

Reentry & Phase 3 Logistics

This message is intended for all DOL employees and contractors.

Dear Colleagues,

The Department is moving through its phased reentry to safely increase the number of Federal and contract staff onsite at DOL workplaces. Our planning prioritizes the health and safety of the DOL workforce and visitors to ensure that the Department can continue delivering its mission to the American public. Under the provisions of OMB Memorandum M-21-25, the Department is increasing occupancy limits in a phased approach as follows:

- **Phase 1:** Up to 50% occupancy for no less than 30 calendar days. The DOL COVID-19 Coordination Team may extend the transition to Phase 2.
- **Phase 2:** Up to 75% occupancy for no less than 30 calendar days. The DOL COVID-19 Coordination Team may extend the transition to Phase 3.
- **Phase 3:** Up to 100% occupancy. End of department-wide maximum telework posture.

As of March 21, 2022, you should have received a Phase 1, Phase 2, or Phase 3 email notifying you of your determined phase and your expected return date to your office worksite and duty station. If you received a Phase 1 email, you should have returned onsite to your official worksite and duty station, absent a remote work arrangement. If you received a Phase 2 or Phase 3 email, you should be preparing for your return to your official worksite and duty station and updating your telework agreements as appropriate.

If you have not received an email with a specific Phase identified, then you should have received Welcome Back to Onsite Work Email and are considered to be a Phase 3 employee and are directed to be available to return onsite to your official worksite and duty station beginning Monday, May 2, 2022. The DOL COVID-19 Coordination Team continues to monitor public health information and if determined appropriate, will communicate any changes to the start of Phase 3 with employees.

Next Steps: As we enter Phase 3 and all employees return to their designated duty stations and official worksites. If you want to participate in telework or remote work at the start of Phase 3 reentry you should work with your supervisor to review your work schedule, including the amount and frequency of telework permitted and have an approved an up-to-date agreement prior to the start of Phase 3. Please note that your actual first day onsite may not be May 2, 2022, but it will be determined by your approved telework schedule.

If you are a remote worker (e.g., an employee approved to work from an alternate worksite within or outside the local commuting area of the agency worksite and are not expected to report to the agency worksite on a regular and recurring basis), you do not need to physically return to a DOL office as long as you have the required paperwork in place, and your official worksite is the address from which you work remotely. Please talk to your supervisor to ensure that all remote work arrangement requirements outlined in [DOL' Quick Reference Guide on Alternate Worksite Policies](#) and

Procedures are complete and that all reentry expectations, including your work schedule, are mutually understood. If you would like to become a remote worker, you should have this discussion with your supervisor to see if this type of work arrangement is possible.

All employees who want to participate in telework or remote work at the start of Phase 3 must have an up-to-date agreement in place.

Returning to the normal workplace setting after a prolonged period away can be an adjustment, and DOL is committed to supporting employees throughout reentry. To facilitate this transition, employees are encouraged to utilize DOL's various worklife resources to help balance home and work needs and to talk with your supervisor about the use of available work schedule flexibilities.

If you feel that you may need a reasonable accommodation for a disability, you should engage in the reasonable accommodation process as soon as possible and submit your request in advance of your scheduled reentry. The Department's procedures on requesting and processing requests for reasonable accommodation for a disability are provided in DLMS 6-200 Reasonable Accommodations for Employees and Applicants. Absent a pending request or an approved accommodation for a disability, failure to report to onsite work, when directed, may result in disciplinary or adverse action up to and including removal from Federal service. Reasonable accommodation requests should be sent to the Civil Rights Center's Reasonable Accommodation Resources Center (CRC/RARC): [REDACTED] or your agency Workplace Equality Compliance Officer (WECO).

If you have any questions, please contact your supervisor or [REDACTED]

Thank you,
Rachana

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

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