



COVID-19

WORKPLACE RE-ENTRY GUIDE

Volume II

Pentagon Reservation



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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, NOT experiencing COVID-19 symptoms ([see www.cdc.gov](https://www.cdc.gov) for COVID symptoms), have not tested positive for COVID-19 within the past 10 days, and do not have a COVID test pending. 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 are responsible for balancing workforce safety with mission requirements and, taking into consideration the Health Protection Condition by 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 each employee’s circumstances. Supervisors must consider mission requirements and ensure social distancing within office spaces. Flexible or staggered work schedules and the 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 you and other individuals. Food offerings and amenities on the Pentagon Reservation are increasing weekly, but there is limited seating in some food service areas. Common gathering areas are also restricted or closed.

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. Wear your mask over your nose and mouth and secure it under your chin. Masks should be washed regularly. Always remove masks correctly and wash your hands after handling or touching a used mask. 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. The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. 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 experience slight delays 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.

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

What to Do in an Emergency or Health Event

If you have a life threatening emergency while on the Pentagon Reservation, dial 911 or PFPA Emergency at 703-697-5555. If you are at work and become symptomatic with COVID-19 symptoms or have been potentially exposed to COVID-19, put on a mask immediately and go to DTHC for medical screening, triage, and potential testing. If you are symptomatic outside the building, do NOT come to DTHC and instead contact your provider for further guidance.

For the Pentagon Reservation, Defense Agencies, and DoD Field Activities in the NCR, report COVID-19 cases by completing a DD Form 3112 and sending it via an encrypted email to

pfpa.oem.covid19@mail.mil. Please see the <https://www.whs.mil/Coronavirus/> website for additional information.

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 of 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 with EPA approved disinfectant products that fight against COVID-19, including ready-to-use sprays, concentrates, and wipes. Restrooms continue to be cleaned and disinfected multiple times per day. Trash pick-up and vacuuming continue on their standard cycles.

Food Service and Retail Stores

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. Use caution when using Vending Machines (other people touch them as well). Consider bringing in your meals if the lines become too long for you. Nearly all the food and retail vendors have returned; most are at reduced hours of operation.

Gyms

The Pentagon Athletic Center (PAC) and its Annexes (Mark Center and Taylor-Polk Buildings).

PHASE 2/HPCON BRAVO. During this phase, Active Duty Military will have first priority and dedicated time-slots using the gym facilities to assist in military readiness and deployability (DoD Civilians/Contractors must check Reservation link for available hours). In order to ensure maximum protected participation, everyone must register to reserve time slots based on operating hours using the COVID-19 PAC, MC & Taylor/Polk Building Annexes Phase 2 Reservations link available on the PAC Website at: <https://pac.whs.mil/>. Cloth face coverings are mandatory in all common areas (only exceptions are when using High Intensity Training, Running Track, Cardio Room, and Pool). All Strength and Cardio Equipment is spaced to ensure guaranteed 10-foot Social Distancing. For questions regarding reservations, please contact your appropriate facility:

PAC front desk - 703-614-9998
Mark Center Gym - 571-372-5685
Taylor/Polk Building Gym - 703-545-1875

Amenities as of October 14, 2020

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; it is closed on Wednesdays.

The Virginia Department of Motor Vehicles (Pentagon) office is open.

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.

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

The WHS Parking Management Office (PMO) will issue temporary parking clearances to tenants of the Pentagon, Mark Center, and Suffolk Building due to the reduced mass transit services caused by COVID 19. Remember, you must receive a clearance in order to park on the Pentagon Reservation. To download the COVID 19 temporary parking clearance form go to the WHS website: <https://www.whs.mil/coronavirus/#parking>. Temporary parking clearances will not impact Mass Transit Benefit Program (MTBP) enrollment.

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.

Telephone number: 703-697-6251

Pentagon Parking Office Hours: 7am - 4:30pm

Mark Center/Suffolk: whs.mc-alex.fsd.mbx.parking-program@mail.mil.

Mark Center/Suffolk Office Hours: 7:30am - 4pm

DoD Shuttle Service

As of October 14, 2020, DoD Shuttles continue to observe HPCON Bravo 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.

WMATA

As part of the Metro COVID-19 pandemic recovery plan, Metro added more buses, more trains, and more hours of service since Sunday, August 16, 2020, restoring most service to pre-COVID levels while maintaining a strong response posture to COVID-19. Metrorail added 15 hours

more service per week, with opening times returning to normal and the system closing two hours later each night. Metrobus is offering more buses, running more frequent service since Sunday, August 23 restoring approximately 75 percent of pre-pandemic service. Weekday service was improved on 174 routes with most routes operating close to normal. Buses operate until midnight, providing an additional hour.

COVID-19 safety precautions for customers and employees remain in effect. Passengers are required to wear face coverings in all Metro stations, trains, buses, and Metro Access vehicles. Follow social distancing as much as possible while onboard. Rear-door boarding on Metrobuses will continue until further notice. Visit <https://www.wmata.com/service/covid19/covid-operating-status.cfm> for updates to operating status.

VRE Operating Status

As of October 14, 2020 the VRE is operating on the reduced “S” schedule with an added round trip to its Fredericksburg Line schedule (Train 300 in the morning and Train 307 in the afternoon/evening). Visit <https://www.vre.org> for updates to operating status. Seating is reduced to maintain social distancing.

MARC Operating Status

As of October 14, 2020 the MARC is operating regular weekday and weekend schedules. Visit <https://www.mta.maryland.gov/marc-train> for updates to operating status.

Frequently Asked Questions

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

Answer: Effective April 5, 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 PFPA 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/>

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 via email listed below:

Pentagon: whs.pentagon.fsd.mbx.parking-program@mail.mil

Telephone number: 703-697-6251

Pentagon Parking Office Hours: 7:00am - 4:30pm

Mark Center/Suffolk: whs.mc-alex.fsd.mbx.parking-program@mail.mil

Telephone number: 571-372-7100

Mark Center/Suffolk Office Hours: 7:30am - 4:00pm

Temporary parking clearances will be applicable at the following areas:

Pentagon General Parking: North-C, South-C, South-A, Hayes, Fern, and Eads parking lots with the exception of South Parking B Lanes, South Parking Lane 26, South Parking Lane 1 Pentagon Memorial disabled spaces, and Motorcycle Lanes.

Mark Center General Parking: North Parking Garage (NPG) with exception of Executive, Motorcycle, Disabled, and Government parking spaces.

Suffolk Building General Parking: General and visitor spaces with exception of Executive, Disabled, Government, and Building Owner parking spaces.

Note: These clearances are for temporary parking and will not impact Mass Transit Benefit Program (MTBP) enrollment

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.

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.

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>.

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.

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.

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

All services are available at DTHC but COVID precautions remain in place. 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, congestion or runny nose, nausea or vomiting, diarrhea, fatigue.

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.

DTHC does provide COVID-19 testing for individuals on a case-by-case basis. Always 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, or randall.d.kirby@mail.mil monica.r.lawson@mail.mil or raja.kandanada@mail.mil.

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

Working Remotely

The Basics

- The use of Government Furnished Equipment is ALWAYS the preferred method for connecting to DoD Resources.
- Adhere to your organization-specific Telework User Guidance.
- Use your organization's official connection services while conducting official business (e.g., VPN, MobiKEY, Vmware View, Desktop Anywhere, etc.)
- While connected to the NIPRNet, use of streaming video/audio and internet access is not authorized except for official business.
- Users are responsible for following existing Acceptable Use Policies.

Cybersecurity

Fundamentals

- Don't use open/untrusted Wi-Fi networks.
- Users are responsible for the security of government information and equipment in any environment.
- Be aware of possible Phishing attempts.
- Don't forward content from your official email account to a personal email account.

- Ensure personal devices/systems have updated anti-virus software in use.
- Understand the difference between FOUO/CUI/UNCLASSIFIED information.
- Always encrypt PII/PHI/CUI data.
- For any questions/concerns about sensitive information, please contact your local security representative.

Telework Using Government Furnished Equipment (GFE)

- GFE is for official government use only.
- GFE to be used only by authorized users. Remind family members the computer is for your work only and not to be used for other purposes (Utilize good practices such as locking and removing your CAC)
- Teleworkers are responsible for the physical security of their GFE.
- No use of streaming video/audio and internet access except for official business.

Telework Using Personal Device Access to DoD Resources (Outlook Web Access, milDrive, milSuite, etc.)

- Don't use personal email accounts for official business. Don't use personal hard drives, USB/thumb drives, external hard drives, or commercial cloud/file sharing services for official business; use only government approved storage devices or solutions.
- NEVER store or process CUI, PII, or PHI on non-government computers!

COVID-19 Symptoms are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Reminder: If you have any symptoms of Coronavirus infection or are waiting on a COVID test result, do not come to work.

Protecting our people remains the Secretary of Defense's #1 priority during the national pandemic. Your responsibilities as a Pentagon team member are to take preventative measures to stop the potential spread of the COVID-19 virus. We ask everyone to remember to practice the following:

- If you feel sick or have a fever, please stay home and seek medical attention.
- Wash your hands frequently with hot water and soap for at least 20 seconds.
- Wear a cloth face covering while in all common areas of the Pentagon Reservation as well as in your workspaces if you cannot maintain six feet or more of separation.
- Separate your workspaces by six feet or more if possible, and if not, consider split shifts (A and B teams) to minimize potential exposure in confined workspaces.
- If you must carpool, wear cloth face coverings and increase ventilation.
- Maintain six feet social distance on escalators and elevators as well as in common areas such as food courts, kiosks, Pentagon entrances, and mass transit hubs.
- If you have been clinically tested for COVID-19, do not come to work until you receive negative test results or a clinical diagnosis of negative for COVID-19.
- If you test positive for the COVID-19, make sure your case is properly reported and follow the directions of your healthcare provider to ensure your health and well-being, as well as the safety of your family and co-workers.
- Get vaccinated for influenza. It is critically important to get your flu shot this year in order to ensure available medical capacity for those with COVID-19.
- Finally, continue to check [CDC.gov](https://www.cdc.gov) and [WHS.mil](https://www.whs.mil) websites often for updated guidance.



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