



United States Department of Agriculture

Office of the Deputy Secretary
Washington, D.C. 20250

USDA INTERNAL USE ONLY

Determining COVID-19 Operational and Telework Status at Any USDA Facilityⁱ

Effective as of March 6, 2020 (updated March 7, 2020)

1. **Before any alteration of operational status (e.g., closure, limiting operations, COVID-19 related or influenced teleworking for three or more people, etc.) at a USDA facility, the senior leader of the facility must submit a request to their Mission/Agency Pandemic Coordinator. All requests are considered pending until reviewed and determined.**
2. **The Mission/Agency Pandemic Coordinator must promptly submit the request to the USDA Pandemic Coordinator at homelandsecurity@usda.gov.**
3. **The request should include the following information:**
 - a) Mission and Agency seeking Request
 - b) Facility Name and Address subject to Request
 - c) Name, Title, Email, and Phone Number of facility Senior Leader seeking Request
 - d) Number of Employees in the facility
 - e) Whether any of the employees at the facility have tested positive for COVID-19
 - f) Whether any of the employees at the facility have been directly exposed to someone who has tested positive for COVID-19
 - g) Whether other offices (federal or private) are co-located at the facility
 - h) If applicable, the number of employees for which telework is requested
 - i) If applicable, the timeframe proposed for operational changes or telework
 - j) Proposed actions for ensuring continuity of operations and customer services
 - k) **[3/7/2020 addition] Hyperlink or additional information from the Facility's county or city's local public health guidance**
 - l) Any other information relevant to making the determination (e.g., number of coronavirus cases in your area, local health declarations, Mission/Agency level recommendations, etc.)
4. **The Office of the Secretary will make a determination regarding the request *promptly upon* receipt by the USDA Pandemic Coordinator.**
5. **The USDA Pandemic Coordinator will immediately notify the Mission/Agency Pandemic Coordinator and the facility Senior Leader of the determination.**

ⁱ This policy will not affect telework arrangements that were established as a result of reasonable accommodations.