



**Homeland  
Security**

March 18, 2020

**MEMORANDUM FOR THE FACILITY SECURITY COMMITTEES AND  
DESIGNATED OFFICIALS**

**FROM: RICHARD K. CLINE  
PRINCIPAL DEPUTY DIRECTOR  
FEDERAL PROTECTIVE SERVICE**

**SUBJECT: Federal Protective Service Enforcement of Federal Property  
Partial Closure Decisions for the Orderly Conduct of Government  
Business Due to COVID-19 Outbreak**

---

**Background:** In December 2019 a novel illness, COVID-19, was detected and subsequently resulted in outbreaks of the virus that spread globally. Effective January 31, 2020, as a result of confirmed cases of COVID-19, the Secretary of the U.S. Department of Health and Human Services (HHS) issued a Determination that a Public Health Emergency Exists. On March 11, 2020, the World Health Organization announced that the COVID-19 outbreak can be characterized as a pandemic, as the rates of infection continue to rise in many locations around the world and across the United States. As of March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Emergency Concerning the COVID-19 Outbreak. HHS's Centers for Disease Control and Prevention provides continual guidance regarding COVID-19 containment and mitigation strategies, to include social distancing at [www.cornavirus.gov](http://www.cornavirus.gov).

Given the documented outbreak of COVID-19, and consistent with the public health and administrative determinations issued by the controlling authorities described above, federal officials may want to protect their employees and visitors from the risk of community-spread of the virus. Consequently, pursuant to the Federal Management Regulations regarding the policy on admitting persons to federal property, new building entrance requirements that limit physical access to federal facilities may be prescribed by Facility Security Committees and Designated Officials in charge of security countermeasures in accordance with the requirements below.

As guidance concerning this novel illness is updated, FPS will review and address any necessary changes to this guidance.

**Subject: Federal Protective Service Enforcement of Federal Property Partial Closure  
Decisions for the Orderly Conduct of Government Business Due to COVID-19  
Outbreak**

Page 2

**Requirements:**

Per 41 CFR 102-74.375(b), the Designated Official (DO) may close a federal facility to the public during working hours “only when situations require this action to provide for the orderly conduct of Government business.” The DO, under the Occupant Emergency Program, may make this decision only after consulting with the building manager and the Federal Protective Service (FPS) as the law enforcement organization responsible for the protection of the facility. This memorandum addresses FPS law enforcement and security requirements to assist and enforce a determination by the Facility Security Committee (FSC) or DO to partially close the federal facility under 41 CFR 102-74.375(b) to certain individuals identified by the FSC or DO as being prohibited from entering the federal facility to ensure the orderly conduct of the facility’s government business.

If the FSC or DO desires to partially close the federal facility to certain individuals due to COVID-19 exposure concerns, FPS requires the following steps before it will assist and enforce the partial closure:

1. The partial closure requirements should closely mimic the template in Appendix 1.
2. The FSC/DO must memorialize in writing the reasoning for partial closure. That determination must include a statement to the effect that:
  - a. As the FSC/DO under the Occupant Emergency Program, after consultation with the GSA Building Manager and the Federal Protective Service, I am exercising my discretionary authority provided by 41 C.F.R. 102-74.375(b) to restrict access based on a concern that exposure to COVID-19 to the federal employees working in the building as well as members of the public who are visiting the building to obtain services would prevent the orderly conduct of Government business within the building.
  - b. Any other reasons for the new entrance requirements.
  - c. The memorandum must also include how individuals can still receive any government benefits if they are not permitted to enter the building.
3. Once FPS receives the above in writing from the DO or FSC, FPS will assist and enforce the partial closure.
4. The FSC or DO must post the partial closure rules at all building entrances. If the rules are not posted, FPS will not enforce them.

FPS, including its PSOs, do not have the medical competency to determine if someone who is seeking access to the federal facility fits into the category of persons who should be denied access because of COVID-19. As such, FPS will only instruct PSOs to enforce the posted building restrictions against potential visitors who identify to the PSO that they do not meet the building admittance criteria. FPS and the PSO vendor cannot be responsible if any individual seeking access to the building is not forthright to the PSO or FPS. FPS will not require PSOs to take temperatures of or ask travel questions to individuals entering federal facilities or conduct other procedures that are outside the Scope of Work for a PSO contract. The PSOs will instruct that individuals entering the facility to review the posted signage.

**Subject: Federal Protective Service Enforcement of Federal Property Partial Closure  
Decisions for the Orderly Conduct of Government Business Due to COVID-19 Outbreak**

Page 3

Please be advised that these new entrance procedures may result in the PSO security vendors (security guard companies) submitting Requests for Equitable Adjustment for additional compensation due to any changed procedures from the current post orders. These requests will be reviewed on a case-by-case basis; and if they are deemed by the FPS Contracting Officer to constitute a change to the contract Scope of Work, additional compensation may be due to the PSO vendor for which the tenant agency will be responsible.

Under no circumstances shall the tenant agency attempt to direct the PSO vendor to make any changes in security requirements. Any changes must be coordinated with the FPS Contracting Officer for the PSO contract and implemented in accordance with the terms of the contract.

**Subject: Federal Protective Service Enforcement of Federal Property Partial Closure  
Decisions for the Orderly Conduct of Government Business Due to COVID-19  
Outbreak**

Page 4

## **Appendix 1**

### **Partial Closure Requirements Template to be Posted by FSC or DO**

The following persons shall not enter [NAME OF FEDERAL FACILITY]:

- Person who, in the last 14 days, traveled to the following countries or regions:
  - Austria, Belgium, China, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Iran, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City, United Kingdom and Ireland.
  - Any other country or region that is the subject of a Level 3 Travel Health Notice issued by the CDC or any domestic area subject to a lawfully issued quarantine order or functional equivalent.
- Persons who reside or have had close contact within the last 14 days with someone who has been in one of the countries listed above or any other country labeled a Level 3 by the CDC.
- Persons who have been asked to self-quarantine by any doctor, hospital, or health agency.
- Persons who have been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19.

If you fall into one of the above categories and cannot enter [NAME OF FEDERAL FACILITY] please contact:

[ENTER CONTACT INFORMATION FOR EACH AGENCY IN FEDERAL FACILITY]



OFFICE OF CHIEF SECURITY OFFICER  
FEDERAL PROTECTIVE SERVICE  
JOINT ADVISORY NOTICE

March 16, 2020

2020 01-0001#

NATIONAL THREAT LEVELS

IAW DHS Pandemic and Emerging Infectious Disease Workforce Protection Version 2.0, Dated Oct 7, 2016

FPS PANDEMIC LEVELS WILL BE DETERMINED LOCALLY

~~(U)~~ **Situation – ~~FOR OFFICIAL USE ONLY~~**

Due to the growing threat of the novel Coronavirus (COVID-19) within the United States, DHS will need to institute additional strategies. While many administrative functions can be accomplished through telework, (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

If your Component, Office or Directorate has operational front-line employees or requires a subset of mission critical employees you should ensure protective measures are in place to provide enhanced protection of personnel and facilities.

1. ~~(U)~~ **Scope**

This release is intended to assist DHS Component Chief Security Officers and Security Directors to address the current public health environment and recommend actions required to detect, deter, or mitigate all-hazard threats in the protection of people in accordance with DHS Delegation 12000, *Delegation for Security Operations within the Department of Homeland Security*. This applies to all DHS federal employees and contractors who work within and visit DHS government-owned or General Services Administration (GSA) leased facilities

2. ~~(U)~~ **Enhanced Security Measures/Recommended Actions**

Designated Officials (DOs) should convene their Facility Security Committees (FSCs) at your earliest convenience to determine mitigating actions in protection of the workforce. Recommended Enhanced Security Measures are in response to the situation described above and intended to reduce and mitigate the increased threat. Specific actions should be determined locally based on the geographical impact. Helpful information on workforce health and safety as well as human resources guidance to help you manage your workforce is provided at this link [COVID-19](#). Additional recommendations:

**A. Physical Security / Access Control / Visitor Management**

- Coordinate with the Facility Security Committee and/or Designated Official to implement and enforce any new requirements as necessary, this includes restricting access or closing the facility.

(b)(7)(E)

- Implement 2 to 3 per day routine daily cleaning of turnstiles, card reader, door hardware equipment in all facilities to ensure clean surfaces / contact areas – preventing virus transmission through contact.
- Establish open door areas where possible during working hours to reduce contact with door handles, card readers, etc.

(b)(7)(E)

- Consider posting flyers at entry points for COVIDS-19 symptom awareness and “stop the spread of germs” posters

## **B. Protective Security Officer (PSOs)**

- PSOs are trained to provide security services, and their performance is standardized **in accordance with the National Statement of Work (NSOW) and the established Post Orders. Although PSOs can direct people to the right location while providing security services, they should not conduct health and/or travel screenings.** Although PSOs can ask if someone has a physical limitation that would impact their ability to undergo primary screening, PSOs should not be tasked to conduct the following actions:
  - Question personnel about foreign travel and/or contact
  - Conduct medical testing of personnel
- Recommended PPE for Protective Services
  - Wear normal eye protection (better) or closed goggles (best), the virus can infect a mucous fiber/layer
  - Consider using protective masks in coordination with your Occupational Health and other appropriate Health and Safety officials.
  - Use Nitrile gloves (non-latex)
- Implement the six-foot distancing rule across the board, on post and off post
- Utilize plastic bags instead of bins for personnel screening items upon entry. Request visitors place items in bags and collect bags after scanning. This will eliminate PSO’s touching personal items.
- Sanitize all shared duty equipment between shifts
- Utilize the official State-level Medical Offices for testing measures if any PSO has symptoms

## **C. Best Practices**

- Determine a phased telework capability
- Consider maximizing telework for all personnel not mandated by position to be physically present to decrease population density in the facility and increase social distancing
- Determine the appropriate quantity of Personal Protective Equipment to equip personnel based on mission requirements—ensure personnel are qualified and properly trained to use PPE in accordance with OSHA guidance
- Reduce or eliminate visitor hours where possible
- Maximize meetings via tele-conference
- If available place hand sanitizer at facility entrances

3. ~~(U)~~ **Primary point of contact:** Office of the Chief Security Officer, Office of Emergency Preparedness — (b)(6)

**Released by: DHS HQ / Office of the Chief Security Officer in Coordination and Collaboration with the Federal Protective Service**

**For additional information refer to the following FPS memo (separate attachment) and websites;**

**MEMORANDUM FOR THE FACILITY SECURITY COMMITTEES AND DESIGNATED OFFICIALS**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>



## **DHS Facility Entry Health Screening Privacy Notice**

You will be screened by a designated DHS representative for symptoms of the Novel Coronavirus (COVID-19). The designated DHS representative will check your temperature. A body temperature less than 100.4°F is required for entry. A DHS representative will also ask the following three questions:

- 1. Are you experiencing any symptoms of COVID-19? The symptoms are: cough, feeling feverish, and/or difficulty breathing.**
- 2. Within the last 14 days, have you been in close physical contact (meaning within six feet or closer) with a person you know to have laboratory-confirmed COVID-19?**
  - For purposes of this question, an active case of laboratory-confirmed COVID-19 means that a healthcare professional confirmed that the person had COVID-19 through laboratory testing, and that your contact with the person occurred within 14 days of the person receiving confirmation that he or she had COVID-19.
- 3. In the last 14 days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?**

After the DHS representative has asked all three of these questions, you should only answer yes or no once. If you have answered yes, you will be denied entry to this facility and no further questions or answers will be provided. No information will be recorded. Also, if you decline to have your temperature taken or answer these questions, you will be denied entry to the facility.

If you are an employee who was denied entry today, you must speak with your immediate supervisor. Depending on the situation, you may be required to take leave. If you have a chronic medical condition that causes COVID-19-like symptoms, you should speak with your supervisor about facility access and reasonable accommodation. After speaking with you, your supervisor must contact occupational health staff to determine whether you can safely be granted access to this facility.

**Authorities:** Executive Order 12196; 5 U.S.C. Chapters 11, 33, and 63.



## NO-TOUCH, FOREHEAD INFRA-RED THERMOMETERS

**Basic Requirements:** At a minimum, units should have the following specifications:

Accuracy: +/- 0.5°F (Laboratory)

Operating Distance: 1 inch from patient. (>3.5 cm)

Reading time: Cycle time 20 seconds, reading <5 seconds

**Desirable Features:** Features that are not required but make an individual unit desirable.

Correct distance indicator

Increased operating distance

Reduced reading time

Data logging capability


**Note:** Availability of these units is limited due to COVID-19 and many suppliers and manufacturers are “out of stock.” Availability will be the primary selection factor.

### Potential Units


The following units meet requirements and commonly used in professional environments but are not available on GSA Advantage.

#### Thermomedics Caregiver:

This unit was used by CBP for Ebola and based on the manufacturer’s website is being used for White Hour temperature checks.




	<p>Model: PRO-TF20 Approximate cost: \$300 Manufacturer site: <a href="http://www.thermomedics.com/">http://www.thermomedics.com/</a></p> <p>Specifications:</p> <p>Accuracy: +/- 0.5° F degrees Response time: 1-2 seconds</p>
---	---

#### WelchAllyn Caretemp:

	<p>Model: CareTemp Touch free Approximate cost: \$250</p> <p>Accuracy: +/- 0.4 °F degrees-Laboratory, +/- 0.5°F Clinical Operating distance: 4-6 cm</p> <p>Manufacturer Site: <a href="https://www.welchallyn.com/en/products/categories/thermometry/forehead-thermometers/caretemp-touch-free-thermometer.html">https://www.welchallyn.com/en/products/categories/thermometry/forehead-thermometers/caretemp-touch-free-thermometer.html</a></p>
---	---

### GSA Advantage Products

These products are currently offered on GSA Advantage. Availability is variable. Most are offered by multiple vendors.

Photo	Description
	<p>Medline No Touch</p> <p><a href="https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=1000068839539">https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=1000068839539</a></p> <p>Multiple sources listed</p>
	<p>Braun 175US</p> <p><a href="https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=1000071668035">https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=1000071668035</a></p>
	<p>Medline Temp Scan</p> <p><a href="https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=1000041664201">https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=1000041664201</a></p> <p>Multiple sources listed.</p>



# Homeland Security

March 25, 2020

MEMORANDUM FOR: Distribution

FROM: R. D. Alles (b)(6)  
Deputy Under Secretary for Management

SUBJECT: Novel Coronavirus Workforce Guidance 12 – Restriction of Access and Partial Closure of DHS-Owned and Direct-Leased Properties and Maintaining On-site Employee Health

---

In furtherance of Office of Management and Budget guidance issued March 15, 2020, and updated March 16 and 18, 2020, all Department of Homeland Security (DHS) Components must maintain safe working environments and implement substantial mitigation strategies for the workplace. Effective immediately, Components are directed to adhere to the following:

**1. DHS-Owned and Direct-Leased Facilities:**

Implement restrictions on public access to all DHS-owned and direct-leased facilities and installations.

- a. Admission to the property, or the affected portion, is restricted to authorized persons who must, when requested, display government or other identifying credentials to federal police officers or other authorized individuals when entering, leaving, or while on the property.
- b. Apply the Federal Protective Service (FPS) Enforcement of Federal Property Partial Closure Decisions for the Orderly Conduct of Government Business Due to COVID-19 Outbreak (attached) guidance at the installation level then at the building level for DHS-owned facilities. Additionally, refer to the Office of Chief Security Officer and FPS Joint Advisory Notice, March 16, 2020, (attached) for guidance in addressing physical security, access control, and visitor management. For DHS leased multi-tenant commercial leased facilities, restrictions apply to the perimeter of the DHS leased space/floor level.
- c. For the duration of the COVID-19 outbreak, DHS will adopt the provision in Title 41, *Code of Federal Regulations* (CFR), 102-74.375(b) for DHS-owned and direct-leased facilities specifying that a Designated Official (DO), as defined at 41 CFR 102-71.20, may close a federal facility to the public during working hours "only when situations require this action to provide for the orderly conduct of Government business." If the organization has not appointed a DO, then either the highest ranking official of the primary occupant agency, or, alternatively, a designee selected by mutual agreement of occupant agency officials will serve as the DO and coordinate changes in building operations per this memorandum. Prior to closing a federal facility, the DO must consult

both the building manager and FPS as the law enforcement provider. The DO should also coordinate any closure decision with the other occupant agencies at the facility to ensure all equities are considered, to include arranging alternative means of delivering federal resources or services otherwise provided at the facility.

- d. A building closure may also be driven by the building manager due to COVID 19-related exposures by non-government tenants. In these cases, the DO/Facility Security Committee must be ready to ensure government equities are recognized in the shutdown of the facility, to include planning for operations or shut down of sensitive internal areas.

## 2. **General Services Administration (GSA)-Owned and Commercially Leased Properties:**

Strictly comply with the rules and regulations governing conduct on federal property (41 CFR 102.74, Subpart C, *Rules and Regulations Governing Conduct on Federal Property*) for all properties under the authority of GSA and to all persons entering in or on such property. FPS is responsible for ensuring compliance with standards regarding access to and conduct in facilities under their jurisdiction.

Note: GSA is responsible, in close coordination with FPS, for determining the status of facilities with federal tenancies. GSA has established a Public Buildings Service (PBS) Coronavirus Response Team to coordinate activities and communicate information among all PBS business lines, regions, lessors, and customer agencies. This team is also responsible for working with building maintenance contractors and lessors to monitor and prepare for additional guidance as it becomes available from federal, state, and local public health authorities.

For facilities that remain open, Components may develop procedures for employees, contractors, and visitors with identified mission functions, who are unable to telework to perform their duties, to be screened prior to being allowed to enter DHS workspaces. **The Department recommends the following steps be incorporated into such screening procedures and the attached notice be provided to persons attempting to access the facility<sup>1</sup>:**

- Temperature check to assess if the individual's body temperature is less than 100.4°F. Components are encouraged to use or provide no-touch infrared thermometers for any on-site temperature checks.
- Symptom and exposure screening. Ask individuals if their answer to any one of the following three question is "yes":
  1. Are you experiencing any symptoms of COVID-19? The symptoms are (1) dry cough, (2) feeling feverish, and/or (3) difficulty breathing.
  2. Within the last 14 days, have you been in close physical contact (meaning within six feet or closer) with any person who you know to have had an active case of laboratory-confirmed COVID-19 at the time of contact? For purposes of this question, an active case of laboratory-confirmed COVID-19 means that a healthcare professional confirmed that the person had COVID-19 through laboratory testing, and

---

<sup>1</sup> These procedures should be conducted in accordance with the attached memorandum regarding Federal Protective Service (FPS) Enforcement of Federal Property Partial Closure Decisions for the Orderly Conduct of Government Business Due to COVID-19 Outbreak, including the provisions of that memorandum regarding limitations on the role for FPS Protective Security Officers.

that your contact with the person occurred within 14 days of the person receiving confirmation that he or she had COVID-19.

3. In the last 14 days, have you received instructions from a public health authority to self-observe, self-isolate, or self-quarantine?

- Components should pose all three questions before requesting whether the individual's answer to any of the questions is affirmative. Individuals should indicate if their answer to any one of the above questions is affirmative without answering each question specifically or identifying the question to which they are responding affirmatively.
- Components should use the attached DHS privacy/consent form.

Components should only grant facility access to employees, contractors, or visitors if they have a body temperature below 100.4°F and are symptom-free, have not had close physical contact to a laboratory-confirmed COVID-19 positive person, and have not been recommended by public health authorities to self-observe, isolate, or self-quarantine. If the employee, contractor, or visitor has a body temperature above 100.4°F or answers affirmatively to any of the three questions, access should be denied. Components should deny the employees, contractors, and visitors access to the building. As always, supervisors may send employees home if they display influenza-like symptoms (see previous guidance issued about leave and telework). Individuals who suffer from a chronic medical condition that causes COVID-like symptoms should discuss with their supervisor to determine whether a reasonable accommodation is available. Components should make information about reasonable accommodation procedures readily available.

As a reminder, Components should also consider what operations will need to be sustained with these mitigation and containment strategies in place for a minimum of 30-60 days or longer. Components should decide if and how to implement this or a similar process (attachments are provided as samples for Components to use or modify). This memorandum calls for each Component to develop procedures to implement these guidelines. In doing so, Component heads should work with their respective human resources, procurement, legal, occupational health, and privacy offices in implementing the procedures in this memorandum. DHS mission-critical functions must continue while complying with public health mitigation and containment strategies to ensure the health of all Americans.

Should you have any questions or concerns regarding this policy memorandum, please refer to the following contacts by program interest:

- For the Office of the Chief Readiness Support Officer, including facilities and GSA issues: (b)(6)
- For the Office of the Chief Human Capital Officer, including employee health and safety issues: (b)(6)
- For the Office of the Chief Security Officer, including physical security questions: (b)(6)
- For the Federal Protective Service, including the protection of federal facilities: (b)(6)

Attachments:

- FPS Enforcement of Federal Property Partial Closure Decisions for the Orderly Conduct of Government Business Due to COVID-19 Outbreak
- OCSO and FPS Joint Advisory Notice
- DHS Facility Entry Health Screening Privacy Notice
- Thermometer Information

## Distribution List

Chief of Staff  
Under Secretary for Management  
Under Secretary for Science and Technology  
Under Secretary for Intelligence and Analysis  
Under Secretary for Strategy, Policy, and Plans  
Commissioner, U.S. Customs and Border Protection  
Commandant, United States Coast Guard  
Director, United States Secret Service  
Director, U.S. Citizenship and Immigration Services  
Administrator, Federal Emergency Management Agency  
Assistant Secretary (Administrator), Transportation Security Administration  
Assistant Secretary (Director), U.S. Immigration and Customs Enforcement  
General Counsel  
Inspector General  
Executive Secretary  
Director, Federal Law Enforcement Training Centers  
Director, Cybersecurity and Infrastructure Security Agency  
Assistant Secretary for Countering Weapons of Mass Destruction  
Assistant Secretary for Legislative Affairs  
Assistant Secretary for Public Affairs  
Assistant Secretary for Partnership and Engagement  
Director, Operations Coordination  
Officer for Civil Rights and Civil Liberties  
Chief Privacy Officer  
U.S. Citizenship and Immigration Services Ombudsman  
Law Enforcement Advisor to the Secretary  
Military Advisor to the Secretary  
Chief Financial Officer  
Chief Human Capital Officer  
Chief Information Officer  
Chief Procurement Officer  
Chief Readiness Support Officer  
Chief Security Officer  
Director, Federal Protective Service  
Director, Office of Biometric Identity Management  
Executive Director, Program Accountability and Risk Management