



**U.S. Nuclear Regulatory Commission Coronavirus  
(COVID-19) Workplace Safety  
Implementation Plan, Revision 1**

**April 26, 2021**

## WORKPLACE SAFETY IMPLEMENTATION PLAN REVISION - SUMMARY OF CHANGES

<b>Date</b>	<b>Revision</b>	<b>Comments</b>
04/26/2021	Revision 1	<ul style="list-style-type: none"><li>• Technical review and edits.</li><li>• Changed enhanced cleaning from 7 days to a more general commitment to follow CDC guidance for cleaning which reflects M-21-15 language and the fact that federal (e.g., CDC, GSA) guidance continues to evolve.</li></ul>

## Introduction

In response to the coronavirus disease 2019 (COVID-19) pandemic, the U.S. Nuclear Regulatory Commission's (NRC) COVID-19 response team was established on March 10, 2020. The team includes a COVID-19 Task Force and a separate Working Group to develop the approach and oversee the agency's response to COVID-19 at NRC facilities. On March 19, 2020, consistent with the Office of Management and Budget's (OMB) Memorandum M-20-16, the NRC moved to mandatory telework for all non-mission-critical functions, effective immediately, and since that time, although mandatory telework has ended, more than 94% of the NRC workforce has remained in a telework status. OMB and Office of Personnel Management (OPM) Memorandum M-20-23, "Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again," was disseminated to Federal agencies on April 20, 2020. This plan informed the NRC's approach in developing the NRC COVID-19 Re-Occupancy Plan, issued on April 23, 2020, which details the factors to be considered for gradual re-entry into NRC buildings. The NRC issued accompanying Re-Occupancy Guidance to its workforce (employees and contractors) on June 29, 2020, which it has periodically revised to reflect updated federal guidance and lessons learned. The NRC workforce completed mandatory training on this guidance. Future training will be provided to the workforce when significant changes are made to this plan. In response to the President's Executive Order on "Protecting the Federal Workforce and Requiring Mask-Wearing" and the accompanying OMB Memorandum M-21-15, "COVID-19 Safe Federal Workplace: Agency Model Safety Principles," the NRC's Re-Occupancy Guidance has been renamed the "NRC COVID-19 Workplace Safety Implementation Plan" to address the model principles in M-21-15, and been revised and reorganized to align with the structure and content of M-21-15 while retaining NRC-specific guidance.

## Purpose

The NRC's top priority is the health and safety of its workforce. This plan describes the considerations and guidance for the NRC to help protect the health and safety of its workforce and continue to conduct its mission during the COVID-19 pandemic. This plan also describes decision-making processes, delineates individual responsibilities, and provides a process for addressing situations when individuals meet the "criteria for COVID-19 cases" (defined below). The NRC is monitoring and tracking state and local conditions (see "NRC Facilities," defined below), including community prevalence or transmission, for their impact on facility re-occupancy decisions.<sup>1</sup>

## Agency Actions

Since March 2020, the NRC has continuously worked to develop and enhance many of the principles embodied in the Agency Model Safety Principles, and has made, or is making, further adjustments consistent with OMB Memorandum M-21-15. The NRC has:

1. Re-emphasized existing NRC requirements and guidance concerning the correct and consistent use of masks and physical distancing, consistent with current CDC guidance, in NRC buildings.
2. Reviewed the Agency Model Safety Principles and made (or is making) adjustments to existing NRC implementing plans as necessary.
3. In March 2020, the NRC established a dedicated COVID-19 team to develop and oversee the NRC's response to COVID-19 at its facilities.

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<sup>1</sup> While the NRC as a Federal agency is not bound by state and local restrictions when considering changes to re-occupancy guidance for its workforce, the NRC continues to consider appropriate Federal, state, and local decisions and/or guidance, as well as other available information, including the availability of public transportation, personal protective supplies or other protective equipment, so that re-occupancy decisions are made in a manner that prioritizes the safety of the NRC workforce.

## Definitions

**Access Screening:** Process used to identify people who meet the criteria for COVID-19 cases before entering an NRC facility. At a minimum, members of the workforce (i.e., employees and contractors) and visitors are expected to conduct a self-health assessment. The NRC implements a non-contact temperature check depending on the status of each facility under the NRC's Re-Occupancy Plan; facility status takes into account local community COVID-19 prevalence.

**Close Contact:** As defined by the Centers for Disease Control and Prevention (CDC), close contact occurs when "someone who was 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) until the time the patient is isolated." The NRC uses the best information available to determine whether a close contact has occurred.<sup>2</sup>

**Criteria for COVID-19 Cases:** Individuals who have been in an NRC or licensee facility within 14 days<sup>3</sup> of:

- Testing positive for COVID-19; or
- Having close contact (see Close Contact definition) with someone who has tested positive for COVID-19; or
- Experiencing COVID-19 symptoms (see Symptomatic definition).

**Disinfecting:** A thorough cleaning process, using a disinfectant capable of eliminating COVID-19 surface contamination<sup>4</sup>, intended to restore potentially contaminated office areas for use by the workforce consistent with CDC and General Services Administration (GSA) guidance. These processes are used in addition to regular cleanings, which use products that are rated as effective by the EPA for influenza and SARS-CoV-2 (the virus that causes COVID-19). Additionally, employees are provided with disinfectant wipes for disinfecting shared tools and equipment (e.g., telephones, computers and other communication devices, kitchen implements, and other office equipment).

**Diagnosis:** An official pronouncement by a medical official that a person is infected with COVID-19, usually as a result of the person testing positive for the virus.

**Face Masks:** Please see the "Face Masks" section below.

**Meetings:** For the purposes of this Plan, "meetings" are defined to include any scheduled gathering of 3 or more people inside an NRC facility.

**NRC Facilities:** For the purposes of this Plan, "NRC facilities" refers to the following:

- NRC Headquarters White Flint Campus, Rockville, MD (Montgomery County, MD)
- Region I, King of Prussia, PA (Montgomery County, PA)
- Region II, Atlanta, GA (Fulton County, GA)
- Region III, Lisle, IL (DuPage County, IL)
- Region IV, Arlington, TX (Tarrant County, TX)
- Technical Training Center (TTC), Chattanooga, TN (Hamilton County, TN)

**Personal Protective Supplies:** Describes face masks, face shields, gloves, hand sanitizer, and

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<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Contact-Tracing>.

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

<sup>4</sup> Information regarding viral disinfectants that have been registered by the U.S. Environmental Protection Agency for use against SARS-CoV-2 (the novel coronavirus that causes the disease COVID-19), may be found at this link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>.

disinfectant wipes.

Symptomatic: A person who displays symptoms of COVID-19 as defined by the CDC. These symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea.<sup>5</sup>

## **Overview of Model Principles Goal**

The NRC's top priority is the health and safety of its workforce and visitors to its facilities. The NRC Coordination Team will monitor applicable science-based risk/hazard mitigation protocols, and applicable guidance (such as guidance issued by the CDC or the Occupational Safety and Health Administration (OSHA)), local conditions, and mission-critical needs prior to making any recommendations to senior agency leadership, including the NRC agency head, regarding any exceptions to facility occupancy limits or facility masking requirements. The NRC will communicate such decisions to the agency workforce (employees and onsite contractors) by issuing an agency bulletin and posting on the NRC internal COVID-19 web page – and provide notice to the Safer Federal Workforce Task Force – within three business days of approval of the exception. Visitors to NRC facilities will be advised of such exceptions as part of the visitor screening process. In addition, individual exceptions to masking requirements will be considered on a case-by-case basis, for example as a reasonable accommodation.

## **Health and Safety**

### Telework and Remote Work

Each phase of re-occupancy provides for telework with appropriate schedule flexibilities (e.g., mandatory telework, maximum telework, expanded telework with schedule flexibilities), that balance workplace health and safety with the obligations of the NRC to continue to perform its mission. All NRC employees are encouraged to continue to telework to the greatest extent practical until normal operations are restored. The NRC has informed the workforce that it will provide at least 7 days' notice in advance of moving into a phase of its re-occupancy plan that entails a gradual return to the physical workplace. Such notice will include details regarding changes in telework or other aspects of the re-occupancy plan.

### COVID-19 Coordination Team

The NRC's COVID-19 Coordination Team includes a COVID-19 Task Force and a separate Working Group to oversee the agency's response to the COVID-19 pandemic at its facilities, including addressing re-occupancy issues. The team is responsible for conducting frequent assessments to establish, implement, monitor compliance with, and modify as necessary: (a) safety protocols for physical space and masking; and (b) determinations of on-site and telework/remote working.

The COVID-19 Coordination Team is comprised of senior executives, managers, and staff from the Offices of the Executive Director for Operations, Nuclear Security and Incident Response, Chief Human Capital Officer, Chief Information Officer, Public Affairs, Administration, General Counsel, as well as a regional representative. In addition, a CDC industrial hygienist has been assigned to the NRC to provide technical COVID-19 consultation in the area of public health. The Task Force is charged with staying abreast of best practices and federal guidance to protect employees' health and safety, changes in state and local conditions, operating experience in NRC facilities relative to workforce health and safety, and making recommendations for changes to NRC measures to agency senior

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<sup>5</sup> See the CDC website for the current list of [COVID-19 symptoms](#).

management based upon the compilation of this information. The Task Force is supported by the Working Group. The Working Group monitors state and local conditions, develops recommendations, and briefs the Task Force.

The NRC has maintained regular and open communication with local National Treasury Employees Union representatives since March 2020 regarding the agency response to the COVID-19 pandemic and will continue these engagements as changes are made to our plans and as the NRC moves through the phases of its re- occupancy plan.

### Face Masks

NRC employees and on-site contractors must wear a mask that properly covers the nose and mouth in accordance with current CDC and OSHA guidance. Masks should be crafted, worn, and cleaned (if recommended), in accordance with CDC guidance (as applicable), [“Use Masks to Help Slow the Spread of COVID-19.”](#) As stated in OMB Memorandum M-21-15, masks used while in NRC space should meet the following criteria:

- Non-medical disposable,
- Fit properly (snugly around the nose and chin with no large gaps around the sides of the face),
- Made with breathable fabric (such as cotton),
- Made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source),
- Masks with two or three layers, and
- Masks with inner filter pockets.

The NRC does not permit novelty or non-protective masks,<sup>6</sup> masks with exhalation valves, gaiters or face shields as a substitute for masks.

The NRC workforce is reminded through guidance and training to put on a mask prior to arriving at work and to wear masks in all common areas and shared workstations. Masks may only be removed when alone in an enclosed office (with floor-to-ceiling walls and a closed door). The NRC also provides space where individuals are able to remove masks for a limited time when eating or drinking and maintain distancing in accordance with CDC Guidelines. The NRC provides masks upon request at all facilities.

Employees, contractors, and visitors may be asked by security officers to briefly lower their mask to better identify individuals with the photo on their PIV badge or other identification. Masks should also be worn in outdoor shared spaces when physical distancing cannot be maintained. The NRC's Reasonable Accommodation Program addresses requests for reasonable accommodations from members of the workforce and official business visitors who have a qualified disability and are unable to comply with mask requirements.

Individuals choosing to voluntarily wear their own personal N95 or N100 filtering facepieces may do so. It is recommended that they review and comply with the OSHA's Information for Employees Using Respirators When Not Required Under the Standard.

### Testing

The NRC is not conducting COVID-19 testing. The NRC understands that the CDC is developing and submitting a testing plan for the Federal workforce to the COVID-19 Response Coordinator. The NRC will review guidance associated with that plan when it is issued.

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<sup>6</sup> See the CDC's guidance on [“Considerations for Wearing Masks.”](#)

## Contact Tracing

The NRC, through its guidance, has communicated instructions for individuals who meet the criteria for COVID-19 cases and who are required to report that information to the NRC<sup>7</sup> (as defined above), as well as how the NRC will use that information as described below. Upon request, the COVID-19 Coordination Team will collaborate with and support the contact tracing programs of local health departments to help identify, track, and manage close contacts of COVID-19 cases, as appropriate. The COVID-19 Coordination Team also communicates related information to the workforce, as relevant and appropriate, consistent with Federal privacy and confidentiality laws.

### *NRC Instructions for Individuals who meet the criteria for COVID-19 cases*

If an individual meets the criteria for COVID-19 cases, the individual should not attempt to access an NRC or licensee facility for a minimum of 14 days (see CDC Guidance on [“When to Quarantine”](#)) from the time they met any of the criteria. A negative test result does not change the application of this guidance.

- Individuals should not come to work if they believe they meet the criteria for COVID-19 cases (see the “Definitions” section above).
- Individuals who have experienced symptoms (see “Symptomatic” definition above) should not attempt to access an NRC or licensee facility for a minimum of 14 days from the onset of symptoms, 24 hours with no fever without the use of fever-reducing medications, and until other symptoms of COVID-19 are improving.

If an individual is in an NRC facility at the time they meet the criteria for COVID-19 cases, the individual is instructed to take the following steps:

- Immediately exit the facility or proceed to a designated isolation area.
- As soon as the individual is in a safe location that allows appropriate social distancing outside the NRC facility, the individual should contact their supervisor and provide information to facilitate contact tracking (e.g., location, duration, areas transited, distancing measures).

### *What the NRC will do:*

- To protect the individual’s privacy, individuals who meet the criteria for COVID-19 cases and/or their supervisors should only transmit information from the individual to the COVID-19 Coordination Team. Any medical information collected from personnel, including test results or any other information obtained as a result of testing and symptom monitoring, is treated confidentially in accordance with applicable law, and accessible only by those with a need to know in order to protect the health and safety of personnel.
- The NRC makes reasonable inquiries regarding the person(s) that meets the criteria for COVID-19 cases to determine if close contact with others occurred, including whom the individual may have had contact with while at a worksite, and the pathways taken by the individual while at the worksite (e.g., common areas, parking garage).
- The NRC disinfects (or, in some cases, restricts access to) affected areas consistent with CDC guidance, as soon as practicable (see “Environmental Cleaning”).
- The NRC makes appropriate notifications to individuals who may have come into contact with the person(s) who meet(s) the criteria for COVID-19 cases, while protecting individual privacy.

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<sup>7</sup>Employees are directed to report this information to the COVID-19 Coordination Team if the (1) are planning to report to the workplace (other than a private residence), (2) have reported to the workplace within 14 days, or (3) will have contact with members of the public while in official duty status.

The NRC will coordinate with local health officials as appropriate.

- The NRC provides agency-wide notification of the incident.

## Travel

NRC employees should adhere to CDC guidelines before, during, and after travel, regardless of whether the travel is personal or for official business. At this time, these include the following precautions: carefully assessing travel risk prior to travel, wearing a mask during all portions of a trip, maintaining physical distance from non-household members, maintaining good hand hygiene by regularly washing hands with soap and water for at least 20 seconds, or using alcohol-based hand sanitizer (with at least 60% alcohol) if soap and water are not available, and getting tested and staying home after higher-risk travel before returning to the workplace. NRC staff should consult CDC guidelines before deciding to travel. Additional resources for official travel can be found on the [GSA COVID-19 Information Site](#). Employees may be required to stay at home for a period of time after official or personal travel (typically allowing the employee to request personal leave when it results from personal travel, if an employee is otherwise expected to be present onsite) before they are allowed to return to the workplace.

The NRC currently limits official domestic travel to mission-critical trips. Official international travel by NRC staff remains suspended until further notice. In addition, the NRC considers the following travel guidance:

- Domestic and international travel guidance provided by the Federal government (e.g., State Department, Department of Homeland Security), and the NRC's Office of International Programs and Travel Advisory Group.
- Staff should evaluate if the purpose of traveling (e.g., a meeting, training, visit) can be accomplished by other means (e.g., remotely by Microsoft Teams or teleconference) or can be postponed, and work with their supervisor to determine whether travel is necessary. In support of maximum/expanded telework flexibilities, activities should be conducted remotely or deferred when possible.
- Pursuant to the [April 8, 2020, Department of Justice Memorandum](#), state and local orders do not prevent federal and contractor employees from traveling to their work sites or other locations when necessary to perform their federal functions and duties.

## Symptom Monitoring

All NRC employees, contractors, and visitors are expected to complete symptom screening prior to entering an NRC facility. At all stages of the NRC's re-occupancy plan, this includes a health self-assessment.<sup>8</sup> Symptom monitoring may also include a non-contact temperature check (conducted by a designated screener using a hand-held non-contact thermometer while wearing gloves and a mask) and screening questions, based on the facility's status under the NRC Re-Occupancy Plan (facility status takes into account community prevalence or transmission). Where "at the gate" screening is conducted, an affirmative response to any question, or a temperature of 100.4°F or above for facilities conducting non-contact temperature screening, bars an employee, contractor, or visitor access to the facility. If a member of the NRC workforce is denied entry, they are instructed to notify their supervisor.

## Quarantine and Isolation

Any individual who develops any symptoms consistent with COVID-19 during the workday must

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<sup>8</sup> See the CDC's "[Facilities COVID-19 Screening](#)." If a member of the workforce or visitor exhibits any of these symptoms, they should not attempt to access an NRC facility for 14 days.



immediately isolate, notify their supervisor, and promptly leave the workplace. If an individual is unable to leave due to health concerns (e.g., they feel dizzy or otherwise do not wish to drive), they are instructed do the following:

- Proceed to a designated isolation area.
- Minimize physical contact with surfaces en route to the isolation area.
- If possible, note all areas transited to and from the isolation area for reporting later.
- Upon arrival at the isolation area, arrange for transportation away from the buildings and practice 6 feet of social distancing to the extent practicable.
- Any emergency medical situations should follow normal emergency protocols (e.g., dial 911 and notify building security).

Each NRC facility has a designated area that is used for isolating individuals that feel ill while at work but cannot immediately leave the premises. While in an isolation area, individuals must practice a minimum of 6 feet of social distancing and wear a mask at all times until they have left the facility (see below for environmental cleaning and disinfection of workspaces).

### Confidentiality

The NRC COVID-19 Coordination Team continues to protect individual privacy in accordance with the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Equal Employment Opportunity Commission (EEOC) law and guidance.

### **Workplace Operations**

#### Occupancy

The NRC actively monitors state and local conditions (including community transmission data), restrictions (e.g., school closures, dependent care, mass transportation status, travel advisories), and related policies (e.g., those related to social distancing) as these measures are being relaxed or enhanced. The NRC considers guidance provided by OMB, OPM, CDC, OSHA, GSA, and other federal agencies when making occupancy decisions. The NRC also considers the availability of Personal Protective Supplies (see Overview of Principles for more information).

The NRC will limit total occupancy for each NRC facility to 25% of normal occupancy standards at any given time during periods of high community prevalence or transmission. The NRC Coordination Team monitors occupancy each business day and adjusts occupancy limits as needed (i.e., up or down) based on operating experience and/or state and local conditions and actions.

The NRC may make additional determinations related to adequate social distancing as needed (e.g., reducing workstation or cubicle adjacency; restricting access to certain areas such as conference rooms, common areas, and/or limiting occupants to a building or particular floors within a building). The NRC has also made adjustments to its Occupant Emergency Plans to promote social distancing, and changes have occurred to a variety of services provided on-site (e.g., day care, cafeterias, health center, fitness center) in accordance with applicable guidelines.

#### Physical Distancing

Individuals are asked to maintain distance of at least six feet from others at all times, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and work spaces. Members of the NRC's workforce are reminded that distance and testing are not substitutes for wearing masks, and to properly wear masks. Signage, floor markers, and other reminders have been set up to encourage physical distancing within NRC facilities.

The NRC actively promotes using virtual options to the maximum extent possible until normal operations are restored. In-person meetings are limited to the extent practicable (e.g., limited to those personnel who are essential for accomplishing the meeting and cannot participate remotely, meetings that must be held in an NRC facility to discuss classified or other sensitive information). NRC staff are asked to evaluate if in-person meetings can be accomplished by other means (e.g., virtually, teleconference) prior to scheduling a meeting, and meeting participants are asked to wipe down high-touch surfaces at the conclusion of the meeting using EPA-approved disinfectants.<sup>9</sup>

Conference rooms and classrooms are generally closed until normal operations are restored. During certain phases of the NRC's re-occupancy plan, the use of conference rooms and classrooms for in-person meetings must be pre-approved by the COVID-19 Coordination Team based on mission need.

### Environmental Cleaning and Disinfection

When an individual meets the criteria for COVID-19 cases, enhanced environmental cleaning and disinfection is performed in accordance with GSA and CDC guidance. If enhanced cleaning is required, the NRC waits 24 hours before cleaning or disinfecting. If 24 hours is not feasible, the NRC waits as long as possible. Personnel and visitors are asked to vacate the affected space until cleaning or disinfection is completed. The agency's COVID-19 Coordination Team determines the appropriate scope of workplace closures—in some cases, it may be a suite or offices or part of a floor, in other cases, it may include an entire facility. When necessary, the NRC restricts access to the affected area or facility until enhanced cleaning can be performed. Consistent with CDC guidance, regular cleaning and disinfection of common use, high-touch and high-density spaces (such as lobbies, restrooms, and elevators) continues as normal during the period of restricted access. The workforce is notified when the affected area or facility is reopened.

### Hygiene

Hand sanitizer stations are available at NRC building entrances and in common areas and contain FDA-approved hand sanitizer with at least 60% ethanol. Personnel are actively encouraged to wash their hands with soap and water regularly for at least 20 seconds each time or use hand sanitizer frequently. The NRC workforce is also reminded to use disinfectant wipes, which are provided, to wipe down shared workspaces, meeting/conference room tables, communal kitchenette counters, personal workstation/office/desks, and shared copiers/printers after using these areas.

### Ventilation and Air Filtration

The NRC has made modifications to its heating, ventilation, and air conditioning (HVAC) systems per [CDC guidance](#). These modifications included the following:

- Increasing operational run times to provide more conditioned air movement, even during times of limited occupancy.
- Increasing outdoor air intake to bring more fresh air into facilities.
- Improving air filtration:
  - Increased airflow to allow installation of filters with the highest possible Minimum Efficiency Reporting Values (MERV). As the MERV value is constrained by the HVAC system capabilities, the filters in use at NRC facilities are now at or above MERV 11.
  - Inspected filter housing and racks to ensure appropriate fit eliminating unfiltered air bypassing the system.
- Ensuring proper airflow balance between supply and return to increase HVAC system efficiencies.
- Validating that exhaust fans in restroom facilities are operating at full capacity.

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<sup>9</sup> See <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>.

## Visitors

For facilities in certain phases of the NRC re-occupancy plan in place during periods of higher community prevalence or transmission of COVID-19, external visitors are prohibited from accessing NRC facilities. As building re-occupancy increases, external visitors are permitted with approval from the sponsoring office. Visitors must respond to screening questions (see “Symptom Monitoring” for more information) prior to entering an NRC facility. Sponsoring offices are reminded to (1) notify visitors of the screening questions in advance of any visit, and (2) make visitors aware of other applicable occupancy guidelines (e.g., regarding mask-wearing, physical distancing). Signage throughout the buildings also serves as a visual reminder to the workforce and visitors alike of occupancy limits and other matters (e.g., frequent handwashing). The NRC workforce is reminded via guidance, training, and announcements that the number of visitors to the NRC workplace should be minimized, and efforts should be made to conduct meetings and visits virtually whenever possible. In addition, conference rooms remain closed with limited exceptions and their use is approved by the COVID-19 Coordination Team.

## Staggered Work Times and Cohort-Based Scheduling

To promote work schedule flexibilities, the NRC has made temporary changes to work schedules that enable employees to work non-overtime clock hours 24 hours per day, Monday through Saturday. The onsite NRC workforce is encouraged to stagger work times to reduce density, minimize traffic volume in elevators, and avoid crowds during commuting. NRC management is encouraged to implement cohort-based scheduling among teams to help reduce exposure. Individual NRC offices determine functions and associated employees for occupancy, and have the flexibility to establish rotating teams (e.g., cohort-based scheduling), as applicable, taking into account the following priorities:

- Functions that require an in-office presence to perform and were shed or limited during earlier periods of the COVID-19 pandemic.
- Employees who do not have internet access at home.
- Functions including those listed in the NRC Continuity of Operations Plan (COOP), along with the determination of which of those functions can be performed in a telework status.
- Other functions that are significantly more efficient and effective if performed in an NRC facility, including considerations for collaboration to overcome technical or human interaction limitations.

## Elevators

The NRC has put in place elevator occupancy limits, based upon the facility’s re-occupancy phase. Individuals must wear masks in elevators and in elevator lobbies; signage and floor markers are in place to remind individuals to physically distance. The use of stairs by those who are physically able is strongly encouraged.

## Shared Spaces

Visual markers have been installed to promote physical distancing within common spaces (e.g., hallways, cafeteria, auditorium, kitchenettes, elevators, and lobbies) and furniture has been removed in order to promote effective social distancing. Conference rooms are closed and require appointment for access and signage outlining these requirements is prominently displayed at facility access points. See the discussion of “Physical Distancing” for additional information.

Employees are provided disinfecting wipes to clean shared equipment and tools as described under the definition of “disinfecting.”

## NRC COVID-19 Task Force Points of Contact

The Task Force can be reached at [COVID19TaskForce@nrc.gov](mailto:COVID19TaskForce@nrc.gov)

Members of the COVID-19 Task Force:

Dan Dorman, NRC Executive Champion

Mark Lombard, NRC Task Force Lead

Ashley Roberts, NRC Deputy Task Force Lead

Brooke Poole Clark, Office of the General Counsel

James Corbett, Office of Administration

Scott Flanders, Office of the Chief Information Officer

Holly Harrington, Office of Public Affairs

Mary Lamary, Office of the Chief Human Capital Officer