

## MEMORANDUM OF AGREEMENT

### La Plaza Consolidation COVID Protocol Plan

This agreement is entered into between the Environmental Protection Agency (“EPA” or “the Agency”) and the American Federation of Government Employees, Local 1236 (“AFGE”). Its purpose is to establish an agreement with respect to the work of the La Plaza consolidation of Building C and move to Building D; and the COVID protocols with respect to the health and safety of employees in the Las Vegas, La Plaza building complex (“La Plaza”).

The purpose of this Agreement is to establish an organized COVID protocol process specifically for the La Plaza consolidation project and it is intended to preserve the readiness of EPA’s National Center for Radiation Field Operations, of the Office of Air and Radiation, during the consolidation while ensuring the health and safety of employees working on the project.

1. For the work for the La Plaza Consolidation, the health and safety of the employees is a mutual and paramount concern of the Agency and AFGE. Any Agency decision that requires any bargaining unit employee to enter into the La Plaza complex will give primary consideration to the health and safety of those conducting the work.
2. Management has provided AFGE on March 19, 2021 with a full list of Personal Protective Equipment (PPE) that will be available to persons entering the La Plaza buildings C & E, where the PPE will be located throughout the La Plaza buildings C & E, and identified the signage that describes PPE requirements in the La Plaza buildings C & E.
3. Management acknowledges that with the schedule as currently provided, Appendix 1, NCRFO will only be able to provide limited FieldOps and EPA LAN support for its emergency response activities until the full transition into Building D is complete. Management will endeavor to shorten the duration that the NCRFO will not have full FieldOps support and/or EPA LAN support while maintaining COVID safety protocols.
4. Prior to April 5, 2021, management will provide AFGE with the temporary location of the Personal Protective Equipment (PPE) and identify the signage that describes PPE requirements. The PPE and signage that describes PPE requirements must remain visible at the entrances and throughout Building D at all times.
  - a. No more than seven (7) days after NCRFO receives written notification that they have been granted full access to manage Building D, NCRFO management will provide AFGE with the permanent location and signage of the PPE.
5. During the consolidation phase, in order to ensure that Building D does not exceed the occupancy rate of 25% and to enable coordination between the Project Managers (PMs) and landlord, access to Building D will be governed by this process:
  - A request is made to EPA’s PMs that informs the PMs of the date and timeframe to gain access into the building; the PMs and/or landlord representative will be present on the specified date and time to escort the requesting person into the building; and a sign in sheet (with name, date, time in & out, organization, email and phone number) is maintained by the PM.
6. A complete closure and cleaning of Building D will be performed when NCRFO receives written

notification that they have full access to manage the building and prior to EPA employees moving into the building.

7. Management will provide an email to the first line supervisors, contracting officer, landlord representative, and Project Managers informing them of the COVID-19 protocol for contact tracing, to include those that are not EPA employees, e.g. contractors, representatives of the building owner, who share spaces with EPA employees.
  - a. Employees and others working at an EPA facility (i.e., contractors, other non-federal workforce members) meeting the definition of a COVID-19 affected person (Pursuant To EPA’s COVID 19 Guidance for Contact Tracing and Employee Notification) are directed to contact their first line supervisor, contracting officer (CO) or landlord representative to inform them of their status, and either stay home or depart the office immediately.

The CO or landlord representative will inform the Project Manager (PM) of the COVID case and the PM will inform the Contact Tracing (CT) Points of Contact (POC) – Edward Wilds and Andrea Stafford – so that contact tracing will be initiated. The CT POCs will contact the employee to the extent possible, to gather specific information regarding their case, then they will coordinate with the following, based upon the employee type:

<b>Employee Type</b>	<b>The CT POC should coordinate with:</b>
Federal	the employee or the employee’s supervisor
Contractor	the contract officer representative (COR), contract officer (CO), or the landlord representatives

The agency will trace and notify close contacts of COVID-19 affected individuals in order to minimize further risks of transmission. The CT POC will use sign in sheets and EPA’s secure contact tracing application to track all persons having close contact with the COVID-19 affected person. The CT POC will communicate with all COVID-19 affected individuals via email and/or phone and will send a general notification to the Las Vegas staff, Federal Protective Service supervisor, and landlord representative, via email. The facility managers will close the affected space for a minimum of 24 hours and provide cleaning where the COVID-19 affected individual visited.

8. The occupancy rate will not exceed 25% during consolidation activities, with the exception of NCRFO mission critical work.
9. EPA employees will report any non-compliance with the COVID protocols by any person to the identified management contact, Edward Wilds and Andrea Stafford, who will immediately take appropriate action in accordance with the Agency COVID plan, including but not limited to initiating contact tracing, closing and cleaning the building, and initiating procedures to extend the project timeline.
10. When feasible at least seven (7) days prior to a change in the project’s activities or COVID protocols of the La Plaza Consolidation, management will inform AFGE of the project expectations and COVID protocols to be used for that activity, including the information listed in the request for

information, dated March 11, 2021.

11. Management will provide AFGE with written notice as soon as practicable for any changes to dates and/or activities as listed on the Agency's La Plaza Consolidation Project Schedule attached as Appendix 1. Management will inform AFGE of the change, how that change may impact NCRFO operations, and if any COVID protocols need to be considered for that activity.
12. If any provisions of this Agreement or the national Collective Bargaining Agreement (CBA) conflicts with State or local orders, the provision most protective of human health will prevail.
13. This Agreement will come into effect upon Agency Head approval or on the thirty-first (31<sup>st</sup>) calendar day after execution, whichever comes first.
14. This Agreement will remain in effect for the duration of the La Plaza Consolidation project, including decommissioning of Building C.
15. This Agreement can be reopened for negotiation at any time with mutual agreement of both parties.

**Signatures:**

<b>For AFGE Local 1236:</b>	<u><i>Bethany A. Dreyfus</i></u>	<u>April 1, 2021</u>
	Bethany Dreyfus, President, AFGE Local 1236	Date
<b>For the Agency:</b>	<u><i>Shaundrelle Watson</i></u>	<u>April 1, 2021</u>
	Shaundrelle Watson, Chief Negotiator	Date