

COVID-19 Safety Protocols for Low Community Levels

for All Smithsonian Institution Contractors that Perform Services On-Site

I. Overview and Responsibilities

This document outlines COVID-19 safety protocols the Smithsonian requires shall be taken by all Smithsonian contractors (Contractors) and their employees (contractor employees), including all subcontractors at any tier, that perform work in whole or in part on-site at a Smithsonian owned or leased facility.

Required COVID-19 safety protocols are tied to the [CDC COVID-19 Community Level](#) ratings for the location of the facility. The protocols listed here are required when the Community Level is Low. A complementary document outlines the safety protocols required in Medium and High COVID-19 Community Levels.

Smithsonian Contracting Officer's Technical Representatives (COTRs) are responsible for disseminating these guidelines to contractors and shall ensure that the prevention and control measures outlined below are appropriately implemented.

II. Additional Responsibilities of Contractors On-Site

To support implementation and maintenance of COVID-19 prevention and control measures, all on-site Contractors shall designate a site-specific COVID-19 officer who will be responsible for coordinating all onsite controls and personnel behavior, which may include the gathering and retention of vaccination status information. These individuals shall be familiar with all prevention and control measures that are employed onsite and shall have the authority to take prompt corrective measures. Contractor shall designate at least one person and, if necessary, one alternate as the site-specific COVID-19 officer required to be onsite whenever work is occurring. Multiple contractor COVID-19 officers may be required depending on the scope of work and nature of the contract.

If a Contractor has only one contractor employee on site, it will be presumed that this individual will be the COVID-19 officer.

III. COVID-19 Prevention and Control Methods for Contractors On-Site

A. Mandatory Daily Health Screenings – On-site contractor employees **MUST** perform daily self-health screenings. Contractor employees should thoughtfully and honestly answer the [Heath Screening Questions](#) (also attached) before they leave for work each day. It is not necessary for the answers to be recorded. The screening questions will determine if the contractor employee has symptoms of illness and should stay home to avoid exposing co-workers and others in the community.

VI. Detection and Reporting Guidelines

If a Contractor is notified by an employee, or subcontractor employee, that they have received a confirmed positive test result for COVID-19 (by lab test or diagnosed by a health care professional), they must ***immediately***:

1. Isolate the infected individual from other staff and send them home, if the infected individual is on site.
2. Notify their COTR and follow the procedure and provide all necessary information as outlined in the Contractor COVID-19 [Reporting Guidelines](#)

Upon identification, the contractor must remove from site all of the contractor's employees and subcontractors identified as primary contacts, and ensure they do not return to site until their quarantine period is complete, if they remain asymptomatic.

The contractor shall return employees to the work site based on [CDC's guidelines for quarantine, isolation, and vaccination](#).



Employees and affiliated staff who are **required to report to their workplace** shall thoughtfully and honestly answer these health screening questions before they leave for work. It is **not** necessary for the answers to be recorded. Smithsonian Institution Occupational Health Services (OHS) is following the CDC guidelines for contact investigations and the definitions of cases, primary contacts, and secondary contacts.

Health Screening Questions – Since you last came to work:

1. Have you had or do you have any of the following **NEW** or **UNUSUAL-FOR-YOU** symptoms of COVID-19 (including very mild symptoms and even if you are vaccinated/boosted)?
 - Frequent cough (not chronic cough or your normal seasonal allergies)
 - Sore throat
 - Congestion or runny nose
 - New loss of smell or taste
 - Trouble breathing, shortness of breath, or severe wheezing
 - Fever of 100.4 or above, or possible fever-like symptoms like alternating between chills and sweating
 - Muscle or body aches that are not exercise related
 - Headache
 - Nausea or vomiting
 - Diarrhea
2. Have you **TESTED POSTIVE** for COVID-19?
3. Have you been notified (by a health care professional, an exposure app, or other source) that you are a **PRIMARY CONTACT** OR has anyone in your household **TESTED POSTIVE for or had SYMPTOMS OF COVID-19**?
4. Have you been in **CLOSE CONTACT** with someone that has been identified as a **PRIMARY CONTACT** – BUT has no symptoms and has not tested positive?

Health Screening Questions – Answers

- ☐ If you answered “NO” to all FOUR questions, you should come to work as scheduled.
- ☐ If you answered yes to any of the questions, follow the directions on the next page.

Health Screening Questions – What to do if you answered YES:

1. Have you had any of the following **NEW** or **UNUSUAL-FOR-YOU** symptoms of COVID-19?
 - If yes, STAY HOME, seek any needed medical care, and isolate from others.
 - Notify your supervisor you will be out sick and schedule a diagnostic test for COVID-19.
 - Report your symptoms to OHS at SI-CoronavirusInfo@si.edu, and remember to include the BEST PHONE NUMBER, date symptoms started, last day onsite, and if you have been tested.
 - DO NOT return to the workplace as long as YOU ARE SICK/SYMPTOMATIC and until your COVID test results come back (you could be out for up to 10 days).
 - Even if your symptoms subside, you may NOT return to the workplace until you have been cleared by OHS.
2. Have you **TESTED POSTIVE** for COVID-19?
 - If yes, STAY HOME, seek any needed medical care, and isolate from others.
 - Notify your supervisor you will be out, report the positive case to OHS at SI-CoronavirusInfo@si.edu, and remember to include the BEST PHONE NUMBER where you can be reached.
 - DO NOT report to the workplace until you have been cleared by OHS.
3. Have you been notified that you are a **PRIMARY CONTACT** OR has anyone in your household **TESTED POSTIVE for or had SYMPTOMS of COVID-19**?
 - If yes, report the primary contact/household positive case to OHS at SI-CoronavirusInfo@si.edu, and remember to include the BEST PHONE NUMBER, date symptoms started, last day onsite, and if you have been tested.
 - DO NOT report to the workplace until you have been cleared by OHS.
4. Have you been in **CLOSE CONTACT** with someone that has been identified as a **PRIMARY CONTACT** – BUT has no symptoms and has not tested positive?
 - If yes, continue to report to work as currently directed (if a dependent is quarantined, you may need to provide proof to your supervisor or OHS for additional leave options).
 - Monitor your symptoms; if you develop symptoms, proceed with the directions under Question 1.
 - If the close contact develops symptoms or tests positive for COVID-19 within 48 hours of your last contact with them, proceed with the directions under Question 3.

FOR SUPERVISORS/SPONSORS

Supervisors and sponsors should be aware of the following details and must enforce proper actions to ensure a safe workplace.

- If a staff member notifies you that they tested positive or is symptomatic AT THE WORKPLACE, ensure that the employee goes home immediately.
- If a staff member is unable/unwilling to contact the COVID-19 Response Team about their positive case/exposure, please email the following information on their behalf:
 - Employee name and best phone number
 - Your name and best phone number
 - Last day employee worked on-site work
 - Date employee's symptoms started
 - If the employee was within 6 feet of other employees for more than 15 minutes in the 48 hours prior to symptoms starting, please provide:
 - Names and contact information of these employees (there shouldn't be any if you are making sure that your folks are following safety protocols)
- Do not discuss any employee diagnoses with any person outside of OHS or launch your own investigations.
- Do not notify any other employees until OHS has followed up with you and given you instructions. OHS will walk you through the next steps to minimize anxiety related to the following steps and notification process.
- Your employee may be allowed (with your concurrence) to return to the workplace while in a primary contact status or in the final days of isolation. If there is a critical business need for this, contact OHS about additional mitigation measures the returning employee must take.
- If your unit requires employees to have a Duty Disposition Report (DDR) to return to work, ensure their medical documentation is emailed to OHS-MedicalReview@si.edu.

LEAVE OPTIONS

Employees who *test positive for COVID* and meet the criteria for eligibility (see below) as a covered employee for Workers Compensation are eligible for continuation of pay (COP). If the employee is sent home from work, the first day is paid as administrative leave (code 66 in webTA) and subsequent days are paid as COP (code 67 in webTA).

Employees who test positive for COVID and *do not* meet the criteria for eligibility (see below) as a covered employee for Workers' Compensation must use sick leave (or other personal leave). Additional guidance on available leave options is available from OHR at OHR-Policy@si.edu.

Definition of Covered Employee (workers' compensation)

- You were diagnosed COVID-19 while employed in Federal and/or Trust service at any time during the period from January 27, 2020 to January 27, 2023; **and**
- Your duties include any risk of exposure.
 - Specifically, within 21 days of your diagnosis of COVID-19, you carried out duties that:

- required contact with patients, members of the public, or co-workers; or
- included a risk of exposure to the coronavirus.

FOR CONTRACTORS/COTRs

Contractor should notify their employers and/or COTRs if they have symptoms, test positive, or are a primary contact. The COTR shall follow the [COTR COVID-19 Reporting Guidelines](#) to collect, update, and report positive COVID-19 case information to the Smithsonian COVID-19 Response Team.

[EN ESPAÑOL](#)

During the COVID-19 pandemic, the following guidelines apply to all Smithsonian Contracting Officer's Technical Representative (COTR) who monitor contractor performance and related activities in and around Smithsonian owned or leased property. The COTRs shall:

- Collect, report, and update positive COVID-19 case information to the Smithsonian [COVID-19 Resource Account](#).
- If applicable, be familiar with contractor site-specific COVID-19 Prevention and Control Safety Plan(s) and identified contractor COVID-19 officer(s).

All contractors shall immediately report to their COTR any COVID-19 positive cases (as verified by a positive test result or a diagnosis from a healthcare provider) for any of their employees or subcontractors that are working within or on the grounds of Smithsonian owned or leased facilities. Contractors will follow up with the COTR providing the results of contractor-performed contact tracing for the contractor's and subcontractors' employees within 24 hours of becoming aware of the verified positive case. Contractors shall use the CDC definition for primary contacts. Primary contacts are anyone who spends more than 15 total minutes a day within a 6-foot radius of a COVID positive person during their infectious period ("COVID Contact Time", greater than 15 min in 24 hours less than six feet).

The COTR then follows the steps outlined in this guidance to report the positive case to the COVID-19 Response Team. COTR shall work to:

- 1) Confirm that the infected individual is and remains off Smithsonian owned or leased property until after prescribed quarantine period is complete, per [CDC guidelines for quarantine](#).
- 2) Collect from the contractor COVID-19 officer and email **immediately** the COVID-19 Resource Account (SI-CoronavirusInfo@si.edu), using the **subject line: POSITIVE TEST**:
 - a) The number of positive cases
 - b) Last day case(s) were onsite
 - c) Date case(s) first developed symptoms
 - d) Names of SI staff that may be primary contacts
 - e) The company, building, and project
 - f) A call back phone number
- 3) Collect from the contractor COVID-19 officer and email the [COVID-19 Resource Account](#) **within 6 hours of initial notification** following information:
 - a) When did the positive case first have symptoms? If not displaying symptoms, what day did they get tested? (This is the "Date of Illness")
 - b) What days were they onsite starting 48 hours before the "date of illness" until 10 days after the "date of illness"? (This is the "Infectious Period")
 - c) If they were onsite any time during the "infectious period" did they have "COVID contact time" with any other staff?
 - "COVID contact time" is greater than 15 minutes in 24 hours within fewer than six feet
 - Provide the names of any SI staff that meet the definition of "COVID contact time"
 - Provide the number of Contract staff that were onsite at SI that meet the definition of "COVID contact time"

- d) Date the positive person was last onsite.
 - e) Indoor common areas where the positive person spent extended work periods (not walkways and restrooms, but offices, meeting areas, indoor worksites) that would potentially benefit from a targeted cleaning. Discuss with contracting staff what targeted cleaning they are going to do and where to avoid duplication of effort
- 4) Collect from the contractor COVID-19 officer positive case updates **no later than 7- and 14-day** after initial positive case notification. E-mail positive case updates to the [COVID-19 Resource Account](#).

Questions regarding these guidelines should be addressed to the COVID-19 Resource Account (SI-CoronavirusInfo@si.edu).