



Homeland
Security

MEMORANDUM FOR: Chief Administrative Officers

FROM: THOMAS D CHALEKI
Tom Chaleki CHALEKI
Chief Readiness Support Officer

SUBJECT: DHS COVID-19 Facility Guidance Update

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D CHALEKI
Date: 2021.08.25 16:07:17
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This Department of Homeland Security (DHS) COVID-19 Facility Guidance outlines how DHS will implement Federal Government-wide guidance issued by the Federal Protective Services (FPS) regarding personnel entry enforcement of COVID-19 vaccination and testing status. These guidelines apply to all DHS owned, leased, or otherwise managed facilities occupied or operated by DHS. See attached memorandum, *FPS COVID-19 Guidance Update*, to Federal Facility Security Committees (FSC) and Designated Officials (DO) dated August 18, 2021, issued in accordance with the “*Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles*”¹, distributed by the White House Task Force on July 29, 2021.

Chief Administrative Officers (CAO) shall ensure that their Component facility managers and DOs are aware of these new instructions and are putting measures in-place to comply with the guidelines. These guidelines remain in effect nationwide regardless of the level of transmission rates in the local area.

New entrance security instructions are based on four categories of persons: (1) federal employees; (2) contractors; (3) visitors; and (4) individuals obtaining/seeking a service or benefit. Upon entry to a facility, signs should be posted indicating the requirements for each of the four categories of visitors. If FPS guards are present, they will direct individuals to the signs for acknowledgment of compliance with the stated requirements. It is up to each Component to establish procedures to ensure compliance with the guidance.

- **Federal employees:** Federal employees must attest to their vaccination status using the Vaccination Status System or other Component-specific system and to the truthfulness of the response they provide. If an employee chooses not to disclose their vaccination status, they will be treated as though unvaccinated, and required to have a negative COVID test result received within the previous three days prior to entry to a facility. Federal employee certifications will remain on file with their supervisor.
- **Federal contractors:** On-site contractors must fill out and carry with them a certification of vaccination form prior to facility entry. If a contractor is unvaccinated or chooses not to disclose their vaccination status on their form, they are required to have a negative COVID test result received within the previous three days prior to entry to a facility.

¹https://www.saferfederalworkforce.gov/downloads/revised%20COVID19_Safe%20Federal%20Workplace_Agency%20Model%20Safety%20Principles_20210728.pdf

- Visitors to federal buildings for purposes other than a public service or benefit: Visitors will be required to fill out a certification of vaccination form prior to gaining entrance. Visitors who are not fully vaccinated or who decline to provide their status must provide proof of a negative COVID-19 test from no later than the previous three days prior to entry to a federal building.
- Members of the public entering a federal facility to obtain a public service or benefit: Requirements related to these provisions do not apply to members of the public entering a federal facility to obtain a public service or benefit. They are not required to provide vaccination status or proof of a negative COVID test. If these visitors are not fully vaccinated, these visitors must comply with all relevant Centers for Disease Control and Prevention guidance, including wearing a mask and physically distancing from other people.

In addition, the FPS memorandum outlines new entrance security guidelines for federal FSCs and DOs regarding FPS enforcement of COVID-19 vaccination and testing status. This is directed for federally owned facilities where FPS is the security provider. FPS offers the following implementation guidance:

- Federal tenant agencies are responsible for providing their employees, on-site contractors, and visitors the Certification of Vaccination form prior to their expected entry into a federal facility. DHS employees should complete the form electronically using the Vaccine Status System or Component system. See attached forms, *Certification of Vaccination Fed Employee* and *Certification Vaccination On-site Contractors & Visitors*.
- The local FSC/DO or General Services Administration (GSA) Building Manager is responsible for signage--putting the public on notice--at the entrance of the federal facility that a completed Certification of Vaccination form (and/or proof of negative COVID-19 test no later than three (3) days old) is required for entry unless the individual is obtaining a public service or benefit. See “*Example - Facility Access Signage*” attachment.
- FPS will not validate the information on the form; they will ensure masking compliance in accordance with posted facility signage and that:
 - federal employees read the posted signage and comply with location (transmittable area) masking requirements;
 - onsite contractors have the certification form on their person;
 - visitors (not seeking public benefits or services) have the certification form on their person; and
 - visitors seeking benefits or services are not required to have the certification form.

Actions (e.g., certification, testing documentation review) beyond those outlined above or in the FPS memo and required by the sponsoring office/organization will not be managed, reviewed or enforced by FPS.

Location of signage and entry requirements will vary across DHS based on the legal interest of the facility (i.e., DHS owned, GSA leased, or DHS direct leased). In addition, requirements will vary based on variations in occupancy (i.e., single tenant or multi-tenant). Here are some general guidelines:

- DHS owned facilities: Component facility managers or equivalents will be responsible for placing signage at all entrances to the facility putting employees, contractors, and visitors on notice that a completed Certification of Vaccination form is required, except for members of the public arriving for a public service or benefit. In addition, facilities (building managers) are required to have paper forms and writing utensils available for contractors and visitors to the facility.
- Facilities owned by or leased through GSA, where DHS and/or other federal agencies are the sole occupants: GSA will be responsible for placing signage at the appropriate location and entrances. GSA building services will also provide paper forms, pens/pencils etc. for entry into to the facility and ensure that contractors and/or visitors have a completed Certification of Vaccination form (and/or proof of negative COVID-19 test, if required) for entry per the Safer Workforce guidance and DHS Office of the Chief Human Capital Officer (OCHCO) implementing instructions.
- Leased facilities, where DHS is sharing the building with other non-federal tenants including “Free Space” or otherwise managed space: The DHS tenant building manager or equivalent will ensure that signage is posted at the entrance to all DHS controlled space (badge/swipe accessed). The FSC/DO is responsible for coordinating with GSA to ensure that overall facility signage is properly located at the entrance of the federal space. The DO or supervisor of the DHS controlled space will be responsible to ensure that all employees, contractors, and/or visitors have a completed Certification of Vaccination form (and/or proof of negative COVID-19 test) per the Safer Workforce guidance and DHS OCHCO implementing instructions.
- DHS Direct Lease: The Component DO will work with the lessor to ensure that signage is posted at the entrance to all DHS controlled space (badge/swipe accessed). The DO or supervisor of the DHS controlled space will be responsible for ensuring a process is in place to ensure that all employees, onsite contractors, and/or required visitors have a completed Certification of Vaccination form (and/or proof of negative COVID-19 test) per the Safer Workforce guidance and DHS CHCO implementing instructions.

Note: FPS Protective Security Officers will not review federal employees’ Certifications of Vaccination or review or assess the proof of negative COVID-19 tests—that responsibly resides with the federal employees’ agencies. Also, the form may not be presented electronically but must be in hard copy to present to the FPS Protective Security Officers.

It is understood that DHS manages a wide range of operations and facilities under widely varying conditions and circumstances, including contractor owned/contractor operated space and other special arrangements. The DHS Office of the Chief Readiness Support Officer will work jointly with your organization to resolve these issues and account for special circumstances that require an exemption from the White House guidance. Please contact Greg Ewing at gregory.ewing@hq.dhs.gov if you have any questions.

Thank you for your support of these critically important guidelines.

Attachments (4)