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

From: Patricia Bradshaw
Assistant Administrator, Human Capital

PATRICIA S BRADSHAW
Digitally signed by
PATRICIA S BRADSHAW
Date: 2022.01.27
09:29:41 -05'00'

Subject: Coronavirus Disease (COVID-19)

POC: ServeU Human Capital Hub Customer Care Support,
HC-ServeU@tsa.dhs.gov

This is the **thirteenth** 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:

- **Adds references to the TSA re-entry plan which will become the guiding document on telework and work schedule flexibilities once released;**
- **Removes requirement for management to maintain record of proof of vaccination for employees using duty time and/or administrative leave/excused absence to obtain COVID-19 vaccination;**
- **Updates quarantine guidance for employees exposed to COVID-19 in the workplace;**
- **Updates recommended timeframe for testing following COVID-19 exposure by fully vaccinated employees;**
- **Reduces isolation period, and corresponding eligibility for administrative leave/excused absence, following diagnosis of, or positive test for, COVID-19;**
- **Adds blanket leave restoration details for leave year 2021; and**
- **Updates Appendices.**

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 (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 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 **May 31, 2022** unless otherwise indicated or extended or rescinded by Agency leadership.

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Maximizing Telework

TSA will soon release the *Pandemic Re-entry Plan, Guidance for TSA Office Workplaces*, which will outline requirements for employees returning to the workplace. Upon its release, the re-entry plan will be the governing document as it pertains to telework, and related flexibilities, in the transition away from emergency-based application of policy. Until that time, managers are expected to maximize the use of telework **flexibilities 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.**

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 Employees².

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

Employees Exposed to COVID-19 (Quarantine)

When determining the number of days that an employee should quarantine and/or 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.

Please see Section 2 of the *TSA Quarantine and Isolation Protocol (Appendix A)* to determine whether employees should be quarantined.

Employees Exposed to COVID-19 Within the Workplace - Not Required to Quarantine

Employees identified as having been a close contact exposure to COVID-19 in the workplace may be approved for weather and safety leave depending on their vaccination status. **Employees not required to quarantine following workplace exposure are not eligible for weather and safety leave for this purpose.**

Employees who are not required to quarantine, but become symptomatic of COVID-19 during the 10 calendar days following an identified workplace exposure should be advised to obtain a COVID-19 test and 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.

Employees Exposed to COVID-19 Within the Workplace - Required to Quarantine

Asymptomatic employees who are exposed to COVID-19 within the workplace and who must quarantine may be eligible for up to five days of weather and safety leave. 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.

An asymptomatic employee who is exposed to COVID-19 within the workplace and who is covered by a telework agreement will be expected to perform telework at home during a period of quarantine directed by 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, 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 not covered by a telework agreement, but ordered to quarantine by TSA management due to identified exposure in the workplace, will be eligible for up to **five** calendar days of weather and safety leave for each instance of exposure requiring

quarantine. **Employees who remain asymptomatic may return to work after five calendar days and must meet additional requirements outlined in Section 1 of the *TSA Quarantine and Isolation Protocol (Appendix A)*. Employees who develop symptoms should get tested immediately and isolate until test results are received.**

Employees unable to meet the return to workplace requirements after exhausting the available weather and safety leave 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 continued absence.

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.

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 following a COVID-19 exposure outside of the workplace, 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 **guidance** regarding when to quarantine and not return to the workplace without meeting the criteria set forth in **Section 1 of the *TSA Quarantine and Isolation Protocol (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 **Section 1** of the ***TSA Quarantine and Isolation Protocol (Appendix A)***, 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.

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 are eligible for up to **five** calendar days of administrative leave/excused absence per instance. When determining the number of days that an employee should isolate, management should use Day 0 as the first day of symptoms or a positive viral test. **Day 1 is the first full day after symptoms developed or the test specimen was collected.**

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 **five calendar days from onset of symptoms.**

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 COVID-19 within a 90-day period.

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 the TSA Quarantine and Isolation Protocol (Appendix A)**. Employees who do not follow these guidelines while infected or in quarantine may be subject to counseling or disciplinary action.

Documentation

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.

Return to Duty Following Period of Isolation

Extensions beyond the initial **5** 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 **Section 1** of the **TSA Quarantine and Isolation Protocol (Appendix A)** after **five** 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 **Section 1** of the **TSA Quarantine and Isolation Protocol (Appendix A)**.

Employees unable to meet the return to workplace requirements after exhausting the available administrative leave/excused absence 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 continued absence.

Record-keeping

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.

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.

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 Guidelines³, 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 eligible for up to **five** 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.

³ [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 Exposed to COVID-19' section on pages 10 – 12 of this HCAM. Weather and Safety Leave will not be approved for employees directed to quarantine as a result of personal travel.

Expanded Maxiflex

The *Pandemic Re-entry Plan, Guidance for TSA Office Workplaces* (pending release) outlines updated requirements for employees returning to the workplace. Upon its release, the re-entry plan will be the governing document for enhanced telework, employee work schedules, and related flexibilities, in the transition away from emergency-based application of policy. Until that time, managers may offer temporary expanded Maxiflex Flexible Work Schedule (FWS) for Management, Administrative, and Professional (MAP) employees.

Under standard policy, TSA 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 allows 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.

Blanket Restoration of Leave Year 2021 Forfeited Annual Leave

The Administrator has authorized blanket restoration of forfeited annual “use or lose” leave for the entire TSA workforce for leave year 2021. This action is being taken to ensure that TSA is best positioned to meet operational requirements as the country recovers from the pandemic. The following guidance applies:

- 1) All unused annual leave above an employee’s 2021 leave cap that is forfeited will be restored.**
- 2) No action is required by employees. Human Capital will work to restore the forfeited annual leave by the end of April 2022.**
- 3) Restored annual leave is maintained in a separate leave account and does not change an employee’s annual leave ceiling. All restored leave as a result of this blanket approval must be used by the end of the 2024 leave year (January 11, 2025).**
- 4) Any previously restored annual leave that is forfeited will not be restored again.**

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 - TSA Quarantine and Isolation Protocol

TSA Quarantine and 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</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</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>
Employee was hospitalized or is immunocompromised	<p>At least 10 days have passed since symptom onset</p> <p>And</p> <p>Clearance from a healthcare provider stating the employee can safely return to the workplace</p> <p>And</p> <p>Continue to wear a mask around others</p> <p>Contact OCMO if clearance cannot be obtained.</p>

**Return to Workplace Guidance for Employees Directed to Quarantine
after Exposure to COVID-19**

Situation	Requirements to Return to Duty
Employee directed to quarantine who remain asymptomatic	Quarantine at home for least 5 days (See Definitions from CDC at the end of this document on Calculating Quarantine) And Get tested at least 5 days after last exposure, if possible And Continue to wear a mask around others And Watch for symptoms for 10 days after exposure No official travel for 10 days after exposure

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. Identify exposed coworkers

A. Exposed coworkers include any employees (or contractors) 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, 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 had a confirmed COVID-19 infection **within** the last 90 days do not need to quarantine if they remain asymptomatic **and:**
- They should continue to wear a mask when around others
 - They should monitor themselves for symptoms of COVID-19 for 10 days after exposure (Note: The date of exposure is considered Day 0)
 - If they are experiencing symptoms of COVID-19, they should isolate immediately, consult their healthcare provider and get tested as soon as possible
 - They should avoid travel for 10 days after exposure
 - They should avoid being around people who are high risk for severe COVID-19 for 10 days after exposure
- C.** Exposed coworkers who are up-to-date (see Definitions from CDC at the end of this document) on COVID-19 vaccination and are asymptomatic do not need to quarantine if they remain asymptomatic **and:**
- They must continue to wear a mask when around others
 - They must monitor themselves for symptoms of COVID-19 for 10 days after exposure (Note: The date of exposure is considered Day 0)
 - They must get tested at least 5 days post exposure, if possible (Note: The date of exposure is considered Day 0)
 - If unable to find a test and asymptomatic, they can continue to work at their physical worksite and need to monitor for symptoms of COVID-19 for a full 10-day period.
 - If they are experiencing symptoms of COVID-19, they should isolate immediately, consult their healthcare provider, and get tested as soon as possible
 - They should avoid travel for 10 days after exposure
 - They should avoid being around people who are high risk for severe COVID-19 for 10 days after exposure
- D.** Exposed coworkers who are not up to date on COVID-19 vaccination:
- They must quarantine at home for 5 days after exposure (Note: The date of exposure is considered Day 0)
 - They must get tested at least 5 days post exposure, if possible (Note: The date of exposure is considered Day 0)
 - If unable to find a test and asymptomatic, they can return to work at their physical worksite on day 6 and should monitor for symptoms of COVID-19 for a full 10-day period.
 - They must continue to wear a mask when around others
 - They must monitor themselves for symptoms of COVID-19 for 10 days after exposure (Note: The date of exposure is considered Day 0)
 - If they are experiencing symptoms of COVID-19, they should isolate immediately, consult their healthcare provider, and get tested as soon as possible

- They should avoid travel for 10 days after exposure
- They should avoid being around people who are high risk for severe COVID-19 for 10 days after exposure

- E. Advise all concerned coworkers, or coworkers with any symptoms 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 of for travel, 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 SP11 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 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.

Calculating Quarantine – The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days.

Close Contact – someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

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.

Quarantine – The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. Quarantine may be voluntary or compelled by federal, state, or local public health order

Up-to-Date Vaccination (for adults) – Received a booster or completed the primary series of Pfizer (2 shots) or Moderna (2 shots) within the past 5 months or Johnson & Johnson (1 shot) within the past 2 months. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>