

Interagency Continuity Working Group for Reconstitution Planning

Pandemic Reconstitution Webinar for FEBs



FEMA



NARA



OPM

Introduction & Purpose

- To be very clear, the intent of this meeting is **NOT** in any way to be intended as a signal that government should begin reconstitution or to return to work.
- The purpose of this webinar is to provide information, planning guidance and to answer questions for the organized eventual return to normal operations.
- A key component for FEB members is to translate the reconstitution process of their parent organization into actionable tasks to reconstitute their facilities outside the NCR.
- Using the tenets of reconstitution planning you can prepare for the day that we begin to return to normal operations.
- We will emphasize some key points from the White House *Opening Up America Again* guidelines that apply specifically to reconstitution planning.
- Please post your questions in the webinar chat box.

Agenda-

- Return to Normal Operations
- OMB/OPM Guidance: Opening up America Again
- Exercise Starter Kit
- Planning Considerations for Federal D/As
- Planning Considerations Outside of the NCR
- Planning resources
- Summary
- Questions & Answers

Return to Normal Operations

- There are two linked documents which provide guidance on returning to normal operations for the Federal Executive Branch.
 - Opening Up America Again (OUAA).
 - The joint OMB and OPM memo 20 April “Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again”.
- Opening Up America Again is written to articulate the conditions and strategy for reducing the mitigation measures initially taken in response to the pandemic.
- The joint memo provides additional guidance on how the Federal Government will implement the criteria established in Opening Up America Again.

Return to Normal Operations (continued)

Guiding principles for returning to normal operations:

- *People are our most valuable resource and we must consider their safety and that of their families.*
- The Opening Up America Again guidelines is designed to align federal plans with the state, local, tribal, and territorial requirements.
- The Federal Executive Branch operates within communities large and small and D/As must consider the conditions within those communities when making reconstitution decisions.
- These guidelines incorporate a regionally phased approach for individuals and employers to safely resume normal operations.
- The 3-phased approach will be dependent on the ability to control infection levels, maintain a constant decrease over time, and the capacity to rapidly contain a resurgence.
- The decision to reopen facilities has been given to agency leadership.
- How that will translate to individual agencies and non NCR elements is to be determined.

OMB/OPM: Opening Up America Again

Decisions to reopen should be based on the following OUAA guidelines:

- Decisions should be made based on geographic conditions rather than along organizational business lines.
 - State and regional assessments are the starting point for discussions and decisions.
 - Other factors should be considered that impact employees' ability to work such as: school & daycare closures, mass transit & parking availability, facility requirements and, finally, mission requirements.
- Telework Guidelines.
 - Includes a three phased approach to telework which is:
 - A gating period, then lifting mandatory telework, next, lifting maximum telework, finally operational optimization. See attached memo for more information.
 - Potential recommendation needed such as 15 days telework & 5 days in the office.
 - Use Safety Leave for employees at "higher risk" but not otherwise eligible for telework.
 - Additional procedures to be developed by local personnel outside the NCR.

OMB/OPM: Opening Up America Again (cont.)

- Personnel Guidelines. The OUAA program and OPM & OMB guidelines consider:
 - Vulnerable Populations – those over the age of 65 or with underlying health concerns.
 - Employees in Good Health under age 65.
 - Requirements for Federal employees and contractors who have symptoms consistent with COVID-19.
 - Social distancing in the workplace.
- Facilities, Service & Operations Guidelines should balance:
 - Customer service and the public's needs with national and regional safety guidelines.
 - The authority to reopen facilities with external stakeholders and CDC / DOL requirements.
 - The need for screening those who enter with CDC & DOL requirements and:
 - The availability of hygiene supplies, PPE, training, privacy of those screened, and documenting results of those denied entry for medical reasons.
 - Social distancing of those going through screening checkpoints & service delivery.

OMB/OPM: Opening Up America Again (cont.)

- Official travel guidelines should balance national and regional guidelines with mission needs.
- There are several considerations for agency leadership in the decision-making process.
 - Agency heads should designate a point of contact for each office location to assist with gathering relevant local information.
 - Use Appendix II of the Joint Memo as a template to assist with the collection of local information.
 - State and regional agencies should utilize phasing determinations with relevant information on local health and operational conditions.
 - As agencies determine the appropriate operational status for their offices, they must report those decisions to OMB and OPM, per forthcoming instructions.
 - Reporting procedures for non NCR elements to be determined by parent agencies.
 - The operating status of an agency's public facilities will be posted on their web site.

Overview of Exercise Starter Kits

- FEMA developed Exercise Starter Kits to help organizations facilitate their **own workshops** on resuming full operations based on reconstitution planning principles and the White House guidelines for *Opening Up America Again*.
- **Two versions** of the kits—one specific to **federal departments and agencies** and one for the **whole community**.
 - Both versions include an **overview, sample slides** and a **facilitator guide**.
 - Federal version also incorporates guidance from the OMB/OPM memo.
- Provides organizations with planning considerations and discussion questions to help facilitate internal conversations around reconstituting operations during COVID-19.
- Materials are designed to be **adapted** and **customized** for your own organization's needs.
- Starter kits of greater value for larger organizations with reconstitution teams.

Overview of Exercise Starter Kits (continued)

- Materials provide a **framework** to assess your current status and begin planning to reconstitute operations
- Includes suggested **discussion questions** in four focus areas (People, Facilities, Messaging & Communications, Resources & Logistics)
- Workshop is intended to be guided by a **facilitator** within your own organization
- Desired outcome is a **roadmap** for a functional reconstitution plan tailored to your organization's unique needs and missions



People



Facilities



Messaging & Communications



Resources & Logistics

Using the Exercise Starter Kits

1. Start by reviewing the White House guidelines for [Opening Up America Again](#)
2. Review the FEMA fact sheet, “[Planning Considerations for Organizations in Reconstituting Operations During the COVID-19 Pandemic](#)”

For Federal Departments and Agencies: Also review the joint OMB/OPM memo, “[Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again](#)”

3. Review the Exercise Starter Kit **overview** and then customize the sample **facilitator guide** and **conduct slides** to plan a workshop on reconstituting operations for your organization

Exercise Starter Kits:

Workshop Design Considerations

- Add, tailor or augment the suggested questions in the **facilitator guide** and sample conduct slides as appropriate for your department or agency.
- The materials are designed for a **half-day virtual workshop**; however, you may decide that dividing content into **multiple workshop sessions** is a better approach for your organization.
- Consider **building a team** with expertise across relevant disciplines (e.g., human resources, labor relations, facilities management, emergency planning, occupational safety and health, legal counsel, etc.) to assist in planning the workshop and participate in the discussions.

Planning Considerations for Federal D/As

- Reconstitution is part of a comprehensive continuity planning process.
- Reconstitution requirements can be found in FCD-1 Annexes I, J, K & L.
- Each D/A reconstitution plan:
 - Must be tailored to fit your organizational needs and missions.
 - D/As are responsible for writing their own reconstitution plan.
- Recommend a phased approach to prepare the facility as necessary.
- Elements of reconstitution team should be prepared to address deferred or multiple complex issues.

Planning Considerations for Federal D/As

- It is imperative to have a communications plan to communicate with:
 - Staff
 - External Stakeholders (federal, state, local, citizens)
- Appropriate records retention schedules should be followed for records created during the COVID-19 event (emails via personal email accounts, other records, briefings).
- OMB/OPM are coordinating with HQ agencies for reporting requirements.
- Document effectiveness of reconstitution processes and procedures for AARs and lessons learned. Track these in a corrective action plan to make improvements.
- Be prepared to report these to higher headquarters.
- Alternate facilities, if utilized, must be prepared for the next continuity event.

Planning Considerations Outside of the NCR

- Headquarters organizations have been told to prepare for reconstitution operations at single-use facilities or shared operations after the pandemic.
- Critical points for headquarters to understand while developing a plan to return to normal operations:
 - Planning and managing the implementation of returning to work.
 - Facility Security Committees (FSC) and Designated Officials (DO) must have integrated plans.
 - FSC and DO make the final decision about when, where and how to move back into a facility.
 - The Security Organization will need to revise the facility post orders for screening and monitoring both visitors and employees. These revised countermeasures must be briefed to the FSCs/DOs.
- FEB members are encouraged to engage with their parent organization for additional guidance.

Planning Considerations Outside of the NCR

- Critical points (continued):
 - Agencies will need to understand that security and safety are maintained through the following concepts:
 - Ensuring that the common areas are safe and hygienic (lobbies, the grounds under federal control, corridors, elevators, restrooms, cafeterias, and joint use meeting space).
 - Agency internal space is their responsibility for maintaining safety & security.
- Safeguarding controlled unclassified information (CUI) during the initial heavy cleaning prior to returning to the facility.
 - It is the responsibility of the agency to identify appropriate measures if CUI was left out and disclosed during cleaning operations.
 - Prior to entering restricted or controlled areas, the cleaning contractors should be briefed by the agencies and sign non-disclosure agreements as stipulated by individual agency requirements.
 - Cleaning contractors may need to provide the names of all contract employees that are accessing the space.

Planning Resources

- Websites

- <https://www.whitehouse.gov/openingamerica/>
- <https://www.opm.gov/policy-data-oversight/covid-19/>
- <https://www.fema.gov/coronavirus>

- Personnel:

- OMB Memorandum M-20-16 (March 17, 2020) – [Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19](#)
- OMB Memorandum M-20-15 (March 15, 2020) – [Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus](#)

Planning Resources (continued)

- Personnel (continued):
 - OMB Memorandum M-20-14 (March 14, 2020) – [Updated Federal Travel Guidance in Response to Coronavirus](https://www.chcoc.gov/sites/default/files/M-20-14-travel-guidance-OMB-1_0.pdf) https://www.chcoc.gov/sites/default/files/M-20-14-travel-guidance-OMB-1_0.pdf
 - OMB Memorandum M-20-13 (March 12, 2020) – [Updated Guidance on Telework Flexibilities in Response to Coronavirus](#)
 - OPM Memorandum CPM 2020-05 (March 7, 2020) - [Coronavirus Disease 2019 \(COVID-19\): Additional Guidance](#) and [Questions and Answers \(PDF file\)](#)
 - OPM Memorandum CPM 2020-04 (March 3, 2020) - [Preliminary Guidance to Agencies during Coronavirus Disease 2019 \(COVID-19\)](#)
 - OPM Memorandum CPM 2020-02 (February 7, 2020) - [Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus](#) and [Human Resources Flexibilities and Authorities for the 2019 Novel Coronavirus \(PDF file\)](#)
 - OPM Memorandum CPM 2020-01 (February 3, 2020) - [2019 Novel Coronavirus](#)

Planning Resources (continued)

- Facilities:
 - GSA's COVID-19 website: <https://www.gsa.gov/governmentwide-initiatives/emergency-response/covid19-coronavirus>
 - GSA's website GSA.gov with FAQs and information about "Returning to GSA Facilities." <https://www.gsa.gov/governmentwide-initiatives/emergency-response/returning-to-gsa-facilities>
 - GSA FSE Operational Guidance Memorandum dated May 21, 2020; Memorandum For Facility Committee Members At GSA Controlled Facilities.
- Records:
 - FAQs about records management during the COVID-19 Pandemic <https://www.archives.gov/records-mgmt/faqs/covid-19>
 - NARA's blog for records management updates: <https://records-express.blogs.archives.gov/2020/03/27/current-operating-status/>
 - General Records Schedule Section 5.3, Continuity and Emergency Planning Records: <https://www.archives.gov/files/records-mgmt/grs/grs05-3.pdf>

Summary

- The purpose of this webinar was to provide information, planning guidance, and answer questions for the organized eventual return to normal operations.
- The documents Opening Up America Again and the joint OMB/OPM memo provide the over arching guidelines for current pandemic planning.
- Tools such as the starter kit, Pandemic Fact Sheet, and the resources listed in this webinar are vital to planning for the reconstitution of Federal Executive Branch D/As, when directed.
- Organizations outside of the NCR must engage early to return to normal operations.

Questions?