



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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## Memorandum

To: Assistant Secretaries  
Bureau/Office Heads  
Solicitor  
Inspector General

From: Elizabeth Klein, Senior Counselor to the Secretary  
Rachael Taylor, Principal Deputy Assistant Secretary, Policy Management and Budget  
Lisa Branum, Deputy Assistant Secretary, Public Safety, Resource Protection and  
Emergency Services  
Thomas Balint, Director, Office of Emergency Management  
DOI COVID-19 Coordination Team

Subject: COVID Policy Bulletin 2021-01: Secretarial Approval of 50+ Person Hosted Meetings, Events, and Conferences

## 1. PURPOSE

This COVID Policy Bulletin (COVID-PB) sets forth COVID-19 mitigation policy requiring all Bureaus and Offices to obtain Secretarial approval for any meeting, event, or conference (including training) to be hosted by a DOI Bureau or Office with more than 50 persons in attendance as required by the COVID-19 Safer Federal Workforce Task Force.

## 2. BACKGROUND

The Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles Issued July 29, 2021 provides the following requirements:

### *Meetings, Events, and Conferences*

Should an agency intend to host an in-person meeting, conference, or event that will be attended by more than 50 participants—regardless of whether participants include members of the public—the agency must first seek the approval of its agency head, in consultation with the agency's COVID-19 Coordination Team.

In-person attendees at any meetings, conferences, and events hosted by an agency, regardless of size, must be asked to provide information about vaccination status. In

requesting this information, agencies should comply with any applicable Federal laws, including requirements under the Privacy Act and the Paperwork Reduction Act. In-person attendees who are not fully vaccinated or decline to provide information about their vaccination status must provide proof of a negative COVID-19 test completed no later than the previous 3 days and comply with masking and physical distancing requirements for individuals who are not fully vaccinated consistent with the requirements for visitors in the Face Masks and Physical Distancing section above. In-person attendees in areas of high or substantial transmission must wear a mask in public indoor settings regardless of vaccination status.

Meetings, events, and conferences hosted by Offices and Bureaus must comply with the DOI Workplace Safety Plan protocols and any applicable Safer Federal Workforce Task Force or DOI frequently asked questions or other guidance. This policy includes events which are held indoors or outdoors.

### **3. POLICY IMPLEMENTATION – HOSTED MEETINGS AND EVENTS**

All meetings and events that are hosted by DOI Offices and Bureaus must receive approval from the Secretary’s Office prior to the event. Hosts should request authorization from the COVID Coordination Team using the COVID Waiver/Request form submitted no later than 30 days prior to the event.

### **4. POLICY IMPLEMENTATION – HOSTED CONFERENCES**

All conferences that are hosted by DOI Offices and Bureaus must receive approval from the Secretary’s Office prior to the event. Hosts should request authorization from the COVID Coordination Team using the COVID Waiver/Request form submitted no later than 30 days prior to the event. Hosts are also required to obtain conference approval from the Office of Financial Management which may require longer lead time.

### **5. BUREAU AND OFFICE RESPONSIBILITIES:**

All bureaus and offices:

- a) Shall submit meeting, event, or conference request to the COVID Coordination team detailing the meeting, event, or conference and the COVID safety protocols that will be implemented. Such request requires concurrence of the Bureau/Office Director and the applicable Assistant Secretary.
- b) Shall utilize the conference approval process in addition to the COVID approval as required by DOI conference policy.

Additional COVID-PBs may be published on as requirements change.

Attachments:

- 1) [DOI Model Safety Principles Waiver Request Form – Version 3](#)