



# **WORKPLACE RE-ENTRY GUIDE** **DURING COVID-19**



Pentagon Reservation

## What to Know Before Returning:

### **Who Should Return to the Pentagon Reservation?**

You should only return to the work place if you are NOT sick and NOT experiencing COVID-19 symptoms (see [www.cdc.gov](http://www.cdc.gov) for COVID symptoms). Per the May 26, 2020 memorandum from the Chief Management Officer (CMO), "Pentagon Reservation Plan for Resilience and Aligning with National Guidelines for Opening Up America Again," commanders and supervisors at all levels are responsible for balancing the safety of the workforce with mission requirements and, taking into consideration the Health Protection Condition, determining when it is safe and appropriate for Service members and DoD civilian employees to return to Pentagon Reservation office spaces. Supervisors are encouraged to use telework to the maximum extent practicable and to consider individual employee circumstances. Supervisors must consider mission requirements and ensure social distancing within office spaces. Flexible or staggered work schedules, continued use of telework and restricting numbers of onsite employees help to ensure social distancing within office spaces. Contractors should refer to their respective Contracting Officer Representative (COR) and/or Contracting Officer for information.

### **What Should I Expect?**

At some building entrances there will be random, no-contact temperature screenings with a thermal imaging device and a no-contact thermometer. You may also be asked to answer screening questions to determine if you have COVID-19 symptoms or recently been in contact with someone with COVID-19. You must wear a cloth face covering to enter the workplace. Cloth face coverings are mandatory in common areas and when you cannot maintain six feet of distance. If you do not have a cloth face covering, contact your supervisor before returning to work. Maintain social distancing of at least six feet between individuals. There are decreased food offerings and amenities on the Pentagon Reservation and no seating in food service areas; grab-and-go service only. Common gathering areas are also closed or restricted.

### **What Do I Need to Do?**

Be diligent in safety and practice good hand hygiene. We are all responsible to help prevent the spread of COVID-19. Remember, when we protect ourselves, we protect our families and others. Check your temperature every day before leaving for work if possible. If you have a fever of 100.4°F or higher, stay home, call your health care provider, and notify your supervisor. Wear cloth face coverings in common areas and when you cannot maintain six feet of social distance. Wash hands frequently for at least 20 seconds with soap and water. Follow physical distancing guidelines, including in common areas, elevators (limited occupancy), escalators (do not pass on escalators), stairways and in office suites. Clean, disinfect and/or sanitize frequently touched areas in offices throughout the day, e.g., doorknobs, handles, copiers, desks, shared items, etc. If riding mass transportation or ridesharing, use a cloth face covering and follow your transportation provider's guidelines. Hold virtual or teleconference meetings, if possible, or maintain six feet of distance and wear cloth face coverings during in-person meetings. Monitor information related to COVID-19 at <https://www.whs.mil/Coronavirus/>.

### **Safety Screening**

You may expect longer than usual lines at workplace entrances, while random, non-contact temperature screening takes place. Please observe social distancing during these screenings. Be patient and remember these practices are to keep all occupants safe. Supervisors may consider staggered arrivals for their employees to minimize wait times.

*Note: For DoD occupied leased buildings, check with the building manager on additional screening procedures.*

### **What to Do in an Emergency or Health Event**

If you have a life threatening emergency, dial 911 or PFFPA Emergency at 703-697-5555. If you are at work and become symptomatic for COVID-19 or have been potentially exposed to the COVID-19 virus, go home and contact your supervisor as soon as possible. For the Pentagon Reservation, and Defense Agencies and DoD Field Activities in the NCR, report COVID-19 cases by completing DD Form 3112 and sending it via an encrypted email to [pfpa.oem.covid19@mail.mil](mailto:pfpa.oem.covid19@mail.mil).

## Do's and Don'ts in the Workplace to Stay Healthy and Safe

### DO

- Check Your Temperature before Departing for Work
- Notify Your Supervisor If You Develop COVID-19 Symptoms at Work
- Cover Your Mouth and Nose with Cloth Face Covering When Around Others
- Maximize Use of Telework and Virtual Meetings, When Possible
- Wash Your Hands Frequently, for At Least 20 Seconds
- Avoid Close Contact and Maintain 6 Feet Distance from Others
- Frequently Disinfect Commonly Touched Surfaces
- Wear Face Covering When You Use Public Transportation, Ridesharing, and/or Taxis.

### DON'T

- Don't Come to Work If You Are Sick or Feeling Unwell
- Do Not Report to Work If You Have a Temperature of 100.4°F [38°C] or Greater
- Don't remain at work if you become sick, notify your supervisor as soon as possible
- Don't Gather Closely in Groups, in Common Areas
- Don't Bring Non-Essential Visitors into the Building
- Don't Leave Used Tissues/Napkins Lying Around or On Commonly Used Surfaces
- Don't Share Electronic Devices, Personal Items, Used Items, etc., with Others
- Don't Put Others at Risk; Cover Your Face and Wash Your Hands
- Don't Forget to Notify Your Leadership if You Have Been Exposed to Those with the Coronavirus

# Building Services, Amenities & Transportation

## *Heating, Ventilation and Air Conditioning*

WHS continues to practice its clean air standards in The Pentagon and Mark Center, using air filters specified by the ASHRAE Epidemic Task Force for virus control including COVID-19.

## *Cleaning*

Equipment and surfaces within individual offices and cubicles remain the responsibility of the tenant and office managers for that space. Hand sanitizer stations are strategically placed throughout facilities for use. High-touch surfaces in the corridors, stairwells, elevators and restrooms continue to be cleaned and disinfected multiple times per day. Restrooms continue to be cleaned and disinfected multiple times per day. Trash pick-up and vacuuming continue on their standard cycles.

## *Food Service*

Customers should follow line-spacing recommendations and avoid close contact with employees or other customers. Self-Service functions such as fountain drinks and buffets have been eliminated. Menu limitations focus on more Grab-N-Go and pre-packaged foods. Vending machines will continue to be stocked regularly. Consider bringing in your meals if the lines become too long for you.

## *Amenities as of June 9, 2020*

- Pentagon Athletic Center (PAC) is closed until further notice at the Pentagon, Mark Center and Taylor Buildings.
- The Navy Federal Credit Union (Pentagon) remains open from 7am to 5pm Monday through Friday.
- The Pentagon Federal Credit Union is operating on reduced hours. Until further notice, temporary hours are Monday, Tuesday, Thursday and Friday: 9am to 1pm; Wednesday: closed.
- The Virginia Department of Motor Vehicles (Pentagon) office is closed until further notice.
- The United States Post Office (Pentagon) remains open from 8am to 4:30pm Monday through Friday.
- The Pentagon Dry Cleaner is operating on reduced hours from 9am to 3pm, Monday through Friday.
- The Shoe Care (Pentagon) repair will reopen the week of June 15th.

- Information regarding other amenities and changes to the above schedules will be available to employees as they are announced. Visit <https://www.whs.mil> for the latest information.

## *Parking*

Visit <https://www.whs.mil> for updates on parking WHS will issue. Temporary parking clearances request forms will be issued due to reduced mass transit services caused by COVID-19. You must request temporary parking and should submit the COVID-19 Temporary Parking Clearance Form to WHS Parking Management Office. Remember, you must have a clearance to park on the Pentagon Reservation. Visit <https://www.whs.mil> for updates on parking information. Customers are encouraged to request and submit parking clearances via email to the group mailboxes listed below:

- Pentagon: [whs.pentagon.fsd.mbx.parking-program@mail.mil](mailto:whs.pentagon.fsd.mbx.parking-program@mail.mil) 703-697-6251
- Mark Center/Suffolk: [whs.mc-alex.fsd.mbx.parking-program@mail.mil](mailto:whs.mc-alex.fsd.mbx.parking-program@mail.mil) 571-372-7100
- Parking Office Hours: Pentagon: 8:00am - 12:00pm
- Mark Center: 8:00am - 12:00pm (Tuesday - Thursday) DoD Shuttle Service

## *DoD Shuttle Service*

As of June 9, 2020 DoD Shuttles continue to observe HPCON Charlie, and operate with suspended and reduced schedules. Follow the DoD Shuttle modified boarding and safety procedures to include wearing face coverings and following social distancing guidelines on DoD Shuttles and mass transit hubs at DoD facilities. For details on DoD Shuttles' operating status, plans, and policies during COVID-19, please refer to the WHS Welcome Back to the Pentagon Reservation Transportation Plan at <https://www.whs.mil/>. Please note that this information is subject to change.

## Frequently Asked Questions

### **WMATA**

Metro is open for “essential travel only,” and the public is encouraged to stay at home whenever possible, in accordance with current executive orders and guidance in effect throughout the region. Passengers are required to wear face coverings in all Metro stations, trains, buses, and Metro Access vehicles. Visit <https://www.wmata.com/service/covid19/covid-operating-status.cfm> for updates to operating status.

### **VRE Operating Status**

As of June 9, 2020 the VRE is operating on the reduced “S” schedule. Visit <https://www.vre.org> for updates to operating status. Seating is reduced to maintain social distancing.

### **MARC Operating Status**

As of May 28, 2020 the MARC is operating on the reduced “R” schedule. Visit <https://www.mta.maryland.gov/marc-train> for updates to operating status.

### **1. Question: Do I have to wear a cloth face mask when I return to my workplace?**

- Answer: Effective April 7, 2020, all persons who enter the Pentagon Reservation (which includes the Mark Center) will wear cloth face coverings on the Pentagon Reservation in open public spaces and in work spaces where it is difficult to maintain at least six feet social distance. This includes, but is not limited to, wearing cloth face coverings in open spaces such as mass transit hubs, lines to obtain products or services, parking lots, sidewalks, entrances and exits, hallways, elevators, escalators, bathrooms, concessions, and ATMs. Examples of workspaces where it is difficult to maintain at least six feet of social distance include watch stations that are close together, occupied cubicles where workers are less than six feet apart, and conference rooms. Personnel may remove cloth face coverings while working inside a private office, cubicle, or workspace where at least six feet of social distance is strictly maintained.
- Persons entering the Pentagon or Pentagon Reservation may be required to remove/raise their cloth face coverings at Pentagon Access Control Points to enable PFFA security personnel to verify facial recognition with CAC credential or Pentagon Facility Access Card (PFAC).
- For more information go to, <https://www.whs.mil/Coronavirus/>

### **2. Question: Can I drive and park at the Pentagon instead of taking public transportation?**

- Answer: To assist DoD Personnel (military, civilian, and contractors) with social distancing and ensure ability to report to duty during the COVID-19 Pandemic, the WHS Parking Management Office is providing temporary parking clearances through Agency Component Parking Representatives. Individuals who request a temporary parking clearance will be able to park in designated parking areas located at their assigned duty location (Pentagon, Mark Center, and Suffolk Building). Submit the COVID-19 Temporary Parking Clearance Form to the appropriate Component Parking Representative or to the WHS Parking Management Office.
- Temporary parking clearances will be applicable at the following areas:
  - Pentagon North Parking (North-C general parking, except Lane 44)
  - Mark Center: North Parking Garage (white striped general parking spaces only--non- reserved parking spaces)
  - Suffolk Building: White striped general parking spaces only
  - This effort is a temporary parking clearance and will not impact Mass Transit Benefit Program (MTBP) enrollment



### 3. Question: Is the Pentagon Metro Station open?

- Answer: Yes, the Pentagon Metro station is open. (<https://www.wmata.com/service/status/details/covid-operating-status.cfm>). Please check the WMATA web site for the status of other Metro Rail Stations.

### 4. Question: Is my normal commuter option available?

- Answer: Information for local transit agencies can be found in the WHS Welcome Back to the Pentagon Reservation Transportation Plan ("Transportation Plan") at <https://www.whs.mil/>.
- Please follow the instructions of your transit provider regarding its social distancing and face covering policy. WMATA, MARC, and VRE currently require cloth face coverings as do Uber, Lyft, and taxi cabs.
- For the most current updates, please check the websites of your transportation providers and sign up to receive alerts.

### 5. Question: Is my DoD Shuttle Bus operating?

- Answer: DoD shuttle buses are operating on reduced routes due to lack of ridership. Wear cloth face coverings and maintain social distance as much as possible on all DoD shuttles. For details on DoD Shuttles' operating status, plans and policies during COVID-19, please refer to the WHS Welcome Back to the Pentagon Reservation Transportation Plan at <https://www.whs.mil/Coronavirus/#LTA>.

### 6. Question: Is there a limit on the number of people who can be on one elevator?

- Answer: Yes, social distancing and limiting the numbers of personnel on each elevator car is encouraged. Ensure as much social distancing in the elevator car as possible.

### 7. Question: Will cleaning products be provided to clean our offices?

- Answer: Check with your agency leadership to confirm location and quantities of cleaning supplies.
- Note: Equipment and surfaces within individual offices and cubicles remain the responsibility of the tenant and individuals.

### 8. Question: Will hand sanitizer be available throughout the building?

- Answer: WHS agencies and offices will have additional hand sanitizer supplies on hand in office spaces. WHS has deployed more hand sanitizer stations in common areas at the Pentagon and Mark Center.

## Resources Available

### *DiLorenzo Tricare Health Clinic*

Out of an abundance of caution and to protect our forces and their families while safeguarding our healthcare mission capabilities, DTHC has instituted additional safety measures. DTHC is now screening all patients at the clinic entrance. Patients who:

- Have the following symptoms: fever, cough, shortness of breath, chills, repeated shaking with chills, headache, sore throat, new loss of taste or smell, muscle pain
- Have had international travel within the last 14 days
- Have been exposed to a person who has tested positive for COVID-19 within the past 14 days

These controlled access measures will allow DTHC to safely screen for COVID-19 while minimizing the risk to others.

The following medical services are available to authorized recipients:

- Limited Dental Care
- Reduced Pharmacy Services
- Limited Routine Medical Appointments

**DTHC does not provide routine COVID-19 testing.** Contact your health care provider if you are ill, have a fever, or have been in close personal contact with someone diagnosed with COVID-19.

### *DoD Civilian Employee Assistance Program (EAP)*

The EAP program offers no cost, confidential services to help with daily and more complex issues to include coaching; counseling; mobile apps for help with depression, anxiety, insomnia, and substance use. Available 24/7/365 to you and your household members.

**Please call Toll Free Number 1-866-580-9046**

### *Pentagon Chaplain's Office*

Religious support is provided to service members and DoD civilians assigned to the Pentagon. The Pentagon Chapel remains open for individual prayer and reflection. Social distancing requirements are in place and those in the Chapel must adhere to them. All regularly scheduled religious services are still available, but are virtual. To request pastoral care or counseling, call for an appointment or submit a prayer request. Email: [usarmy.pentagon.hqda.mbx.pentagon-chaplain-mailbox@mail.mil](mailto:usarmy.pentagon.hqda.mbx.pentagon-chaplain-mailbox@mail.mil), [randall.d.kirby@mail.mil](mailto:randall.d.kirby@mail.mil), [monica.r.lawson@mail.mil](mailto:monica.r.lawson@mail.mil), or [raja.kandanada@mail.mil](mailto:raja.kandanada@mail.mil).

**You may also call (703) 695-3336 or (703) 692-9376**



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