

COVID-19 Decision Matrix

For FEMA Internal Use
Protocol is based upon current CDC, DHS, and other authoritative guidance and subject to change

As the COVID-19 situation continues to evolve, FEMA's three priorities remain:

- 1) Preserve the Force - take a proactive posture in informing and protecting our employees;
- 2) Conduct mission essential functions continuously and be prepared to do so in a COVID-19 degraded environment;
- 3) Lead federal operations on behalf of the White House Coronavirus task force.

Keeping these priorities in mind, FEMA leadership should encourage the use of liberal telework for employees and utilize the following guidance to inform their decision-making regarding employee safety. To ensure that employees remain at low risk for exposure and to help ensure that FEMA operations may continue uninterrupted, locations must enforce social distancing of 6 feet at all times, establish maximum capacity for rooms, and have supervisors enforce these rules.

Any decision to close an entire FEMA facility or to close an area that may cause significant operational impacts will be made by the FEMA Administrator.

	If an employee...	Then the employee...	The Supervisor will...	The Regional/National Watch will...	Senior Executives will instruct their workforce to...	The employee can return to work at a FEMA facility...	Senior Executives will disseminate message to their workforce...	Local Facility POC will...
Scenario 1	Has no symptoms (asymptomatic) -Or- Has no known direct exposure to COVID-19	Should continue work as normal, to include telework, as directed by their supervisor unless local public health officials or medical professionals have provided specific guidance to the individual employee.	Ensure employees are working at least 6 feet apart. Have employee continue to come to work as appropriate, and self-observe.	No Action is necessary.	Continue work as normal. No additional guidance needs to be distributed at this time.	No Action is necessary.	No additional messaging is required.	Begin/Continue Additional Routine Cleaning and Disinfection throughout the facility.
Scenario 2	Has no symptoms (asymptomatic) -And- Has been in close contact* with a suspected or laboratory-confirmed COVID-19 case	Must notify their supervisor of record and any temporary supervisor and follow any CDC or local public health official guidance. Will stay home (do not go to work) and contact their medical provider. While the employee is at home, they should telework or take leave as appropriate.	Direct the employee not to enter a FEMA facility for 14 calendar days beginning with the last date of close contact* with the known symptomatic COVID-19 case. Contact local safety official. May choose to take additional cleaning measures such as wiping down the employee workstation. Ensure employees are working at least 6 feet apart. If the employee is mission-critical, location-dependent, follow Mission-Critical and Location-Dependent Guidance in row below.	No Action is necessary.	Continue work as normal. No additional guidance needs to be distributed at this time.	If the employee does not develop symptoms and 14 calendar days have passed since the last date of close contact* with a suspected or laboratory-confirmed COVID-19 case.	No additional messaging is required.	Begin/Continue Additional Routine Cleaning and Disinfection throughout the facility.
Mission-Critical AND Location-Dependent Guidance	Performs mission-critical AND location-dependent activities , AND has known close contact* with a suspected or laboratory-confirmed COVID-19 case within the last 14 days, AND has no symptoms (asymptomatic)	Employees should telework. If unable to telework due to a location-dependent position, employee CAN continue mission-critical, location-dependent activities at FEMA facilities if meeting ALL return to work requirements (see column G). If they develop flu-like symptoms while at work, follow requirements and go directly home, do not stop for errands on the way home, consult their medical provider, and follow the guidance in Scenario 5 below.	Direct the employee to telework. If unable to telework due to a location-dependent position, employee CAN continue mission-critical, location-dependent activities at FEMA facilities if meeting all return to work requirements (see column G). If they develop flu-like symptoms while at work, follow requirements and go directly home, do not stop for errands on the way home, consult their medical provider, and follow the guidance in Scenario 5 below.	Notify Facilities, Security, local Safety Official, OCCHCO or MS Director, External Affairs, ESH Senior Director, Dr. Macintyre, and COVID-19 Coordination Team. ** Escalate to leadership as necessary.	Continue work as normal. No additional guidance needs to be distributed at this time.	Their work assignment is at least 6 feet away from others; prior to leaving for work, they are not symptomatic and take their temperature and it is lower than 100.4 degrees Fahrenheit (38 Celsius) without taking fever-reducing medication; when possible, avoid carpooling or taking public transportation to work; prior to entering the FEMA facility, apply a surgical/procedure mask (supply permitting); prior to entering the FEMA facility, sanitizing their hands, and washing their hands with soap and water for at least 20 seconds as soon as possible upon entering the facility; limit contacts and movement while in the FEMA facility including not attending meetings in person; maintaining social distancing from all coworkers and the public; sanitizing hands prior to using communal restrooms, washing hands prior to leaving the restroom, and using a paper towel to open the restroom door; AND prior to leaving for the day, putting on their mask (if available), wiping down their workstation with disinfectant, washing or sanitizing hands, and limiting contacts and avoiding socializing in communal areas when exiting the facility.	No additional messaging is required.	Begin/Continue Additional Routine Cleaning and Disinfection throughout the facility.
Scenario 3	Becomes ill but has no symptoms consistent with COVID-19 and no known close contact* with a suspected or laboratory-confirmed COVID-19 case	Should notify their supervisor of record and any temporary supervisor of illness and follow any CDC or local public health official guidance. Employee will stay home (do not go to work) and is encouraged to seek medical care and guidance. While the employee is at home, they should telework or take leave as appropriate. If symptoms develop, consult local public health.	Direct the employee not to enter a FEMA facility while sick and advise employee on leave options. Contact local safety official. May choose to take additional cleaning measures such as wiping down the employee workstation. Ensure employees are working at least 6 feet apart. If symptoms develop, have employee consult local public health. Offer appropriate flexibility (e.g., sick leave, telework). Employee should consult medical provider and follow Return-to-Work Guidance.	No Action is necessary.	Continue work as normal. No additional guidance needs to be distributed at this time.	With written return to work approval from their medical provider OR if they remain symptom-free for 24 hours.	No additional messaging is required but is permitted to be framed as a colleague became ill at the office.	Begin/Continue Additional Routine Cleaning and Disinfection throughout the facility.
Scenario 4	Has symptoms consistent with COVID-19 but has no known close contact* with a suspected or laboratory-confirmed COVID-19 case, OR pending test results for COVID-19	Should notify their supervisor of record and any temporary supervisor of illness and follow any CDC or local public health official guidance. Employee will stay home (do not go to work) and is encouraged to seek medical care and guidance. While the employee is at home, they should telework or take leave as appropriate.	Direct the employee not to enter a FEMA facility while sick and advise employee on leave options. Notify your Regional or National Watch desk (No PII) and first level Senior Executive or FCO (No PII)**. May choose to take additional cleaning measures such as wiping down employee workstations. Ensure employees are working at least 6 feet apart. Supervisor should be prepared to identify any mission-critical workers who were in the impacted area.	Notify Facilities, Security, local Safety Official, OCCHCO or MS Director, External Affairs, ESH Senior Director, Dr. Macintyre, and COVID-19 Coordination Team.**	Immediately (within 30 minutes) begin teleworking or relocate to an alternate workspace while the employees work area is cleaned in accordance with CDC guidelines. Employees should expect to continue teleworking or working from their alternate workspace until they have been cleared to return.	IF GETTING TESTED: If getting tested: They no longer have a fever* without the use of medicine that reduces fevers; AND their other symptoms have improved; AND they received two negative tests in a row, 24 hours apart; AND they have consulted with their supervisor. IF NOT GETTING TESTED: If NOT getting tested: They have had no fever* for 72 hours and have not used medicine that reduces fevers; AND their other symptoms have improved; AND their symptoms first appeared at least 7 days ago; AND they have consulted with their supervisor.	Adjust COVID-19 Template Message 1 to reflect that an employee is ill but has no known close contact with an individual diagnosed with COVID-19, coordinated with External Affairs.	Execute Detailed Cleaning and Disinfection, per GSA protocol, of the affected employee work area. The Detailed Cleaning and Disinfection will be limited to the floor where the affected employee works. Additional Routine Cleaning and Disinfection will begin/continue elsewhere in the facility.
Scenario 5	Has symptoms consistent with COVID-19 and has known close contact* with a suspected or laboratory-confirmed COVID-19 case, OR pending test results for COVID-19	Should notify their supervisor of record and any temporary supervisor of illness and follow any CDC or local public health official guidance. Employee is encouraged to seek medical care and guidance. While the employee is at home, they should telework or take leave as appropriate.	Direct the employee not to enter a FEMA facility for 14 days beginning with the last date of close contact with the known symptomatic COVID-19 case while sick and advise employee on leave options. Notify your Regional or National Watch desk (No PII) and first level Senior Executive or FCO (No PII)**. May choose to take additional cleaning measures such as wiping down employee workstations. Ensure employees are working at least 6 feet apart. Supervisor should be prepared to identify any mission-critical workers who were in the impacted area.	Notify Facilities, Security, local Safety Official, OCCHCO or MS Director, External Affairs, ESH Senior Director, Dr. Macintyre, and COVID-19 Coordination Team.**	Immediately (within 30 minutes) begin teleworking or relocate to an alternate workspace while the employees work area is cleaned in accordance with CDC guidelines. Employees should expect to continue teleworking or working from their alternate workspace until they have been cleared to return.	IF GETTING TESTED: If getting tested: They no longer have a fever* without the use of medicine that reduces fevers; AND their other symptoms have improved; AND they received two negative tests in a row, 24 hours apart; AND they have consulted with their supervisor. IF NOT GETTING TESTED: If NOT getting tested: They have had no fever* for 72 hours and have not used medicine that reduces fevers; AND their other symptoms have improved; AND their symptoms first appeared at least 7 days ago; AND they have consulted with their supervisor.	Utilizing COVID-19 Template Message 1: Employee is ill and has disclosed close contact with an individual diagnosed with COVID-19, coordinated with External Affairs	Execute Detailed Cleaning and Disinfection, per GSA protocol, of the affected employee work area. The Detailed Cleaning and Disinfection will be limited to the floor where the affected employee works. Additional Routine Cleaning and Disinfection will begin/continue elsewhere in the facility.
Scenario 6	Tested positive for COVID-19, but has not been in a FEMA facility within the last 14 days	Should notify their supervisor of record and any temporary supervisor of illness and follow any CDC or local public health official guidance. Employee will not enter a FEMA facility. While the employee is at home, they should telework or take leave as appropriate.	Direct the employee not to enter a FEMA facility while sick and satisfies the guidance of their medical provider. Advise employee on leave options. Notify your Regional or National Watch desk (No PII) and first level Senior Executive or FCO (No PII)**. Ensure employees are working at least 6 feet apart. Supervisor should be prepared to identify any mission-critical workers who were in the impacted area.	Notify Facilities, Security, local Safety Official, OCCHCO or MS Director, External Affairs, ESH Senior Director, Dr. Macintyre, and COVID-19 Coordination Team. ** Escalate to leadership as necessary.	Continue work as normal. No additional guidance needs to be distributed at this time.	Their first positive COVID-19 diagnostic test was at least 7 days ago, AND they have had no subsequent symptoms, AND they have consulted with their supervisor.	No additional messaging is required but is permitted framed as for awareness.	Begin/Continue Additional Routine Cleaning and Disinfection throughout the facility.
Scenario 7	Tested positive for COVID-19 and has been in a FEMA facility within the last 14 days	Should notify their supervisor of record and any temporary supervisor of illness and follow any CDC or local public health official guidance. Employee will not enter a FEMA facility. While the employee is at home, they should telework or take leave as appropriate.	Direct the employee not to enter a FEMA facility while sick and satisfies the guidance of their medical provider. Advise employee on leave options. Notify your Regional or National Watch desk (No PII) and first level Senior Executive or FCO (No PII)**. Ensure employees are working at least 6 feet apart. Supervisor should be prepared to identify any mission-critical workers who were in the impacted area.	Notify Facilities, Security, local Safety Official, OCCHCO or MS Director, External Affairs, ESH Senior Director, Dr. Macintyre, and COVID-19 Coordination Team. ** Escalate to leadership as necessary.	Immediately (within 30 minutes) begin teleworking or relocate to an alternate workspace while the employee's work area is cleaned in accordance with CDC guidelines. Employees should expect to continue teleworking or working from their alternate workspace until they have been cleared to return in accordance with DHS, CDC, or local guidance and requirements.	Their first positive COVID-19 diagnostic test was at least 7 days ago, AND they have had no subsequent symptoms, AND they have consulted with their supervisor.	Utilizing COVID-19 Template Message 2: Employee tested positive for COVID-19, coordinated with the Office of External Affairs	Execute Detailed Cleaning and Disinfection, per GSA protocol, of the affected employee work area. The Detailed Cleaning and Disinfection will be limited to the floor where the affected employee works. Begin/Continue Additional Routine Cleaning and Disinfection throughout the facility.

*Close contact is defined as—
Being within approximately 6 feet of a known COVID-19 case for a prolonged period; or having direct contact with infectious secretions of a COVID-19 case.
**Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure from 10 minutes or more to 30 minutes or more. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

*Defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher.
** Only Provide Need-to-Know information, which typically does not include any PII
*** The terms Additional Routine Cleaning and Disinfection and Detailed Cleaning and Disinfection are defined in the GSA provided Scope of Work.
**** If you have a situation that does not fit into any of the scenarios above or have additional questions, please contact FEMA-Environmental-Safety-and-Health@fema.dhs.gov.