

## New COVID-19 Testing Policy

This message is intended for all DOL federal employees

Colleagues,

New guidance on COVID-19 Testing for DOL employees is now available on [LaborNet](#) with information on when the Department will pay for or reimburse for COVID-19 testing costs in the case of a workplace exposure or if required in the course of performing your job or for official travel.

Additionally, starting January 18, all employees who are not fully vaccinated will be required to show a negative COVID-19 test result if they are coming onsite to a DOL facility or other in-person worksite. This testing requirement applies regardless of whether a not fully vaccinated employee has a pending or approved accommodation. As a reminder, all employees must be fully vaccinated in accordance with EO 14043 unless they have applied for a legally required exception. More information on these policies is included below and full details are available on [LaborNet](#)

The DOL COVID-19 Coordination Team continues to monitor the evolving situation and believes these additional protocol will help ensure we continue to have a safe and healthy workplace as we prepare for the start of Phase 1 on January 31.

Please be aware this policy may be updated as needed to follow the latest Safer Federal Workforce and Centers for Disease Control and Prevention (CDC) guidance. You can also always find the latest information on the New Testing Tile on the COVID-19 LaborNet page.

Additionally, you have probably seen the CDC's new guidelines on ending isolation and quarantine after a COVID-19 exposure or positive result. We are in the process of updating our internal policy documents accordingly and will have more for you on this soon.

Thank you,

Rachana

**Rachana Desai Martin** (she/her)

Assistant Secretary for Administration and Management

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U.S. Department of Labor

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## Testing Guidance Overview

### Testing After a COVID-19 Workplace Exposure

If you have been exposed to COVID-19 in the workplace, you should report this exposure to your supervisor who will request information needed to report the exposure in line with our guidance on potential and actual workplace exposure. People should get tested 5 days after exposure regardless of vaccination status.

The Department will pay for the test with a purchase card or reimburse the cost of the test using [form SF 1034](#) if that is not possible. You may use duty time to get tested in this case. Where more than one hour of duty time is needed, including travel time to the test site and to return to work — as we understand may be likely in the current testing situation — please email your supervisor to document the reason for the additional time (for example long lines, no testing locations nearby etc.). Travel costs associated with getting to and from the testing site are also reimbursable with prior approval from your supervisor. See more detail on [LaborNet](#)

## New Requirement for Regular Testing for Unvaccinated Individuals

**Beginning the week of January 18th, all employees who do not meet the definition of fully vaccinated will be required to test regularly if they are coming onsite to a DOL facility or any other in-person worksite.** Employees are considered fully vaccinated for COVID-19 two weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, that is 2 weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, that is 2 weeks after an employee has received a single-dose. Employees must also have uploaded their proof of vaccination documentation to VaxTrak. However, isolation and quarantine timelines may be impacted by additional factors such as the time elapsed since the last shot and whether a booster shot has been received. Please refer to CDC guidelines for more information. Any employee who does not meet this definition of fully vaccinated is required to follow the testing requirement regardless of whether or not they have applied or been approved for a medical or religious accommodation.

If you are not fully vaccinated and are reporting in person regularly or are designated by your agency as needing to be in a readiness status to come onsite on short notice, then you must present a negative test result one time per week on the same or an abutting day each week. For example, if you choose to test on Wednesdays you can test on some weeks on Tuesdays or Thursdays if needed but not Monday or Friday. If you are only working onsite intermittently, then you are required to have a negative test result taken within the three days prior to coming onsite.

Any FDA authorized test that includes written or electronic documentation with your name, date, and the test result is acceptable. You should show your negative test result to your supervisor in person or via Teams. Do not submit the result via email or otherwise.


The Department will pay for the test with a purchase card or reimburse the cost of the test using [form SF-1034](#) if that is not possible. You may use duty time to get tested in this case. Where more than one hour of duty time is needed, including travel time to the test site and to return to work — as we understand may be likely in the current testing situation — please email your supervisor to document the reason for the additional time (for example long lines, no testing locations nearby etc.). Travel costs associated with getting to and from the testing site are also reimbursable with prior approval from your supervisor. More details are available on [LaborNet](#).

## Testing Required in Order to Perform Job Function

If a COVID-19 test is required in order to perform your job, such as if you need a negative test result to gain access to a non-DOL facility, then you should discuss this with your supervisor. In these cases, the Department will pay for the test with a purchase card or reimburse the cost of the test using [form SF-1034](#) if that is not possible. You may use duty time to get tested in this case. Where more than one hour of duty time is needed, including travel time to the test site and to return to work — as we understand may be likely in the current testing situation — please email your supervisor to document the reason for the additional time (for example long lines, no testing locations nearby etc.). Travel costs associated with getting to and from the testing site are also reimbursable with prior approval from your supervisor. More details are available on [LaborNet](#).

## Travel

As a reminder, travel remains limited to mission critical trips until the start of Phase 1. If you are traveling, however, you may pay for any required or CDC recommended testing using your travel card or seek reimbursement using [form SF-1034](#). More details are available on [LaborNet](#).

**Questions?** [View the LaborNet page](#) or email us at 

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