

21-1357

The Secretary presents his compliments to their Excellencies and Messieurs and Mesdames the Chiefs of Mission and wishes to announce changes to the previously communicated temporary restrictions on the Department's ability to conduct in-person meetings from any of its facilities in the United States with foreign government delegations and members of foreign missions. This note supersedes the Department's diplomatic note No. 21-986, dated June 23, 2021.

The Administration continues to issue guidance for federal facilities relying on the best available data and science-based public health measures. As a result, federal agencies have been instructed to minimize the number of visitors and to make efforts to conduct visits virtually where possible. New information presented in this note is preceded by an asterisk (\*).

**\*Certification of Vaccination**

Effective immediately, visitors to any Department facility will be asked to provide information about vaccination status by completing a Certification of Vaccination form. A copy of this form is enclosed and is available at

<https://www.saferfederalworkforce.gov/downloads/CertificationVaccinationPRAv>

[7.pdf](#). Visitors must complete and keep this form in their possession while on Federal premises. Visitors who are not fully vaccinated or who decline to provide information about their vaccination status must show proof of a negative COVID-19 test from no more than three days prior to their visit to the hosting Bureau. Individuals entering a federal building or Federal land to obtain a public service or benefit, including obtaining a U.S. passport, visa, or other in-person public service, do not need to provide information about their vaccination status or provide proof of a negative COVID-19 test. If they are not fully vaccinated, they must comply with all relevant Centers for Disease Control and Prevention (CDC) guidance, including wearing a mask.

### **Visits to the Department's Domestic Facilities by Foreign Government Representatives Who Are Not Normally Resident in the United States**

Upon approval by the Assistant Secretary or equivalent of the respective bureau, the Department may receive visits to its domestic facilities by foreign government representatives who are not normally resident in the United States. Bureaus and offices may extend meeting requests at Department facilities to foreign diplomatic travelers or delegations based outside the United States if the foreign visits are deemed mission-critical by the Assistant Secretary or equivalent.

If such visits are approved, foreign delegations must follow Centers for Disease Control and Prevention (CDC) guidelines for entering the United States. Current travel guidelines are available at: <https://www.cdc.gov/coronavirus/2019-nCoV/travelers/international-travel-during-covid19.html>.

### **Visits to the Department's Domestic Facilities by Accredited Members of a Foreign Mission**

While accredited members of foreign missions are welcome to visit the Department's domestic facilities for the conduct of in-person meetings, at this time, in-person meetings both in domestic offices and overseas are generally discouraged, and employees are encouraged to conduct virtual meetings and visits where possible to prevent the spread of COVID-19.

### **Visitor Screening**

All visitors who are authorized to visit the Department's domestic facilities are required to provide written responses in advance of their arrival to the questions listed below.

When a written response is not obtained in advance, the host office escort must pose these questions again in person to the visitors before they can enter the

facility. Please note that the Department may refuse access to any visitor who exhibits any obvious physical signs of being unwell.

For this purpose, close contact is defined as contact of six feet or closer for 15 minutes or longer with someone who has COVID-19 OR direct physical contact with a COVID-19 case.

If a visitor answers **YES** to any of the following questions, or refuses to provide answers, they will not be permitted to enter the facility.

- Have you had any cold or flu-like symptoms in the past 14 days, such as a fever, shortness of breath, or a persistent cough?
- Have you checked your temperature in the last 24 hours and was it outside the normal range? Temperatures at or above 100.4°F/38°C are outside the normal range.
- Have you traveled to or through areas or regions that have a CDC Level 3 Travel Advisory or a State Department Level 4 Travel Advisory in the last 14 days?  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>;  
<https://travelmaps.state.gov/TSGMap/>
- Have you had close contact over the past 14 days with individuals who have traveled within the last 14 days through areas or regions that have a

CDC Level 3 Travel Advisory or a State Department Level 4 Travel Advisory?

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>;

<https://travelmaps.state.gov/TSGMap/>

- Have you had close contact with anyone currently under isolation or quarantine?

Visitors are encouraged to check their temperature prior to their arrival. Host offices should request that their visitors self-check temperatures prior to their arrival to any domestic Department facility. If the visitor's temperature is not within normal range, then the visitor should be rescheduled to another time.

Temperatures above 100.4°F 38°C are outside the normal range.

Unvaccinated visitors permitted to enter a domestic Department facility must wear a mask, especially in areas where social distancing is not feasible (e.g., elevators, common areas, bathrooms, etc.).

Offices should provide visitors advanced notice about masks so they may bring their own. CDC guidance about masks can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Exceptions for visitors who are not permitted to enter based on their answers to the screening questions, who refuse to answer the screening questions or refuse to wear a mask, may only be authorized by the bureau/office's respective Under Secretary.

Visitors who require a reasonable accommodation for a disability that makes wearing a mask ill-advised should inform the host office prior to arrival at the facility.

Inquiries concerning this and other matters related to COVID-19 may continue to be transmitted by electronic mail to [OFM-EmergencyMGT@state.gov](mailto:OFM-EmergencyMGT@state.gov). Past circular diplomatic notes and notices released by the Office of Foreign Missions related to COVID-19 may be found at <https://www.state.gov/office-of-foreign-missions-coronavirus-disease-2019-covid-19-information-and-resources/>.

Enclosure:

As stated.

Department of State

Washington, August 16, 2020.



## Certification of Vaccination

The purpose of this form is to take steps to prevent the spread of COVID-19, to protect the health and safety of all Federal employees, onsite contractors, visitors to Federal buildings or Federally controlled indoor workspaces, and other individuals interacting with the Federal workforce. If you fail to submit this signed attestation or any required negative COVID-19 test, you may be denied entry to a Federal facility.

### My Vaccination Status

By checking the box below, I declare that the following statement is true:

I am fully vaccinated.<sup>1</sup>

I am not yet fully vaccinated.<sup>2</sup>

I have not been vaccinated.<sup>3</sup>

I decline to respond.

**I understand that if I decline to respond or am not fully vaccinated, I must comply with the following safety protocols while in a Federal facility:**

- Wear a mask regardless of the level of community transmission;
- Physically distance; and
- Provide proof of having received a negative COVID-19 test from within the previous 3 days if I am a visitor or I am an onsite contractor who is not enrolled in an agency's testing program.

I sign this document under penalty of perjury that the above is true and correct, and that I am the person named below. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). Checking "I decline to respond" does not constitute a false statement. I understand that if I am a Federal employee or contractor making a false statement on this form could result in additional administrative action,

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<sup>1</sup> The Centers for Disease Control and Prevention considers an individual fully vaccinated if they are:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are **not** fully vaccinated.

<sup>2</sup> Either I have received my first dose of Moderna or Pfizer, and my second appointment is scheduled, or I received my final dose less than two weeks ago.

<sup>3</sup> If you are not vaccinated due to medical or religious reasons, please check either "I have not been vaccinated" or "I decline to respond."

including an adverse personnel action up to and including removal from my position or removal from a contract.

Your printed name here:

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Your signature here:

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Date: \_\_\_\_\_

### **Directions and notice to Federal employees**

Consistent with guidance from the Centers for Disease Control and Prevention (CDC) and the Safer Federal Workforce Task Force, has established specific safety protocols for fully vaccinated people and not fully vaccinated people, respectively. You may be asked to submit this completed form to your employing agency.

In areas of low or moderate transmission, as defined by CDC, fully vaccinated people generally can safely participate in most activities, indoor or outdoor, without needing to wear a mask or maintain physical distance, and do not need to undertake regular testing—please note that consistent with CDC guidance, agencies may have different protocols for fully vaccinated people in specific work settings, such as healthcare settings. In areas of high or substantial transmission, everyone, including fully vaccinated people, must wear a mask consistent with Federal requirements.

Employees who disclose that they are fully vaccinated will comply with agency guidance for fully vaccinated individuals. Employees who are unvaccinated, are not fully vaccinated, or who choose not to provide vaccine information are required to comply with CDC and agency guidance for not fully vaccinated individuals, including wearing masks regardless of the transmission rate in a given area, physical distancing, regular testing, and adhering to applicable travel restrictions. These requirements are to prevent the spread of COVID-19 to protect the health and safety of our workforce. Making a false statement on this form could result in an adverse personnel action against you, up to and including removal from your position.

Pursuant to 5 U.S.C. § 552a(e)(3), this **Privacy Act Statement** informs you of why you are being asked to provide this information.

**Authority:** We are authorized to collect the information requested on this form pursuant to Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing (Jan. 20, 2021), Executive Order 12196, Occupational Safety and Health Program for Federal Employees (Feb. 26, 1980), and 5 U.S.C. chapters 11 and 79.



**Purpose:** This information is being collected and maintained to promote the safety of Federal buildings and the Federal workforce consistent with the above-referenced authorities, the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

**Routine Uses:** While the information requested on this form is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose information to: a Federal, State, or local agency to the extent necessary to comply with laws governing reporting of communicable disease or other laws concerning health and safety in the work environment; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding Federal employment; to contractors, grantees, or volunteers as necessary to perform their duties for the Federal government; to other agencies, courts, and persons as necessary and relevant in the course of litigation, and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf. A complete list of the routine uses can be found in the system of records notice associated with this collection of information, OPM/GOVT-10, Employee Medical File System of Records, [75 Fed. Reg. 35099 \(June 21, 2010\)](#), amended [80 Fed. Reg. 74815 \(Nov. 30, 2015\)](#).

**Consequence of Failure to Provide Information:** Providing this information is voluntary. However, if you fail to provide this information, you will be treated as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.

Please contact \_\_\_\_\_ with questions. Please return this form to \_\_\_\_\_.

### **Directions and notice to Federal contractors**

In areas of low or moderate transmission, as defined by CDC, fully vaccinated people generally can safely participate in most activities, indoor or outdoor, without needing to wear a mask or maintain physical distance, and do not need to undertake regular testing—please note that consistent with CDC guidance, agencies may have different protocols for fully vaccinated people in specific work settings, such as healthcare settings. In areas of high or substantial transmission, everyone, including fully vaccinated people, must wear a mask consistent with Federal requirements.

You may be asked to show this form and/or information from a health screening upon entry to a Federal building or Federally controlled indoor worksites, and/or to a Federal employee who is supervising or managing your work on Federal premises. Please maintain this form during your time on Federal premises.

Please contact \_\_\_\_\_ with questions.

### **Directions and notice to visitors**

In areas of low or moderate transmission, as defined by CDC, fully vaccinated people generally can safely participate in most activities, indoor or outdoor, without needing to wear a mask or maintain physical distance, and do not need to undertake regular testing—please note that consistent with CDC guidance, agencies may have different protocols for fully vaccinated people in specific work settings, such as healthcare settings. In areas of high or substantial transmission, everyone, including fully vaccinated people, must wear a mask consistent with Federal requirements.

You may be asked to show this form and/or information from a health screening upon entry to a Federal building or Federally controlled indoor worksites. **Please maintain this form during your visit.** You may be asked to show this form as part of your in-person participation in a Federally hosted meeting, event, or conference. If you are entering to obtain a public service or benefit and are not fully vaccinated, you must comply with all relevant CDC guidance, including mask wearing and physical distancing requirements, however this form and the requirement to show a negative COVID-19 test do not apply to you.

### **Public burden information**

Public burden reporting for this collection of information is estimated to average 2 minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [PRA@opm.gov](mailto:PRA@opm.gov). The OMB clearance number 3206-0277, is currently valid.

may not collect this information, and you are not required to respond, unless this number is displayed.