

GCAK Local Agreement
under
Memorandum of Understanding
between
NOAA Office of General Counsel and NOAA Attorneys Guild
regarding
Reconstitution during the COVID-19 Pandemic

This Local Agreement implements the Memorandum of Understanding (MoU) regarding reconstitution during the COVID-19 pandemic specifically for the NOAA Office of General Counsel, Alaska Section (GCAK).

This Local Agreement is between GCAK management, representing all non-bargaining unit GCAK and GCES employees, and the NOAA Attorneys Guild, representing all bargaining unit employees. GCAK management intends to apply the standards agreed to herein to all employees who utilize the GCAK office space, which consists of three suites. The three suites are defined as:

- Main Suite – Room 909A (encompassing most office spaces, common area, and library)
- Annex Suite B – Room 971 (encompassing 2 office spaces, and large conference area)
- Annex Suite A – Room 919B (encompassing 2 office spaces, and common area)

The follow agreements are made pursuant to this Local Agreement:

Office Space & Use

1. Pursuant to NOAA's Phase I guidance, not more than 10% of the workforce that utilizes GCAK office space will be present in each suite (defined above) at a time. In other words, only 1 person may occupy each suite at one time.
2. Employees may use office space for more than 1 hour per pay period, but will continue to try and limit use. This means an employee is not limited to the 1 hour per pay period under the MoU and will not have to request management permission for office space use of more than 1 hour per pay period.
3. Office Space Use - Time and Notice Procedures:
 - 3.1 If employees go into the office for de minimis use (less than 1 hour per day), no notice is required. This can continue to be on an ad hoc basis.
 - 3.2 If employees need longer than 1 hour on a given day, the following process will be used for designating time and use of office space:

- a. At every staff meeting, a discussion will be had about office space use for the following week (i.e. the week starting the Monday following the Tuesday staff meeting).
- b. If someone is aware that they will require office use, they should let everyone know the day and time of that use. For example, if a Council meeting is occurring and an employee prefers to use his/her office, he/she would say at the staff meeting “I plan to be in the office next Wednesday from 9-5 in the Blue Room.”
- c. If someone is not aware at the staff meeting of pending office use, please send an email to the office group providing notice once your day/time is realized.
- d. There is a Google calendar for office space use specifically called “GCAK/ES Office Use.” Employees are encouraged to put known times of office space use and which office he/she will occupy on this calendar.
- e. Upon office space occupancy, please place a sticky note on the outermost door informing people of your presence in the office.

3.3 These processes are designed to inform those who may need to go to the office to print, get supplies, or for another reason, that they should avoid going to the office at the times specified by others, or at least avoid the suite specified.

3.4 If there is a conflict (i.e. two or more persons wishing to use the same suite space at the same time):

- a. First, try and work out the timing with each other;
- b. Second, consider using another common space or office space (provided the occupant is asked and agrees) in a different suite, and make sure all surfaces are cleaned after use;
- c. Third, if the conflict cannot be resolved, elevate to your Section Chief or Deputy for determination of priority.

4. The Juneau Federal Building Tracker – Optional GC Form

(https://docs.google.com/spreadsheets/d/1CQMx0d6cI_fUkCT_9bPmmzUc9JIB_ci6n8w-Po-X82A/edit?usp=sharing) can be used to track when employees are in the office, in case the need arises for contact tracing. This form will remain optional.

Health & Safety

1. Masks will be worn when in any common area inside the Federal Building or within the GCAK office spaces, such as the main suite common areas, library, or Blue Room conference area.
2. Masks may be removed if in one’s personal office space, as long as the door is closed.

3. Management will provide hand sanitizer and disinfectant spray and/or wipes for employee use, made available in the Main Suite common area.
4. If a common space is used, the person using that space will wipe down the space when done using the space. For example, if using the printer, after use wipe down the printer keypad and surface, as well as the light switch and door handle when exiting the room.

Information

1. Management agrees to inquire with GSA concerning the building's ventilation system, and current building cleaning protocols, and pass along such information to all employees.
2. Management agrees to ask the Court Clerk, or appropriate individual, to be notified in advance if the courtroom will be used, so that employees may choose to limit building access on days when there may be more traffic on the Ninth Floor.
3. If Management becomes aware that a federal employee, contractor or any other individual working in or who has been inside the Federal Building has tested positive for COVID-19, Management will promptly inform all GCAK and GCES employees. Management agrees to try to provide information about the individual's locations while they were in the building.

This Local Agreement pertains to Phase I of Reconstitution and will be opened for renegotiation upon Phases II and III. Further, at any time, either party may request to revise this Local Agreement and changes may be incorporated by mutual agreement and after an opportunity to bargain. This Local Agreement may be subject to change should general Federal Building restrictions change.

Signed on Sept. 25, 2020

Demian Schane, Chief, GCAK

**Alisha
Falberg**

Digitally signed by Alisha Falberg
DN: cn=Alisha Falberg, o=Office of
General Counsel, ou=NOAA,
email=alisha.falberg@noaa.gov, c=US
Date: 2020.09.25 15:19:09 -08'00'

Alisha Falberg, GCAK Steward

