GPO

GPO*SAFE*
PLANNING FOR GPO'S FUTURE OF WORK

February 26, 2021   *Version 2*

GPO

Table of Contents

What is GPO*SAFE*?

GPOSAFE is GPO's holistic approach to working in the era of COVID-19 and beyond.

It is a plan for returning to work as safely as possible, ramping up GPO's productivity while at the same time making the kinds of changes necessary to protect GPO's teammates. It also recognizes that some changes to the way we work will be with us long after the immediate danger from COVID-19 has passed.

GPO*SAFE* is intended to address the safety of GPO's team members before they even leave home with increased telework, flexible scheduling, and split shifts to reserve production capacity in case of infection.

GPO*SAFE* continues when team members come to work, with symptom screening at all entry-points (including temperature monitoring), requirements for Personal Protective Equipment (PPE), and social distancing measures in production, office, and common areas.

GPO*SAFE* is designed to work in production areas where we emphasize social distancing and put in place barriers and other PPE requirements where distancing is suboptimal.

GPO*SAFE* goes beyond the immediate need to return to work. GPO*SAFE* is a concept that GPO will rely on well into the future as it examines changes to the workplace designed to maximize the safety and productivity of GPO's workforce.

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Return to Work Plan

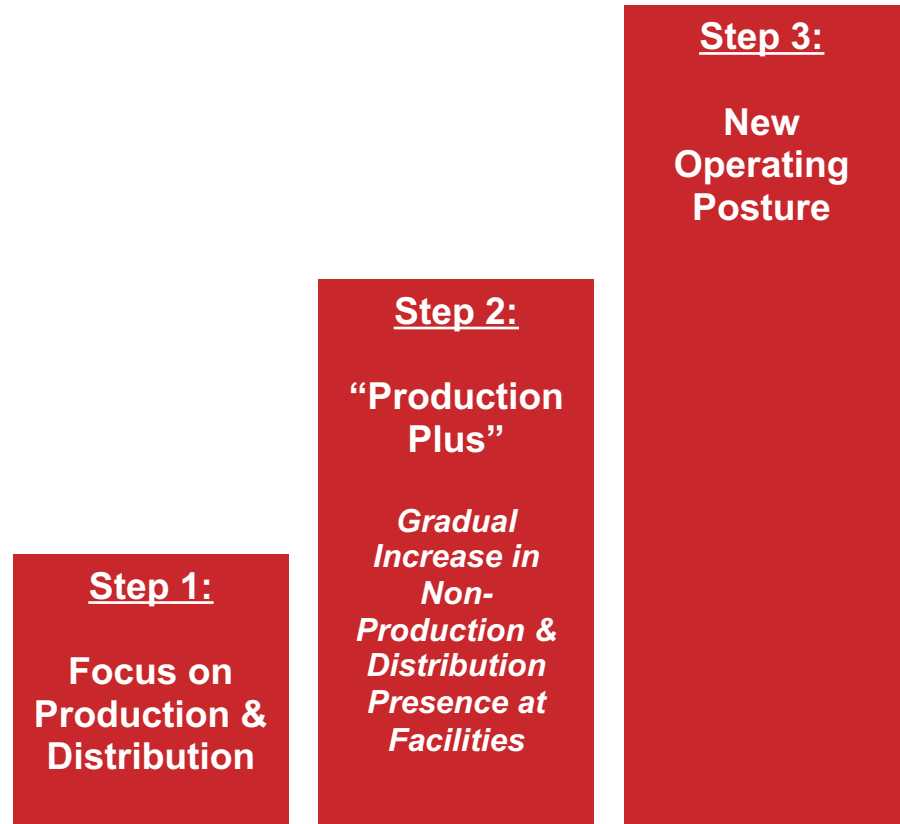*Emphasize safety at each step.*

Bring the current emergency to a close.

Managing Directors have flexibility in managing teammates to achieve results.

Heavy reliance on telework at all steps for telework-capable teammates.

Step 3:

New Operating Posture

Step 2:

"Production Plus"

Gradual Increase in Non-Production & Distribution Presence at Facilities

Step 1:

Focus on Production & Distribution

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Return to Work Plan Timing

Step 1 • Focus on Production & Distribution	**July 6, 2020**
Step 2 • "Production Plus"	**Winter 2021**
Step 3 • New Operating Posture	**Summer/Fall 2021** *(Environment Allowing)*

Timing may differ in some regional facilities depending on local conditions.

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Return to work
Step 1: Production & Distribution

Step 1 of the return to work plan will focus on GPO's production and distribution operations.

Entering step 1 will signal the end of GPO's emergency operations (and emergency pay) and the beginning of the agency's path to its new operating posture.

Step 1 will focus on resuming GPO's regular work in the agency's production and distribution divisions, including the work of its Security and Intelligent Documents (SID) division (passports and secure credentials). This means GPO's Plant Operations will be able to resume work on less essential publications that were put on hold at the beginning of the COVID-19 emergency.

The remaining business units, including—

- Programs, Strategy & Technology;
- Congressional & Public Relations;
- Library Services & Content Management;
- Finance;
- EEO;
- General Counsel;
- Human Capital;
- Acquisition Services;
- Information Technology; and,
- Customer Services;

will continue to work remotely via telework until the environment changes or missions dictate their physical presence. GPO's IT department continues to ensure employee access to our networks remotely is available and secure.

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Return to work
Step 1: Production & Distribution

	Production & Distribution (Plant, SID, Laurel & Pueblo, Facilities, Security)	Other Business Units (Customer Services, Finance, Admin, PST, Human Capital, IT, others)
Staffing	• Shifts remain at ½ strength to provide redundancy. • Teams alternate weekly. • Staggered shift starts, lunches, and break times to maximize social distancing.	• Primarily telework. • Only mission critical in-building staffing with approval of their Managing Director.
General PPE Requirements	• Face coverings required for all personnel in GPO facilities in common areas and in areas where social distancing cannot be maintained. • Specific work areas may have their own PPE requirements depending on space and environment.	
Tenants	• Tenants may have access to their spaces. • Telework strongly encouraged where possible to limit impact on GPO common areas. • No access to GPO common resources (e.g. common meeting rooms). • No visitors other than essential contractors pre-cleared through GPO Security.	
Travel	• Domestic travel may be authorized by Managing Director if required for mission critical customer or agency priorities. • Strong preference for ground travel by individuals in vehicles if possible.	

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Return to work Step 2: "Production Plus"

Step 2 of the return to work plan will build on GPO's step 1 operations with more flexibility for staff and tenants to work in GPO facilities.

Managing Directors of business units that have primarily been teleworking should continue to maximize telework, though they may initiate an extremely limited physical presence in GPO's spaces on an as needed basis. They may also approve necessary travel and required visitors.

All relevant PPE policies and safety procedures are still in place.

Managing Directors will also have flexibility to stagger shifts, adjust hours, and take other necessary steps ensuring GPO teammates can work productively while still having flexibility to meet needs for care of family members or adjust for possibly uncertain school schedules for children.

Certain critical production operations may move to 100 percent staffing so long as sufficient PPE and other safety precautions are in place, with the approval of the Director.

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Return to work Step 2: Production Plus

	Production & Distribution (Plant, SID, Laurel & Pueblo, Facilities, Security)	Other Business Units (Customer Services, Finance, Admin, PST, Human Capital, IT, others)
Staffing	• Critical production functions may resume full staffing with enhanced safety precautions. • Other teams continue alternating schedules. • Staggered shift starts, lunches, and break times to maximize social distancing.	• Maximum telework continues. • Managing Directors may authorize significantly reduced staffing to meet critical business needs while maximizing social distancing. • Flexible work schedules to ensure social distancing.
General PPE Requirements	• Face coverings required for all personnel in GPO facilities in common areas and in areas where social distancing cannot be maintained. • Specific work areas may have their own PPE. requirements depending on space and environment.	
Tenants	• Tenants may have access to their spaces. • Telework strongly encouraged where possible to limit impact on GPO common areas. • Access to GPO common resources so long as social distancing is in place. • Visitors pre-cleared through GPO Security.	
Travel	• Domestic travel may be authorized by Managing Director if required for customer or agency priorities. • Preference for ground travel by individuals in vehicles if possible.	

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Return to work Step 3: New Operating Posture

Step 3 of the return to work plan marks the beginning of GPO's future.

Relying on lessons learned from the COVID-19 emergency and GPO's return to work, step 3 marks the beginning of GPO's new operating posture where the agency integrates the most successful safety and workplace practices into normal operations.

Many of the barrier requirements in production areas will continue long after the COVID-19 pandemic is over. If the environment allows, GPO may relax requirements for face coverings and PPE in some areas, but will continue to encourage social distancing in common, production, and office spaces.

Step 3 will also begin the work of reimagining work in GPO's non-production areas. Where applicable, the agency will encourage telework and flexible hours to enhance productivity. With more staff teleworking, GPO will have the opportunity to review floorplans and workspace and implement new approaches, such as hoteling or other approaches which improve social distancing and provide flexibility for the workforce.

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Return to work Step 3: New Operating Posture

	Production & Distribution (Plant, SID, Laurel & Pueblo, Facilities, Security)	Other Business Units (Customer Services, Finance, Admin, PST, Human Capital, IT, others)
Staffing	• Shifts return to full strength. • Lunches, breaks, and start times may be staggered to improve social distancing.	• Personnel may continue to primarily telework with approval of Managing Director. • Business units should reorganize workspace where possible to improve social distancing.
General PPE Requirements	• Depending on the environment, face coverings may no longer be required. • Specific work areas may have their own PPE requirements depending on space and environment.	
Tenants	• Tenants have access to their spaces. • Regular access to GPO common resources with social distancing encouraged. • Regular visitor policy.	
Travel	• Travel may be approved according to GPO policies.	

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Steps for Protecting GPO Teammates

Communicating about Workplace Conditions and Teammate Responsibilities for GPO*SAFE*

Communication will be key in safely returning to a fully productive workplace at GPO. Management will need to communicate early and often with labor, supervisors with teammates, and back up the chain.

Management
- Unions will be briefed on the plan for returning to work, building on ongoing consultation about changes in working conditions.
- GPO's Director will send a letter (both electronically and through the mail) summarizing the plan along with a checklist for teammates to ensure that they are prepared to return to work when scheduled, have an idea what to expect, and know what to look for at home before coming to work, including the requirement to stay home when sick.

Supervisors in Plant/SID
- Supervisors have begun orienting teammates to new procedures and how to use new equipment, like PPE.
- Supervisors have been trained on new procedures and are responsible for *always* enforcing safety requirements.

Teammates
- Every teammate, regardless of role at GPO, is responsible to say something when they see something that threatens safety.
- Teammates need to understand that they need to stay home when they're sick, even if they think it's minor.

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Screening at GPO Entry Points

Protection starts before the shift begins. GPO will check teammates as they enter the building to ensure that they are not exhibiting symptoms.

CAMERA SKIN TEMPERATURE SCREENING

1. PLEASE REMOVE:
   - ⊘ HAT
   - ⊘ GLASSES
   - ⊘ MASK
2. WALK TO THE MARK AND LOOK AT THE CAMERA
3. WAIT FOR THE SCREENER'S INSTRUCTIONS

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TOUCHLESS TURNSTILE ENTRY

1. SCAN YOUR BADGE
2. ENTER TURNSTILE
3. AVOID TOUCHING TURNSTILE WITH YOUR HANDS

USE YOUR FOREARM OR SHOULDER TO ENTER AND EXIT

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While GPO will expect teammates and tenants to ensure they are not sick before leaving home, GPO will also be conducting symptom screening alongside security screening in order to minimize viral spread in its facilities.

After reminding those entering GPO facilities of the symptoms and to "self-screen," GPO personnel will screen temperatures at entry points.
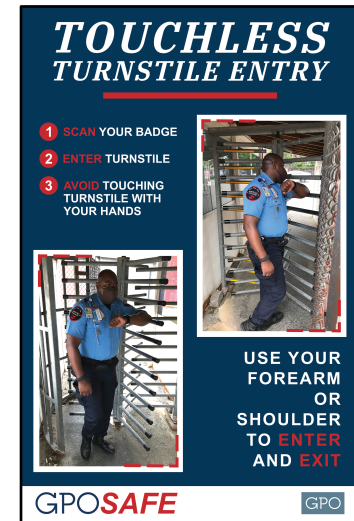
Early in step 1 of the return to work plan, this will be handled by contract personnel taking temperatures at the entry points. When available, temperature screenings will be via skin temperature cameras.

Anyone whose temperature is above the acceptable range will be evaluated by GPO medical personnel and referred for testing or treatment if indicated.

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Approach to Protecting the Team against the Virus

GPO production and distribution teams have comprehensively reviewed work areas to evaluate measures to reduce community spread of COVID-19. Using "stoplight" coding, GPO divided work areas into green, yellow, and red areas based upon the ability of teammates to social distance and other factors. As teammates are less able to social distance, requirements for PPE and other physical barriers go up.

Green areas are where social distancing is easily maintained and there is low risk of common touch areas, such as individual offices or workspaces.

Yellow areas indicate occasional passing within close proximity with limited common touch points such as elevator buttons.

Red areas are where individuals must work in close proximity.

Green, Yellow, and Red Zones

Green Zones indicate areas where social distancing is easily maintained, and individuals are unlikely to touch shared areas. Examples are individual offices and workspaces. Masks are not required in these areas.

Yellow Zones indicate occasional distancing of less than 6 feet, and some shared touch spaces. Examples are hallways, elevators, and stairwells. Masks are required.

Red Zones indicate requirement for individuals to work in close-proximity more than 15 minutes and share high touch surfaces of equipment. Masks and face shields are required.

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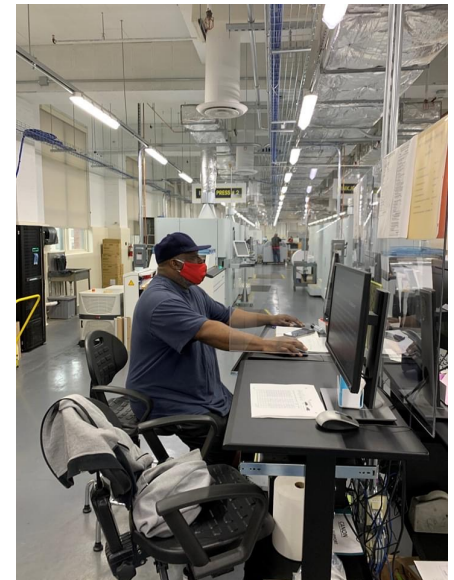# Examples of Protective Measures at GPO

GPO office space retrofitted with additional plexiglass dividers.

GPO teammate at Stennis, MS facility working with PPE.

Press operator working at workstation with barriers.

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Staggered Shift Start, End, and Break Times

Due to SID production process, shift start and end times cannot be staggered.

SID lunch and breaks will be combined with no more than 16 individuals in a breakroom.

Depending on workload, managers in the Plant will stagger departure times at the end of shift

	Start Times (Plant) or Break Times (SID)
Plant Press & Bindery	
Shift 3 Start time	• Midnight – 8:30 am
Shift 1 Start time	• 8:00 am – 4:30 pm
Security and Intelligent Documents (SID)	
Shift 1 Lunch and break times *(Similar arrangements for other shifts)*	• 1st Lunch: 10:00 am – 10:45 am • 2nd Lunch: 11:00 am – 11:45 am • 3rd Lunch: 12:00 pm – 12:45 pm

Updating Policies to Protect GPO Teammates

GPO is updating its personnel directives to provide flexibility for situations that may arise as GPO ramps up to its new operating posture.

Step 1 and 2 Flexibility

One of the key tools used by GPO during the emergency is "Weather and Safety Leave" (W&S leave) to ensure that GPO teammates continue to receive their regular pay, even if they are unable to telework. We approved W&S leave for teammates who were either at home in reserve while another team from their shift worked or they had a preexisting condition that made working during the COVID-19 emergency hazardous.

Although challenging to implement outside of an emergency, W&S leave will continue to be an important tool for those teammates whose age or condition makes it difficult for them to perform their role. Continued use of W&S leave is also essential to GPO's ability to split shifts to enhance social distancing and reserve capacity as the agency ramps up to its new operating posture.

GPO will also implement policies to provide continued flexibility for teammates who are primarily teleworking.

Reasonable Accommodations

GPO's EEO office is working with other business units to establish a streamlined reasonable accommodation process to address the needs of teammates whose condition may require a long-term change to their working conditions during the return to work.

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Updating GPO Policies to Protect GPO Teammates (cont.)

Sick Leave

GPO is currently updating its sick leave policies to address the need for teammates to stay home on days they might have previously come to work.

In our current COVID-19 environment, we are not aware of every single symptom that may indicate the individual is a carrier of COVID-19. Additionally, there are individuals who may have minor or no symptoms but are still infected. Those infected, even with minor symptoms, must remain home in quarantine until they receive a NEGATIVE test result.

Our priority is the health and safety of all our teammates, and we will use sick leave strategically to fortify our return to work plan.

Annual Leave

As a result of the extended period where GPO teammates have not been working, GPO could face a situation at the end of the calendar year where teammates may have significant amounts of "use or lose" annual leave. If all those employees took their leave at the end of the calendar year, GPO may not have enough people to complete work for our customers.

While the Office of Personnel Management (OPM) has publicly indicated that it may give some regulatory flexibility regarding "use or lose" annual leave, GPO is concerned that it may not be sufficient. GPO may ask Congress for additional flexibility to carry over unused annual leave.

Change Log

July 2, 2020

- Removed references to the Inspector General's office.

February 26, 2021

- Updated schedule to reflect change to step 2 and anticipated timing of step 3.
- Updated step 2 to allow for full staffing in critical production areas. Also updated to reflect maintaining maximum telework posture.
- Updated Press and Bindery schedules to reflect current work schedule.

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Keeping America Informed