Washington, DC Facility Closure

The Bureau of Engraving and Printing (BEP) Washington, DC Facility (DCF) will be closed effective immediately, to conduct an assessment, followed by a deep cleaning according to CDC guidelines, due to a contractor’s confirmed case of the COVID-19 virus. Except for designated personnel, the facility will remain closed until further notice.

These precautionary measures have been taken to ensure the health and safety of our employees and contractors. BEP is following CDC response guidelines and will coordinate with local health officials to notify additional individuals who may have been in recent, close contact with the infected contractor, who is a Goodwill employee. All appropriate areas in the DCF will be sanitized, including entrances, exits, restrooms, elevators and the Micro Market.

It is important to recognize this does not represent community spread of COVID-19 at the BEP. The BEP is following all current recommended safety guidance and protocols. The CDC has also posted guidance for those who are high risk, sick, or think they have been exposed to someone with COVID-19. The best source for accurate information remains www.coronavirus.gov.

Employees are reminded to continue to follow CDC guidance about COVID-19 to prevent illness and to recognize symptoms. If you are sick while the Bureau is closed, please remember to keep your supervisor aware of your condition and follow your healthcare provider’s and CDC’s guidance regarding recovery.
In light of the current state of emergency, supervisors will determine if non-telework employees should perform work at home. If so, those employees will be placed in a telework status. Other non-telework eligible employees will be placed in an administrative weather and safety leave status. If you have questions or concerns, please contact your supervisor. Any corrections needed to be made to timecards will be handled by the supervisor.

Telework remains in effect for telework eligible employees. Under the Telework Program, such employees may use unscheduled leave (accrued sick, annual or compensatory time) by notifying their respective supervisor.

**Employees should continue to call the BEP Work Information Hotline daily to check** for work schedule updates prior to departing for work, and they should also remain in contact with their immediate supervisor for questions related to their specific areas or to seek further assistance.

- **DCF Work Information Hotline**

**Telework and Leave Questions relative to COVID-19?** After consulting with your supervisor, employees at both facilities should email all COVID-19-related HR inquiries to or telephone; and, please remember to include contact information with the question. OHR has implemented extended staffing hours to respond to inquiries and representatives will be available from 9 p.m. – 5:30 a.m. (ET) to return calls and address questions sent to the mailbox.

**For help with IT?** Contact the BEP Help Desk.

In addition, the Employee Assistance Program (EAP) offers free, confidential counseling and resources. To request EAP services, visit the EAP website or call. For those who are hearing impaired and using a text telephone or TTY. To access Work-Life resources, visit [www.WorkLife4You.com](http://www.WorkLife4You.com).
The BEP is committed to the wellness and safety of its employees. We are continually developing our path forward and operating with an abundance of caution. The BEP’s mission in producing the nation’s currency is a vital global service to individuals and the economy, and ensuring the protection, safety and health of employees is our number one priority.