

Exercise Starter Kit for Federal Agency Workshop on Reconstituting Operations

FEMA has developed an Exercise Starter Kit with sample documents your department or agency can use to conduct your own planning workshop on returning to full operations. Suggested discussion questions build upon reconstitution planning principles and the White House [Guidelines for Opening Up America Again](#).

About the Exercise Starter Kit

FEMA maintains a series of Exercise Starter Kits as part of the [National Exercise Program](#) designed to help organizations facilitate their own exercises, such as workshops and tabletop exercises, to examine their readiness for a range of threats and hazards. This particular kit is designed to help Federal departments and agencies facilitate their own internal conversations in a virtual workshop format around planning considerations for reconstituting operations during the coronavirus disease (COVID-19) pandemic.

The Exercise Starter Kit includes a sample **facilitator guide** and sample **conduct slides**. These materials are designed to be adapted and customized for your own needs.

The workshop materials build upon relevant White House guidance for employers included in the [Guidelines for Opening Up America Again](#) and a joint memorandum from the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM), “[Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again](#).”

This workshop, which is intended to be guided by a facilitator within your own department or agency, provides a framework to assess your current status and begin planning to reconstitute operations. Reconstitution is the process by which organizations resume full operations. However, each organization is unique and should establish its own criteria for successful reconstitution. Reconstituting operations following the COVID-19 pandemic will require a phased approach that results in restoration of full organization functionality but may leverage non-traditional and flexible work arrangements that can be adapted based on current public health guidance and local needs.

The suggested discussion questions focus on four discussion themes: **People, Facilities, Messaging & Communications**, and **Resources & Logistics**. The desired outcome from the workshop is a roadmap for a functional reconstitution plan tailored to your department or agency’s unique needs and missions.

Using the Exercise Starter Kit Materials

Review Relevant Materials

1. Start by reviewing the White House [Guidelines for Opening Up America Again](#).



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2. Review the joint OMB and OPM memo, “[Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again.](#)”
3. Review and customize the sample **facilitator guide** and **conduct slides** to plan a workshop on reconstituting operations for your department or agency.

Suggested Workshop Objectives

The Exercise Starter Kit materials are designed around the following suggested objectives for your workshop:

- Assess actions needed to safely return to full operations according to appropriate time-phased guidelines.
- Determine how plans, policies and practices may need to be adapted to safeguard the workforce during reconstitution, consistent with appropriate COVID-19 guidance and recommended community mitigation measures.
- Identify potential mitigating measures or solutions to remaining risks or challenges that adversely impact the ability to perform all functions, including providing services to customers and the American people.

Workshop Design Considerations

Please add, tailor or augment the suggested questions in the facilitator guide and sample conduct slides as appropriate for your department or agency. These sample materials are designed for a half-day virtual workshop; however, you may decide that dividing content into multiple workshop sessions is a better approach for your department or agency. Consider building a team with expertise across relevant disciplines (e.g., human resources, labor relations, facilities management, emergency planning, occupational safety and health, legal counsel) to assist in planning the workshop sessions and participate in the discussions.

Additional Resources

Please check the following webpages, in addition to the websites for relevant state and local authorities where your department or agency has worksites, to ensure your workshop reflects the most recent developments and guidance:

- Coronavirus.gov: www.coronavirus.gov
- U.S. Centers for Disease Control and Prevention: www.cdc.gov/coronavirus/2019-ncov
- FEMA COVID-19 Response: www.fema.gov/coronavirus
- FEMA Continuity Resource Toolkit: www.fema.gov/continuity-resource-toolkit
- U.S. Office of Personnel Management: www.opm.gov/policy-data-oversight/covid-19
- U.S. General Services Administration: www.gsa.gov/governmentwide-initiatives/emergency-response/covid19-coronavirus
- U.S. Department of Transportation: www.transportation.gov/coronavirus
- U.S. Department of Labor: www.dol.gov/coronavirus
- Occupational Safety and Health Administration: www.osha.gov
- U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA): www.cisa.gov/coronavirus
- U.S. Department of Education: www.ed.gov/coronavirus