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

**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.

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