The Department of Energy (DOE) is actively monitoring the 2019 Novel Coronavirus (COVID-19) situation. At present, there are no known confirmed cases at DOE.

Due to the rapidly evolving situation and to ensure DOE employees across the complex have a centralized place to ask questions and express concerns, a COVID-19 Response Team has been established. The COVID-19 Response Team is a resource for Federal supervisors and employees and on-site support service contractor employees to collect information on potential cases, provide recommendations to federal supervisors and employees and on-site support service contractor employees, and follow-up on any cases.

A **COVID-19 Hotline** has been established at **202-586-COVD** (202-586-2683) for reporting potential or confirmed COVID-19 cases across the entire DOE Complex. Suspected cases involving federal supervisors, federal employees, and on-site support service contractor employees that occur at DOE field sites must also be reported through this line. The COVID-19 Hotline is manned by health and safety experts from Office of Management (MA) and the Associate Under Secretary for Environment, Health, Safety, and Security (AU) during standard business hours (9 AM – 5 PM EST Monday – Friday). If you contact the Hotline after business hours, your message will be returned the following business day.

Please contact the COVID-19 Hotline if you:

a. Have COVID-19-like symptoms (fever over 100.4°F AND cough or difficulty breathing) or have tested positive for COVID-19; or

b. Have had close contact with someone who has been presumed to have or confirmed to have COVID-19.

Additionally, an **inbox dedicated to COVID-19 questions** has been established to answer general, human resources, and non-emergency questions that federal employees, federal supervisors and on-site service support contractors may have. The COVID-19 Response Team will follow up with you in an expeditious manner.

The attached Frequently Asked Questions have been developed to address what to do if you or your employee meets one of the above conditions. It provides additional information regarding telework and leave flexibilities.