per workday and receive a maximum of eight hours of holiday leave.

Typically, employees on Maxiflex adhere to our flexible time bands which begin at 6:00 a.m. and end at 6:00 p.m. However, on expanded Maxiflex employees may request approval to work outside of the TSA official work band. For example, an employee on expanded Maxiflex needs flexibility in start times each morning due to the spouse's work in healthcare and that the spouse may be called in on short notice. The employee begins work at 5:30 a.m. on Monday, 8:30 a.m. on Tuesday, and at 9:30 a.m. the rest of the pay period. Employees who voluntarily work before 6 a.m. or after 6 p.m. while on a Maxiflex FWS, are not entitled to night differential.

Participation in expanded Maxiflex is strictly voluntary and is being offered as a flexibility due to the unique circumstances surrounding COVID-19 closures, reduction in hours, etc. Employees requesting participation in expanded Maxiflex must complete [TSA Form 1160-1, AWS Request](#), check the option for Maxiflex, and submit it to their supervisor for approval in accordance with [TSA MD 1100.61-5](#). Participation is not an entitlement and approval is subject to the operational needs of the program office. All employee requests must be approved or disapproved, in writing, by the management official responsible for ensuring adequate office coverage and determining individual assignments within a work unit.

The intent of Maxiflex/Expanded Maxiflex is still for employees to have a standard schedule, however when deviations are needed, the management officials can allow the employee to vary their schedule time within the same pay period. Employees are responsible for requesting management approval in advance of varying their schedule, however, if it is not feasible to seek approval in advance (e.g., last minute schedule change on the day of), employees are responsible for notifying their

supervisor of the schedule change. Requests or notifications can be made via email or phone. As a reminder, once on an approved Maxiflex/Expanded Maxiflex, employees are not required to submit a new [TSA Form 1160-1, AWS Request](#), to request changes to their duty hours. Such requests can be requested/approved via email between the participating employees and their supervisors.

Example: An employee is on an approved Maxiflex, and she typically works 7:30-4:00 (including a 30-minute lunch) Monday through Friday, but the employee has an appointment on Wednesday and needs to come in two hours late, she could flex her time and work late Thursday and Friday to avoid taking leave. The employee should notify her supervisors in advance of the change, if feasible.

Security-Related Return-to-Duty Notification

Due to the impact of COVID-19 on the TSA workforce, this HCAM is temporarily lifting the requirement for airports/offices to notify the Personnel Security Section (PerSec) when employees start or return to duty after an extended absence as required under Section 7.A. of the [TSA MD 1100.30-34, Security-Related Notification Requirements for Extended Absence, Return-to-Duty, Restoration and Reinstatement](#), where the reason for the absence from work is due to current on-going COVID-19 outbreak. Extended absences from work due to the current ongoing COVID-19 outbreak will have no bearing on any employee's clearance or eligibility status. Airports/offices are not required to notify PerSec when employees start or return to duty after an extended absence due to COVID-related absence (e.g., weather and safety leave for quarantine).

Appendix A – Return to Workplace and Medical Documentation

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.

Category	Situation	Required Medical Documentation	Requirements When No Documentation Required
1	Employees with COVID- 19 (positive test or diagnosis of COVID-19 by healthcare provider) who have symptoms and were not hospitalized	N/A	At least 10 days have passed since symptom onset And At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and Other symptoms have improved
2	Employees infected with COVID-19 who never develop symptoms	N/A	10 days have passed since the date of the employee's first positive test for COVID-19
3	Employees with COVID- 19 (positive test or diagnosis of COVID-19 by healthcare provider) who were hospitalized	Clearance from a healthcare provider stating the employee can safely return to the workplace. Contact OCMO if clearance cannot be obtained.	N/A
4	Employees who have certified not being vaccinated and have been exposed (close contact) to people with known or suspected COVID-19 or possible COVID-19	N/A	At least 10-days since the date of last exposure (may be shortened to 7 days if negative test 5 days after exposure) Employee has been asymptomatic for at least the past 10 days

Appendix B - Assistant Administrator (AA)/Supervisory Air Marshal in Charge (SAC)/ Federal Security Director (FSD) Protocol for Employee (or Contractor) with Laboratory-Confirmed or Suspected* COVID-19

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

- A.** 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 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 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.
- B.** If the employee 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 laboratory-confirmed and suspected* COVID-19:

- A.** Point of contact information
- B.** Information about employee (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.** Test performed?
- If so, name of the facility where the employee was tested for the COVID 19 virus
- D.** Was the employee hospitalized? If so, when?
- E.** Did the employee have symptoms while at work? If yes, what were the dates? (approximate dates?)

3. Enter information in to WebEOC for TSA employees (do not enter employee's name) (and also share with FAMS Medical Programs Section. for FAMS employees)

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. Identify exposed coworkers

A. Exposed coworkers include any employees who have been directly coughed or sneezed on in the face by, or have had close contact, defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period or close physical contact (hugging or kissing) or sharing eating or drinking utensils, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) with:

- A person with COVID-19 who has [symptoms](#) (in the period from 2 days before symptom onset until they meet criteria for [discontinuing home isolation](#)) OR
- A person who has tested positive for COVID-19 (laboratory confirmed) but has not had any [symptoms](#) (in the 2 days before the date of specimen collection until they meet criteria for [discontinuing home isolation](#)).

Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE)

Close contacts can be determined by looking at the employee's schedule and work location, and speaking with the employee about where they have been in the workplace (e.g., break room). Management may ask the employee if s/he consents to having their name shared with others to help identify others who may have been exposed. Employee's positive or negative response must be documented.

B. Exposed coworkers who certify that they are not fully vaccinated must be advised to:

- Contact their healthcare provider or the local health department for further guidance;
- Stay home until 10 days after last exposure and maintain social distance (at least 6 feet) from others at all times;
- Self-monitor for symptoms for 14 days;
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19; and
- Follow [CDC guidance](#) if symptoms develop.

C. Exposed coworkers who certify that they are not fully vaccinated and were infected with COVID-19 within the past 90 days: Consult with OCMO or FAMS Medical Programs Section.

- D. Exposed coworkers who are fully vaccinated do not need to quarantine and must be advised:
 - Self-monitor for symptoms for 14 days **after the date of the last exposure**;
 - Watch for fever, cough, or shortness of breath, or other [symptoms](#) of COVID-19 for **14 days after the date of last exposure**;
 - **Get tested 3-5 days after the date of the last exposure**;
 - **Wear a mask in public indoor settings for 14 days after the date of the last exposure or until a negative test result; and**
 - Follow [CDC guidance](#) if symptoms develop.
- E. Advise all concerned coworkers, or coworkers with any symptoms (especially fever, feeling feverish, cough or shortness of breath) to consult with their own healthcare provider or the local health department.
- F. If exposed coworkers are mission-critical employees and required at the workplace due to operational constraints, leadership may consult with OCMO (or with FAMS Medical Programs Section, for FAMS employees) for a case-by-case assessment.

5. Notify the local public health department

The FSD, SAC, or AA, or their designee, must proactively reach out to local health authorities to inform them that an employee (without providing the employee name) has laboratory-confirmed or suspected COVID-19 and obtain further guidance, including on employees who need to be removed from the workplace, cleaning instructions and closing the workplace. The FSD/SAC/AA may then inquire with the local health authority whether additional information is needed. If the local health authority says additional information is needed, the FSD/SAC/AA must then provide any requested information, including the name and home address of the employee and other information necessary to assist the local health authority.

Note: Please note that providing the employee's name and medical information constitutes SPII and can only be provided after management informs the local health department of the positive test and additional information is requested.

- 6. **Notify Airport Authority/Building Management and ensure area is cleaned consistent with CDC and local health department guidance.**
- 7. **Notify the workforce that an employee tested positive for COVID-19 or has suspected COVID-19 (please coordinate with SCPA).**
- 8. **Follow HCAM 2020.30-4, Coronavirus Disease, and the COVID-19 Return to Workplace and Medical Documentation, which provides 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.