

TREASURY INSPECTOR GENERAL FOR TAX ADMINISTRATION



Inspection of Health and Safety Measures at Select IRS Facilities During the COVID-19 Pandemic

July 26, 2021

Report Number: 2021-IE-R003

HIGHLIGHTS: Inspection of Health and Safety Measures at Select IRS Facilities During the COVID-19 Pandemic

Final Inspection Report issued on July 26, 2021

Report Number 2021-IE-R003

Why TIGTA Did This Study

There are approximately 550 IRS-managed facilities throughout the United States. In response to the Coronavirus Disease 2019 (COVID-19) pandemic, in Calendar Year 2020, the IRS closed and then reopened facilities for mission-essential functions and nonportable work.

TIGTA conducted this inspection to assess the IRS's efforts to protect the health and safety of individuals physically present at selected IRS facilities during the COVID-19 pandemic.

Impact on Taxpayers

The COVID-19 pandemic has affected the IRS's ability to perform its responsibilities of processing tax returns, tax payments, and tax refunds. The pandemic also threatens the lives of IRS employees; as of June 2021, the IRS reported that over 40 employees have passed away from the virus. As such, the IRS has had to balance the completion of its mission and the health and safety of its employees and contractors and others who visit IRS facilities.

What TIGTA Found

In March 2021, TIGTA conducted unannounced health and safety inspections of nine judgmentally selected IRS facilities. Overall, the IRS generally implemented health and safety measures to help protect individuals at the nine facilities. The IRS had an adequate supply of face masks, hand sanitizer, disinfecting wipes, or other cleaning supplies on-site, and these items were generally available in common areas or near shared equipment for individuals to use.



In response to the pandemic, the IRS developed printable COVID-19 health and safety posters to help inform and remind individuals of health and safety procedures. TIGTA observed that most of these were posted at all nine facilities.

According to the Centers for Disease Control and Prevention, masks are a critical step to help prevent individuals from getting and spreading COVID-19. At the time of TIGTA's inspection, all individuals, whether vaccinated or not, were required to wear masks while in an IRS facility. While most individuals were wearing face masks correctly, TIGTA observed some who were wearing them improperly. For example, TIGTA observed individuals within the facilities with the face mask below the chin or off the face completely. TIGTA also observed that the IRS implemented modifications at all nine facilities to help maintain social distancing. Examples of these modifications include separating employee desks, posting occupancy limit signs at elevators and in conference and meeting rooms, and limiting seating and self-service food tasks in cafeterias and break rooms.

Although TIGTA observed most individuals maintaining social distance, TIGTA identified some who were not maintaining at least six feet of separation as required by IRS guidance. For example, TIGTA observed individuals walking together in hallways, sitting together and eating in the cafeteria or break rooms, and working together in cubicles.

What TIGTA Recommended

TIGTA made no recommendations in this report. TIGTA's Office of Audit will issue a separate report that will provide additional information regarding compliance related to face masks and social distancing and any resulting recommendations.



TREASURY INSPECTOR GENERAL
FOR TAX ADMINISTRATION

U.S. DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

July 26, 2021

MEMORANDUM FOR: COMMISSIONER OF INTERNAL REVENUE

FROM:

Heather M. Hill *Heather Hill*
Acting Deputy Inspector General for Inspections and Evaluations

SUBJECT:

Final Inspection Report – Inspection of Health and Safety Measures at
Select IRS Facilities During the COVID-19 Pandemic (IE-21-003-C)

This report presents the results of our inspection to assess the Internal Revenue Service's (IRS) efforts to protect the health and safety of individuals physically present at selected IRS facilities during the Coronavirus Disease 2019 (COVID-19) pandemic. This inspection addresses the Fiscal Year 2021 major management and performance challenge of *Responding to the COVID-19 Pandemic*.

Although we made no recommendations in this report, we provided IRS management officials with an advance copy of this report for review and comment prior to issuance.

Copies of this report are also being sent to the IRS managers affected by the report information. If you have any questions about this report, you may contact me or James A. Douglas, Director, Office of Inspections and Evaluations.

Results of Review

The IRS Generally Implemented Measures to Protect the Health and Safety of Individuals at Nine IRS Facilities

In March 2021, we conducted unannounced health and safety inspections at nine judgmentally selected Internal Revenue Service (IRS) facilities and found that the IRS generally implemented measures to protect the health and safety of individuals at these facilities.¹ Across the nine facilities, we observed the following:

- Adequate supply of face masks and cleaning supplies.
- Printable Coronavirus Disease 2019 (COVID-19) health and safety posters.
- Individuals generally complying with face mask requirements.
- Modifications of facilities to promote social distancing and protect the health and safety of individuals at IRS facilities.
- Individuals generally complying with social distancing requirements.

The IRS has adequate face masks and cleaning supplies available on-site

We determined that all nine facilities had an adequate supply of face masks, hand sanitizer, disinfecting wipes, or other cleaning supplies. Figure 1 shows face masks, hand sanitizer, disinfecting wipes, and other cleaning supplies stored at select IRS locations.

¹ A judgmental sample is a nonprobability sample, the results of which cannot be used to project to the population. See Attachment I for a list of the facilities we inspected.

Figure 1: Examples of Face Masks, Hand Sanitizer, Disinfecting Wipes, and Other Cleaning Supplies



Source: Treasury Inspector General for Tax Administration's (TIGTA) inspection of nine IRS facilities.

We also observed that disinfecting wipes, hand sanitizer, or other cleaning supplies were generally available in common areas or near shared equipment for individuals to use. IRS guidance recommends that, when possible, business units should keep disinfectant wipes available near shared equipment.² IRS guidance also suggests that hand sanitizer will be readily available and located in common areas in all offices.³ Facilities Management and Security Services officials stated that they generally place these items in common areas or other high-traffic areas and that managers may request additional supplies as needed. By maintaining and making available an adequate supply of face masks and cleaning supplies, the IRS is helping to prevent the spread of COVID-19 and to protect the health and safety of individuals at IRS facilities. Figure 2 summarizes the frequency of disinfecting wipes, hand sanitizer, or other cleaning supplies that we observed throughout common areas or near shared equipment in the nine facilities.

² IRS, *Cleaning and disinfecting office space* (June 2, 2020).

³ IRS, *Access to Hand Sanitizer* (June 2, 2020).

Figure 2: Number of Facilities With Disinfecting Wipes, Hand Sanitizer, or Other Cleaning Supplies Observed in Common Areas or Near Shared Equipment

Inspection Question	Always	Sometimes	Never
Are disinfecting wipes or cleaning supplies clearly visible in common areas or near shared equipment?	1	7	1
Are hand sanitizer dispensers located in common areas?	2	7	0
Are hand sanitizer dispensers in working order?	5	4	0
Do hand sanitizer dispensers have hand sanitizer in them?	5	4	0

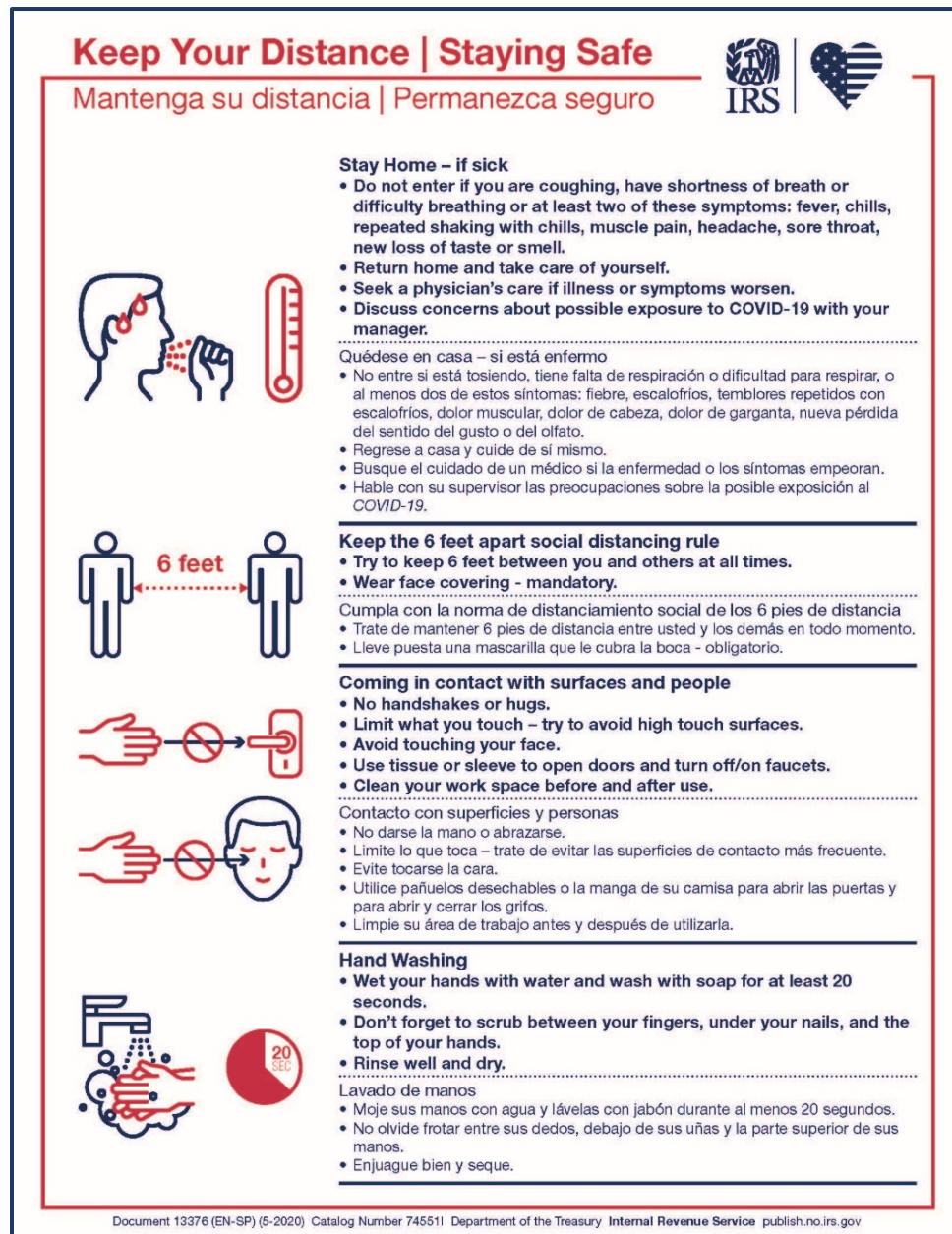
Source: Results of TIGTA's inspection of nine IRS facilities.

Note: When we observed that there was at least one instance in which the measure was present and at least one instance in which it was not, we determined that the measure was sometimes observed in the facility.

Most of the IRS's recommended COVID-19 health and safety posters were observed at all nine facilities

In response to the pandemic, the IRS developed printable posters (some bilingual) that could be placed in recommended locations throughout IRS facilities to help inform and remind individuals of health and safety procedures. Figure 3 shows an example of a poster to be placed in hallways to remind individuals to wear face masks and to maintain six feet of separation.

Figure 3: Example of COVID-19 Poster Developed by the IRS

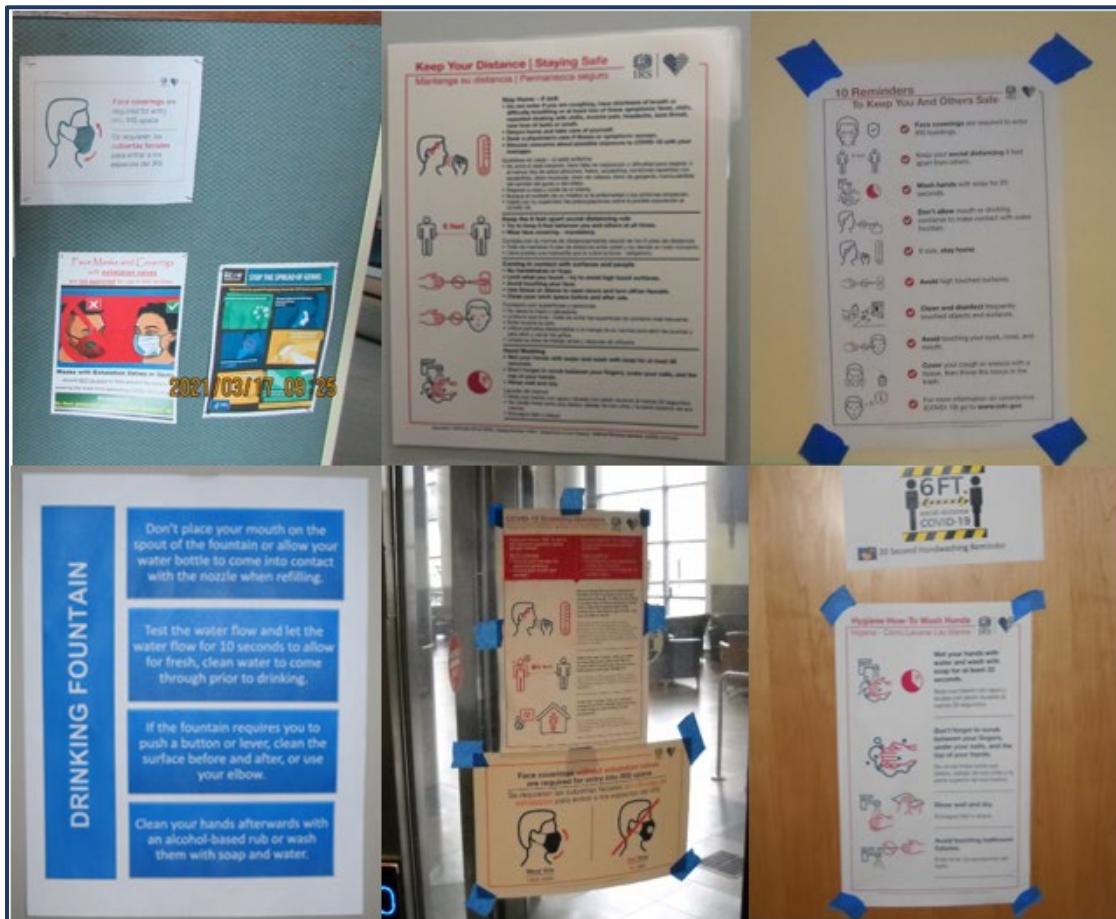


Source: IRS Document 13376, Keep Your Distance, Staying Safe Flyer (May 2020).

Other posters relate to proper hand washing, maintaining social distance, and drinking from water fountains. Attachment II provides copies of all seven posters.

We generally observed that most of the IRS's COVID-19 recommended posters, or signs that provided similar information, were placed throughout the nine IRS facilities. Figure 4 shows printable posters and alternate signs observed throughout the IRS facilities.

Figure 4: Examples of Printable Posters and Alternate Signs Observed Throughout the Nine IRS Facilities



Source: TIGTA's inspection of nine IRS facilities.

Posting health and safety guidelines helps inform individuals within the facilities about best practices to prevent the spread of COVID-19 and to protect the health and safety of individuals at IRS facilities. Figure 5 summarizes the results of our observations for the seven recommended COVID-19 posters.

Figure 5: Number of Facilities With COVID-19 Posters Observed in the Recommended Locations

Inspection Question	Always	Sometimes	Never
Is Document 13376, <i>Keep Your Distance, Staying Safe Flyer</i> (May 2020), posted in hallway aisles?	3	6	0
Is Document 13376-A, <i>COVID-19 Screening Questions Flyer</i> (May 2020), posted at main entrances?	7	2	0
Is Document 13376-B, <i>Hygiene How-To Wash Hands Flyer</i> (May 2020), posted in restrooms?	4	3	2 ⁴
Is Document 13376-C, <i>10 Reminders To Keep You and Others Safe Flyer</i> (May 2020), posted at canteen/break rooms and training rooms?	3	4	2 ⁵
Is Document 13376-D, <i>Drinking From Water Fountain Flyer</i> (May 2020), posted at water fountains?	6	3	0
Is Document 13376-E, <i>Face Coverings Required Flyer</i> (June 2020), posted at entry points to IRS spaces?	8	1	0
Is Document 13376-F, <i>Face Coverings Without Exhalation Valves Are Required Flyer</i> (September 2020), posted at entry points to IRS spaces?	5	1	3

Source: IRS-recommended COVID-19 posters and the results of TIGTA's inspection.

Note: When we observed that there was at least one instance in which the poster was present and at least one instance in which it was not, we determined that the poster was sometimes observed in the facility.

Some individuals were not wearing face masks properly

According to the Centers for Disease Control and Prevention (CDC), masks are a critical step to help prevent individuals from getting and spreading COVID-19.⁶ Individuals who do not wear masks increase the risk for spreading COVID-19, which can impact the health and safety of other individuals who are physically present. On January 20, 2021, the President signed Executive Order 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing*,⁷ which required the heads of executive departments and agencies to immediately take action to require compliance with CDC guidelines with respect to wearing masks by on-duty or on-site Federal employees, on-site Federal contractors, and all persons in Federal buildings. In February 2021,

⁴ Although Document 13376-B was not posted in restrooms in two facilities, the information in Document 13376-B is noted in Document 13376, which was posted in other locations in these two facilities.

⁵ Although Document 13376-C was not posted in canteen/break rooms and training rooms in two facilities, most of the information in Document 13376-C is noted in Documents 13376, 13376-A, 13376-D, and 13376-E, which were posted in other locations in these two facilities.

⁶ CDC, *How to Wear Masks* (Updated January 30, 2021).

⁷ Exec. Order 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing*, 86 FR 7045 (2021).

the IRS issued guidance which required employees to consistently wear face masks in common areas or shared workspaces with a few exceptions.⁸ Specifically, employees were allowed to remove their masks 1) if they are alone in an office with floor-to-ceiling walls and a closed door and 2) for a limited time, when the employees are eating or drinking. Employees were required to wear a mask when another employee enters the office or when they were no longer eating or drinking. In response to the CDC's updated health recommendations for fully vaccinated individuals, on May 18, 2021, the IRS revised the mask rules to no longer require fully vaccinated individuals to wear masks while in an IRS facility but emphasized that those individuals who are not fully vaccinated should continue to wear a mask. Our site visits were conducted during March 2021 when all individuals, regardless of vaccination status, were required to wear masks while in an IRS facility.

Although most individuals in the IRS facilities were wearing face masks correctly, at all nine facilities, we observed some who were improperly wearing a face mask. We observed individuals who were not properly wearing face masks in workspaces, a conference room, and break rooms and cafeterias (while not observed eating or drinking). Specifically, we observed individuals in:

- Offices with doors open and their masks off.
- Cubicle areas with the mask below the chin or off completely.
- A conference room without a face mask and in close proximity to other individuals.
- Break rooms and cafeterias conversing without a face mask.

At all nine facilities we inspected, we observed some individuals wearing masks that did not fully cover the nose and mouth. At two of the nine facilities we inspected, we observed a limited number of individuals wearing face masks with exhalation valves or vents, which were prohibited in IRS facilities because such masks could allow virus particles to escape. Moreover, we did not observe any personnel enforcing the mask requirement at any of the nine facilities.

The IRS implemented modifications at all nine IRS facilities to help maintain social distancing and protect the health and safety of individuals at IRS facilities

During our March 2021 inspections, we observed that the IRS made the following modifications:

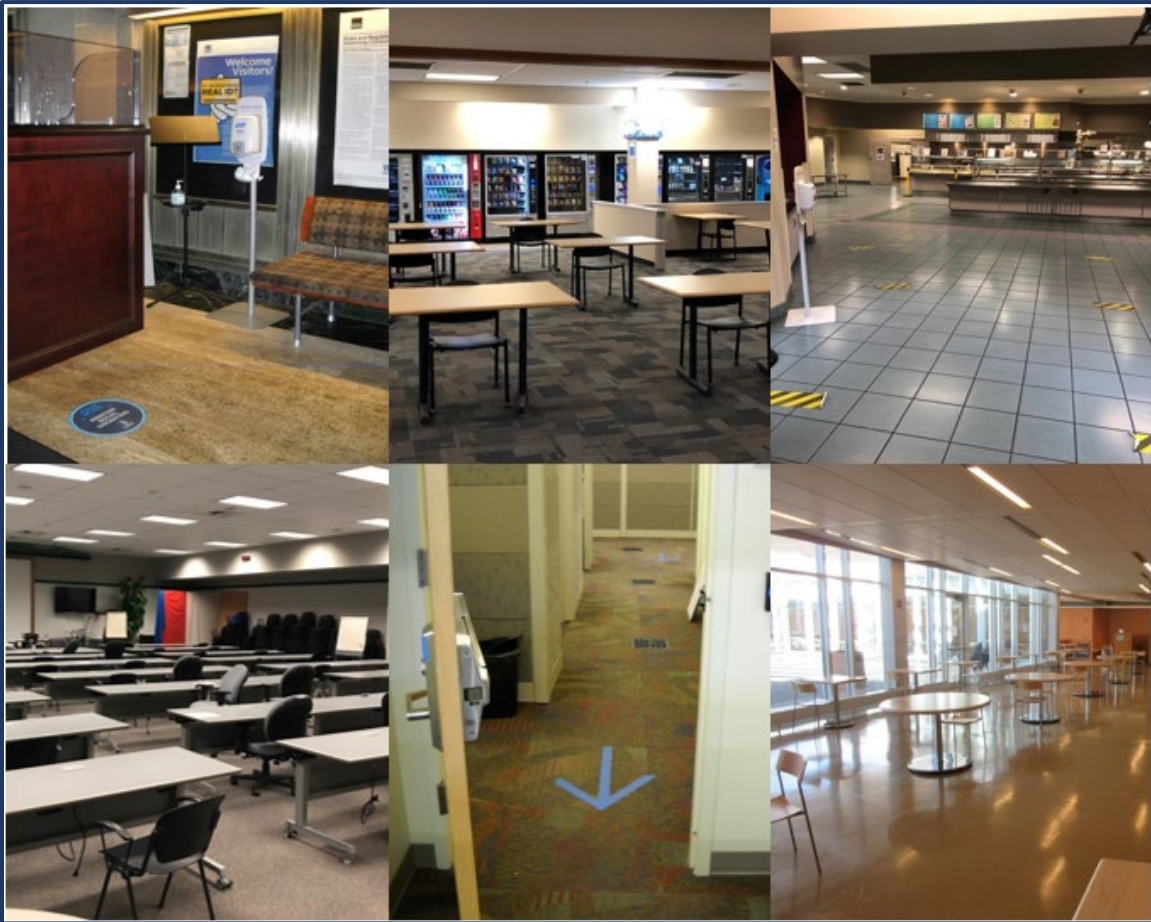
- Implemented an open desk between employees or separating desks to promote social distancing at six of the nine facilities.
- Posted occupancy limit signs for passenger elevators at all three of the facilities with passenger elevators.
- Reduced seating or occupancy limit signs in conference or meeting rooms at eight of the nine facilities.
- Created barriers or used floor markings at entrances or in restrooms at all nine facilities.
- Reduced number of seating available in the cafeteria or break rooms at all nine facilities.
- Limited self-service food tasks at all nine facilities. Specifically, at five facilities, the cafeteria was closed. At the remaining facilities, the IRS did not offer self-serve food

⁸ IRS, *Everyone must wear masks in IRS facilities* (February 24, 2021).

options. At all nine facilities, the IRS had individually wrapped packages for sale either in the cafeteria or through vending machines.

Figure 6 shows examples of modifications observed throughout the IRS facilities.

Figure 6: Examples of Modifications Observed Throughout the Nine IRS Facilities



Source: TIGTA's inspection of nine IRS facilities.

Facilities Management and Security Services officials stated that additional measures were taken to better circulate air in eight of the nine facilities. Facilities Management and Security Services officials at the remaining facility stated that the IRS did not make efforts to increase air circulation as the facility is closing in Calendar Year 2021.

IRS guidance recommends implementing workspace modifications to help enforce social distancing through reduced occupancy of workstations; limiting the use of dining areas and conference and training rooms; and using visual cues such as signage and floor spacing indicators in common areas such as entrances, elevators, restrooms, and vending areas.⁹ In addition, the CDC suggests avoiding self-serve food or drink options, which can reduce the risk of individuals congregating around food service areas.¹⁰

By making modifications to IRS facilities and limiting self-service tasks, the IRS is helping to prevent the spread of COVID-19 and to protect the health and safety of individuals at IRS

⁹ IRS, *Social Distancing* (June 1, 2020).

¹⁰ CDC, *Guidance for Organizing Large Events and Gatherings* (Updated March 8, 2021).

facilities. Figure 7 summarizes the frequency of the modifications we observed in select areas in the nine IRS facilities.

Figure 7: Number of Facilities With Observed Modifications to Promote Social Distancing in Selected Areas

Facility Areas	Always	Sometimes	Never
Main entrances and exits	5	4	0
Passenger elevators	2	1	0
Restrooms	2	2	5
Meeting and conference rooms	3	5	1
Break rooms	5	2	2
Cafeterias	7	2	0
Workspaces	0	7	2
Hallways	0	3	6

Source: Results of TIGTA's inspection of nine IRS facilities.

Notes: When we observed that there was at least one instance in which the modification was present and at least one instance in which it was not, we determined that the modification was sometimes observed in the facility.

Three of the nine facilities had a passenger elevator on-site, while the remaining six facilities did not.

According to the CDC, screening employees, *e.g.*, checking temperatures, is an optional strategy that employers may use as a preventative measure.¹¹ However, the CDC states that this strategy will not be completely effective because individuals who are asymptomatic or have mild, nonspecific symptoms may pass through screening. Although not required, the Department of the Treasury's *COVID-19 Workplace Safety Plan* states that the IRS may use temperature screening of employees as a symptom screening strategy.¹² As part of our inspection, we observed that the IRS did not implement any temperature-check COVID-19 screening measures at the nine facilities.

Some individuals were not maintaining social distance

Although we observed most individuals at all the facilities maintaining social distance, we identified some who were not maintaining at least six feet of separation. For example, we observed individuals:

- Walking together in hallways.
- Sitting together and eating or socializing in the cafeteria or break rooms.
- Visiting another employee's cubicle or working together in a cubicle.
- In conference rooms within close proximity of each other.

¹¹ CDC, *General Business Frequently Asked Questions* (Updated May 24, 2021).

¹² Department of the Treasury, *COVID-19 Workplace Safety Plan* (February 26, 2021).

Some of the individuals not maintaining social distance were observed wearing a face mask while others were not. At all nine facilities, we did not observe any personnel enforcing social distancing requirements. IRS guidance states that employees are required to maintain social distancing in all areas of the building including entrances, elevators, work areas, cafeterias and break rooms, conference and training rooms, and restrooms, and to observe posted signage or occupancy limits.¹³ Individuals who do not maintain social distance increase the risk for spreading COVID-19, which can impact the health and safety of individuals at IRS facilities.

After we completed our inspection, we discussed the results with IRS officials in Facilities Management and Security Services and in the Human Capital Office. The IRS subsequently sent out communications reiterating the requirement to wear face masks while in IRS facilities. We are not making any recommendations related to face masks and social distancing because TIGTA's Office of Audit plans to issue a report that will provide additional information regarding compliance and any resulting recommendations.

¹³ IRS, *Social Distancing* (June 1, 2020).

Attachment I

Background

On January 21, 2020, the CDC reported the first case of COVID-19 in the United States. COVID-19 is a disease caused by a virus with symptoms including fever, cough, fatigue, and shortness of breath. The disease can cause more severe symptoms and death, particularly among elderly individuals and individuals with certain underlying medical conditions. On March 11, 2020, the World Health Organization officially labeled COVID-19 as a pandemic. According to Johns Hopkins University, as of May 11, 2021, COVID-19 caused over 3.3 million deaths globally, including nearly 600,000 deaths in the United States.

In response to the pandemic, the IRS began to close facilities in mid-March 2020.¹ By the end of March 2020, the IRS directed all employees, except for those individuals performing mission-critical functions that could not be performed remotely, to vacate the work site by March 30 and work from home or an alternate location. The IRS reported that all of its facilities have been open to mission-essential functions and nonportable work since July 13, 2020.²

As we previously reported, the IRS has had to balance the completion of its mission and the health and safety of its employees during the pandemic.³ Specifically, the COVID-19 pandemic has affected the IRS's ability to perform its responsibilities of processing tax returns, tax payments, and tax refunds. The pandemic also threatens the lives of IRS employees. In June 2021, the IRS reported that over 40 employees have passed away from the virus. To inform and protect employees during the early stages of the COVID-19 pandemic, the IRS made Federal guidance available to all employees in addition to developing and issuing its own internal guidance. We previously found that the IRS's internal guidance generally aligned with Federal guidance and best practices issued by the Office of Personnel Management, the CDC, the Government Accountability Office, and other Federal authorities.

According to the IRS, there are approximately 550 IRS-managed locations throughout the United States. As of March 1, 2021, 3,418 IRS employees reported having tested positive for COVID-19.⁴ IRS data show that approximately 45 percent of those employees reported to an IRS facility during the 14 days preceding a positive test result for COVID-19.

In March 2021, we conducted unannounced health and safety inspections of nine judgmentally selected IRS facilities.⁵ When selecting our judgmental sample, we generally took into consideration infection rates, IRS data indicating employees were reporting to the office, whether the IRS facility processed paper-filed returns, and staff availability.

¹ TIGTA reported that the IRS also leveraged its telework program as another response to the pandemic. TIGTA, Report No. 2021-IE-R002, *Interim Report – The IRS Leveraged Its Telework Program to Continue Operations During COVID-19 Pandemic* (Mar. 2021).

² Since July 13, 2020, several facilities have closed for short periods of time for cleanings due to COVID-19. In addition, other facilities have closed for other reasons, *e.g.*, weather related.

³ TIGTA, Report No. 2021-16-020, *Interim Report – IRS COVID-19 Response Timeline and Policies to Protect Employee Health and Safety* (Mar. 2021).

⁴ TIGTA did not independently validate the data.

⁵ A judgmental sample is a nonprobability sample, the results of which cannot be used to project to the population.

Figure 8 shows that, from March 20, 2020, through March 1, 2021, the nine judgmentally selected IRS facilities represented 1,126 (32.9%) of the 3,418 total reported infections.

Figure 8: COVID-19 Infections Reported Between March 20, 2020, and March 1, 2021, at IRS Facilities Selected for TIGTA's Unannounced Site Visits

Facility Name	Number of Infections	Percentage of Total Reported Infections
Kansas City Consolidated Campus	246	7.2%
IRS Service Center – Fresno	163	4.8%
IRS Southwest Service Center – Austin	151	4.4%
Enterprise Computing Center – Memphis	143	4.2%
IRS Service Center – Ogden	134	3.9%
Philadelphia Consolidation	131	3.8%
IRS Center – Andover	61	1.8%
Atlanta Customer Service Center	55	1.6%
Atlanta Submission Processing Center	42	1.2%
Total	1,126	32.9%

Source: TIGTA analysis of data from the IRS's Tableau Dashboard. TIGTA did not independently validate the data.

The overall objective of this inspection was to assess the IRS's efforts to protect the health and safety of individuals physically present at selected IRS facilities during the COVID-19 pandemic. Prior to our site visits, we developed a health and safety inspection checklist based on guidance issued by the CDC, the Department of the Treasury, and the IRS. While on-site, we performed walkthroughs of the facilities with an emphasis on high-traffic areas. We directly observed whether the IRS implemented the following: 1) displayed COVID-19 health and safety posters, 2) modified facilities to promote social distancing, and 3) made hand sanitizer and cleaning supplies available to individuals on-site. We also directly observed whether individuals wore face masks and maintained social distance.

Performance of This Review

This inspection was performed at IRS facilities located in Fresno, California; Chamblee, Georgia; Andover, Massachusetts; Kansas City, Missouri; Philadelphia, Pennsylvania; Memphis, Tennessee; Austin, Texas; and Ogden, Utah, in March 2021. We conducted this inspection in accordance with the Council of the Inspectors General for Integrity and Efficiency's Quality Standards for Inspection and Evaluation.

Major contributors to the report were James Douglas, Director; Troy Paterson, Director; Debra Kisler, Acting Director; Frank O'Connor, Supervisory Evaluator; Lindsay Steward, Audit Manager; Malissa Livingston, Lead Evaluator; Trisa Brewer, Senior Auditor; John da Cruz, Senior Evaluator; Briane Hamaoka, Senior Auditor; Tracy Hernandez, Senior Auditor; Andrew Landers, Senior Evaluator; David Lawson, Senior Auditor; Meghann Noon-Miller, Senior Evaluator; Nathan Smith, Senior Auditor; Matthew Pham, Evaluator; Frank Rivers, Auditor; and Cally Sessions, Auditor.

Attachment II



Printable COVID-19 Health and Safety Posters


In response to the pandemic, the IRS developed printable posters that could be placed throughout IRS facilities to help inform and remind individuals of health and safety procedures. The following shows copies of the seven COVID-19 posters.

Document 13376, *Keep Your Distance, Staying Safe Flyer*

Keep Your Distance | Staying Safe

Mantenga su distancia | Permanezca seguro

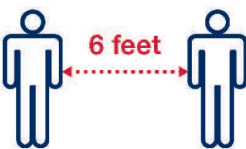


Stay Home – if sick

- Do not enter if you are coughing, have shortness of breath or difficulty breathing or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
- Return home and take care of yourself.
- Seek a physician's care if illness or symptoms worsen.
- Discuss concerns about possible exposure to COVID-19 with your manager.

Quédese en casa – si está enfermo

- No entre si está tosiendo, tiene falta de respiración o dificultad para respirar, o al menos dos de estos síntomas: fiebre, escalofríos, temblores repetidos con escalofríos, dolor muscular, dolor de cabeza, dolor de garganta, nueva pérdida del sentido del gusto o del olfato.
- Regrese a casa y cuide de sí mismo.
- Busque el cuidado de un médico si la enfermedad o los síntomas empeoran.
- Hable con su supervisor las preocupaciones sobre la posible exposición al COVID-19.

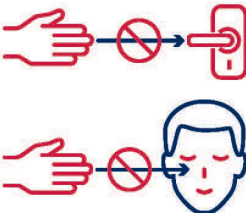


Keep the 6 feet apart social distancing rule

- Try to keep 6 feet between you and others at all times.
- Wear face covering - mandatory.

Cumpla con la norma de distanciamiento social de los 6 pies de distancia

- Trate de mantener 6 pies de distancia entre usted y los demás en todo momento.
- Lleve puesta una mascarilla que le cubra la boca - obligatorio.

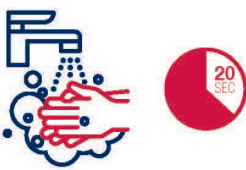


Coming in contact with surfaces and people

- No handshakes or hugs.
- Limit what you touch – try to avoid high touch surfaces.
- Avoid touching your face.
- Use tissue or sleeve to open doors and turn off/on faucets.
- Clean your work space before and after use.

Contacto con superficies y personas

- No darse la mano o abrazarse.
- Limite lo que toca – trate de evitar las superficies de contacto más frecuente.
- Evite tocarse la cara.
- Utilice pañuelos desechables o la manga de su camisa para abrir las puertas y para abrir y cerrar los grifos.
- Limpie su área de trabajo antes y después de utilizarla.



Hand Washing

- Wet your hands with water and wash with soap for at least 20 seconds.
- Don't forget to scrub between your fingers, under your nails, and the top of your hands.
- Rinse well and dry.

Lavado de manos



- Moje sus manos con agua y lávelas con jabón durante al menos 20 segundos.
- No olvide frotar entre sus dedos, debajo de sus uñas y la parte superior de sus manos.
- Enjuague bien y seque.

Document 13376 (EN-SP) (5-2020) Catalog Number 745511 Department of the Treasury Internal Revenue Service publish.no.irs.gov

Document 13376-A, COVID-19 Screening Questions Flyer

COVID-19 Screening Questions

Preguntas Para Realizar La Detección Del COVID-19



If you can answer "Yes" to any of the following questions, please **DO NOT ENTER**.


Do the following:

- Contact your manager for additional guidance.
- Contact your health care provider.

Si puede responder "Sí" a alguna de las siguientes preguntas, por favor, **NO ENTRE**.

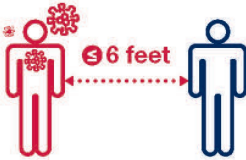
Haga lo siguiente:

- Comuníquese con su gerente para obtener guía adicional.
- Comuníquese con su proveedor de cuidado médico.




Are you experiencing any symptoms of COVID-19? The symptoms are: Cough, shortness of breath or difficulty breathing or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

¿Está usted experimentando algún síntoma del COVID-19? Los síntomas son: tos, falta de respiración o dificultad para respirar, o al menos dos de estos síntomas: fiebre, escalofríos, temblores repetidos con escalofríos, dolor muscular, dolor de cabeza, dolor de garganta, nueva pérdida del sentido del gusto o del olfato.



Within the last 14 days, have you been in close physical contact (six feet or closer) with a person you know to have laboratory-confirmed COVID-19?

En los últimos 14 días, ¿ha tenido usted contacto físico cercano (6 pies o más cerca) con alguien que usted sabe que tiene el COVID-19 confirmado por el laboratorio?



In the last 14 days, have you received instructions from a health care authority to self-observe, self-isolate, or self-quarantine?

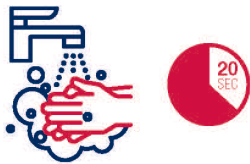
En los últimos 14 días, ¿ha recibido usted instrucciones de una autoridad de la salud para que se observe, se aisle o se ponga a sí mismo en cuarentena?

Document 13376-A (EN-SP) (5-2020) Catalog Number 74552T Department of the Treasury Internal Revenue Service publish.no.irs.gov

Document 13376-B, *Hygiene How-To Wash Hands Flyer*

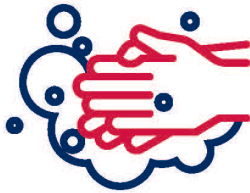
Hygiene How-To Wash Hands

Higiene - Cómo lavarse las manos



Wet your hands with water and wash with soap for at least 20 seconds.

Moje sus manos con agua y lávelas con jabón durante al menos 20 segundos.



Don't forget to scrub between your fingers, under your nails, and the top of your hands.

No olvide frotar entre sus dedos, debajo de sus uñas y la parte superior de sus manos.



Rinse well and dry.

Enjuague bien y seque.



Avoid touching bathroom fixtures.

Evite tocar los accesorios del baño.

Document 13376-C, 10 Reminders To Keep You and Others Safe Flyer

10 Reminders To Keep You And Others Safe



Face coverings are required to enter IRS buildings.



Keep your **social distancing** 6 feet apart from others.



Wash hands with soap for 20 seconds.



Don't allow mouth or drinking container to make contact with water fountain.



If sick, **stay home**.



Avoid high touched surfaces.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



For more information on coronavirus (COVID-19) go to **www.cdc.gov**

Document 13376-D, *Drinking From Water Fountain Flyer*

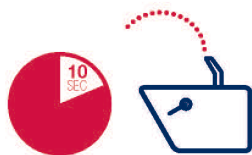
Drinking From Water Fountains

Para beber de las fuentes de agua



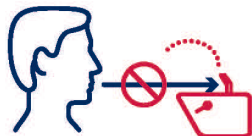
Bring your own water and container if possible.

Traiga su propia agua y recipiente, si es posible.



Run the water for 10 seconds before using.

Permita que el agua corra por 10 segundos antes de utilizarla.



Don't allow your mouth or drinking container to make direct contact with the fountain.

No permita que su boca o recipiente para beber tenga contacto directo con la fuente.



Avoid direct contact with fountain controls.

Evite el contacto directo con los controles de la fuente.

Document 13376-E, *Face Coverings Required Flyer*





Face coverings are required for entry into IRS space

Se requieren las **cubiertas faciales** para entrar a los espacios del IRS

Document 13376-E (EN/SP) (6-2020) Catalog Number 74650Y Department of the Treasury Internal Revenue Service publish.no.irs.gov

Document 13376-F, *Face Coverings Without Exhalation Valves Are Required Flyer*



Face coverings without exhalation valves are required for entry into IRS space

Se requieren las cubiertas faciales **sin válvulas de exhalación** para entrar a los espacios del IRS



Wear this
Usar esta



Not that
No esa

Document 13376-F (EN/SP) (Rev. 9-2020) Catalog Number 74922J Department of the Treasury Internal Revenue Service publish.no.irs.gov



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Ben Franklin Station

Washington, D.C. 20044-0589

Information you provide is confidential, and you may remain anonymous.