

Wearing Face Coverings

Will face coverings still be required for employees upon return to their onsite work locations?

Face coverings are no longer required at work for fully vaccinated MWAA employees unless your work environment is public facing. All employees must continue to wear face coverings in public facing areas of all Airports Authority facilities including, but not limited to, terminal areas, concessions, Pass & ID, and agent cashier, regardless of vaccination status. You are urged to err on the side of caution and wear a face covering whenever you are unsure if the term “public facing” applies.

Fully vaccinated employees may voluntarily wear face coverings in their work environments at any time. Employees who report to their worksites without wearing a face covering are attesting that they are fully vaccinated. Unvaccinated employees must continue to wear face coverings and socially distance until notified otherwise.

What does the revised face covering policy dated June 10, 2021, mean for employees at CHQ and other administrative facilities regarding wearing a face covering in all public areas of our facilities?

Airports Authority employees must wear a face covering whenever they are in public spaces controlled by MWAA. All participants must wear a face covering when meeting with contractors, vendors, visitors, or any non-MWAA person, etc., in offices, conference rooms or any other interior enclosed spaces in any Airports Authority facility.

Social Distancing

Is social distancing still required?

Consistent with CDC Guidance, social distancing will no longer be required for fully vaccinated people.

Unvaccinated employees must continue to socially distance and wear a face covering.

Will large team meetings be allowed?

It will depend on the size of the group, the size of the available conference room and the number of unvaccinated employees. Unvaccinated employees will be required to continue to social distance and wear a face covering. Managers will need to ensure that the conference room can accommodate the entire team and still maintain social distancing if required. Depending on the size of the team and the size of the available conference room, ZOOM or Teams may still be necessary to conduct staff mtgs.

Will managers need to consider staggering days or social distancing for employees who sit next to each other in cubicles?

It will depend on the workspace setup (e.g., 4- or 6-cubicle groups) and if the manager has a combination of vaccinated and unvaccinated employees in the same cubicle group. If the answer is yes, then managers will need to stagger days in the office and

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provide social distancing. If two or more managers have staff seated in the same cubicle group or sitting across the aisle from one another, they will need to coordinate employee placement and days in the office when it is necessary to ensure social distancing.

Unvaccinated employees will be required to wear a face covering and social distance. Employees will need to be seated as follows to maintain social distancing. *While these layouts may not reflect your workspace, this illustrates the distancing principle.*

Four-Workstation Section Example: (In this example two employees can be seated in a four-workstation configuration on any workday to ensure social distancing – either in workstations 1 and 4 or workspaces 2 and 3)

3	4
1	2

Six-Workstation Section Example: (In this example three employees can be seated in a six-workstation configuration on any workday to ensure social distancing – either in workstations 1, 4, 5 or workspaces 2, 3, 6)

5	6
3	4
1	2

Questions About Being in the Office/Other

Why are managers returning to onsite work locations for one day more each week than other staff? Are managers' working conditions safer?

Managers are returning to the office 3 days each week to maximize face-to-face interaction with their employees.

The CDC has determined that the risk of SARS-CoV-2 infection is minimal for fully vaccinated people. The risk of SARS-CoV-2 transmission from fully vaccinated people to unvaccinated people is also reduced.

Will employees who have manager in their title but no direct report employees be required to be in the office 2 or 3 days each week?

All employees who are responsible for managing, whether it is people, programs or processes, and are treated as managers in our organization will be required to be in the office 3 days a week.

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What precautions will be taken to prevent people from coming to work sick?

All employees (including contractors and visitors) will continue to self-screen for symptoms every day before reporting to work using the updated [Employee Screening Tool for COVID-19](#), which was distributed on July 1, 2021. If an employee answers affirmatively to any item on the COVID-19 self-screening tool, they must not report to work. Employees who do report to work are attesting that their answers were negative to all of the questions on the screening form.

What is the status of the return of Airports Authority-sponsored business travel?

Until notified otherwise, all Airports Authority business travel requests are to be routed through your vice president who will review the request with Mr. Potter to determine if it is approved.

Vaccination Status

What are the options for employees who are concerned about working with an unvaccinated coworker?

The CDC has determined that the risk of SARS-CoV-2 infection is minimal for fully vaccinated people. The risk of SARS-CoV-2 transmission from fully vaccinated people to unvaccinated people is also reduced. Therefore, all employees are expected to return to their onsite work locations, although unvaccinated employees will be required to wear a face mask and social distance.

Will only vaccinated individuals be allowed in the workplace?

No, the Airports Authority has not adopted a vaccination mandate for all employees, although vaccinations are strongly encouraged.

What are the consequences for employees who are unvaccinated and do not wear their masks in their work area around vaccinated employees?

Face coverings are required for unvaccinated employees. An unvaccinated employee who does not wear the face covering places themselves and other fellow employees at risk of contracting COVID-19 and will receive progressive discipline up to and including removal.

Telework/Scheduling/Equipment

Can I expect that I will be scheduled for telework on Monday and Friday and come into the office Tuesday to Thursday?

Employees cannot expect to be assigned to telework on Mondays and/or Fridays. Telework days will not necessarily be adjacent to days off or in sequential order. Work schedules are solely at the discretion of the vice presidents and managers.

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Management will schedule employees to ensure office and workload coverage and to meet operational requirements.

Do we need to rotate employees to minimize the number of people in the office at any given time or is having everyone in the office on the same days acceptable?

By its nature, the hybrid telework plan reduces the number of employees onsite on any given workday. Work schedules are solely at the discretion of the vice presidents and managers. Management can determine whether employees have fixed or rotating work schedules. When it is necessary to change a telework employee's days of telework or days in the office, the manager will notify the employee of the change no later than the Wednesday of the week before the week of the change.

Can I telework for a day instead of taking unscheduled sick leave if I must take care of a sick family member or if I am sick for a day?

While teleworking, employees are expected to work their regularly scheduled workhours and to complete their work in accordance with their goals and objectives and their manager's requirements. Unscheduled sick leave is the appropriate leave when caring for a sick family member or when an employee is sick.

Can a manager approve telework eligible employees to telework on a one-off basis for a family emergency?

While teleworking, employees are expected to work their regularly scheduled workhours and to complete their work in accordance with their goals and objectives and their manager's requirements. Telework may not be used as a type of leave. Unscheduled annual leave is the appropriate leave for a family emergency.

What is the ability for employees to telework regardless of geographic location (For example, go to the beach and telework one day instead of taking annual leave)?

The first part of this question is answered in Section 6.1 of the *Telework Policy for the 2019 Novel Coronavirus*:

"Employees may not work at sites other than their home/home office (primary residence) without prior advance written approval by the employee's manager. At all times while teleworking, employees must be able to report whenever needed to their regular Airports Authority work location or another location when requested by their manager."

Telework may not be used as a type of leave. Annual leave is a benefit provided for employees to use for time off and to take a break from work. While teleworking, employees are expected to work their regularly scheduled workhours and to complete their work in accordance with their goals and objectives and their manager's requirements. Annual leave is the appropriate option to take time away from work for a day at the beach, a few days off, or a longer vacation.

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Will telework remain an option while isolating due to exposure by a family member who cannot be vaccinated?

It depends on the facts and circumstances. If the employee is fully vaccinated and not exhibiting COVID-19 symptoms or tested negative for COVID-19, the answer is no. If the employee is not vaccinated, then in accordance with current policy when the employee reports the situation, the Emergency Preparedness Manager and Human Resources representative will make the determination as to what action is appropriate.

Will teleworking be an option during future OPM closures particularly during inclement weather next winter?

In accordance with the Time and Absence Directive dated June 16, 2021, teleworking during inclement weather is already established policy.

For those employees who took office equipment (i.e., monitors, chairs) home to use, will the equipment have to be returned or will additional equipment be provided? What are the productivity expectations when the hardware is deployed at a different location?

No additional equipment will be provided. Telework capable employees have been provided laptops to accommodate working in the office and at home. Employees are responsible for ensuring that they transport their laptop and any necessary additional equipment to work at their home or onsite location and to complete their work and their regularly scheduled workday.

Employees are expected to complete their work in accordance with their goals and objectives and their manager's requirements regardless of where they chose to locate their equipment.

COVID-19 Symptoms, Testing and Leave

Will employees be required to take a COVID test before they return to work or anytime they display COVID-19 symptoms?

If an employee is unvaccinated, all current reporting, testing and quarantine protocols remain in place. Please see Infectious Disease Preparedness and Response Plan Policies and Procedures, Version 3, dated March 12, 2021, Sections 8 and 9.

If an employee is fully vaccinated, there is a reduced risk of transmitting SARS-CoV-2 to unvaccinated people. Fully vaccinated employees will not report to work if they have tested positive for COVID-19 in the prior 10 days or are experiencing [COVID-19 symptoms](#). Fully vaccinated employees must get tested if they are experiencing [COVID-19 symptoms](#).

Will the Airports Authority still offer the Emergency Paid Sick Leave in case an employee has a COVID-related sickness after everyone is required to return to onsite work locations?

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Yes, employees will have access to MWAA Emergency Paid Sick Leave (EPSL) provided they meet the criteria for use.

MWAA-provided EPSL and advance sick leave, which were implemented by MWAA in response to the COVID pandemic, will expire on September 30, 2021.

After September 30, employees will use their accumulated sick or annual leave for all absences in accordance with the Time and Absence Directive dated June 16, 2021, located on Compass.

Commuting/Parking

I am a Metro rider and do not have CHQ parking. Will I be able to get a parking spot if I would rather drive in than take the Metro?

Employee parking will be available to all CHQ employees when returning to work on July 12th. Mr. Potter's letter to all employees dated June 8, provides a hybrid model that limits the number of employees onsite daily, which lowers the demand for the existing spaces. The parking program will be reevaluated as part of our longer-term workplace planning.

To enroll in the Parking Program, please contact John Lloyd at ext. 7-8684 (Support Services) for assistance.

Employees participating in the Airports Authority Commuter Flexible Spending Account (FSA) may not obtain or use a parking permit. Employees have until the 20th of each month to make changes to their existing Commuter FSA benefits. Any employee requesting to cancel their Commuter FSA benefits and transfer to the Parking Program should contact Melinda Crawford at extension 7-1651 (Benefits) for assistance.

Returning to CHQ

Will all offices in CHQ get a thorough cleaning (not just disinfecting) prior to July 12?

Yes, all offices and workstations in CHQ will be cleaned and disinfected.

What has been done by the landlord to improve air quality in the building where CHQ is located? Have they upgraded their filter system?

The air quality in the building was always at a high level because Potomac Two is a LEED certified (GOLD) building. The HVAC system has MERV 8 prefilters on it as well as MERV 13 filters, which they are changed quarterly.

What are the requirements (face coverings, social distancing, etc.) for the building staff and employees of other tenants at Two Potomac Yard?

We have requested that Two Potomac Yard building staff wear face coverings and physically distance when servicing our tenant space.

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Administrative assistants at CHQ regularly have people congregate approaching or congregating at the front of their workspaces. Will they have plexiglass barriers installed?

Plexiglass will be installed for administrative assistant's workspaces at Corporate Headquarters.

Will CHQ conference rooms be available? What will be the requirements be to use them (face coverings, social distancing)?

Conference rooms will be available. The number of people allowed in the room will depend on whether all attendees are vaccinated. If not, then unvaccinated employees are required to wear a face covering and social distance. ZOOM and Microsoft Teams meetings are still viable meeting solutions.

Will the Airports Authority provide face coverings for CHQ employees?

In accordance with the *Infectious Disease Preparedness and Response Plan Policies and Procedures*, face coverings should be made of two or more layers of washable, breathable fabric, fit snugly against the sides of the face without any gaps, and completely cover the nose and mouth, fitting securely under the chin.

Face coverings are available at the elevators and from the supply room for CHQ employees who forget or lose their face covering.