

**Sent:** Thursday, April 23, 2020 1:33 PM  
**Subject:** Extension of Telework



## OO | Office of Operations

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### Extension of Telework

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Dear Colleagues,

The health and well-being of our FDA family continues to be our focus as the country starts to see positive signs that social distancing is working. To ensure we continue to slow down the spread of COVID-19, while testing protocols are refined and therapeutic approaches are identified, the FDA is extending our timeframe to maximize telework. In alignment with the National Guidelines for Opening Up America Again and guidance from Office of Management and Budget (OMB) and Office of Personnel Management (OPM), to the extent possible, all FDA telework-eligible employees, including those participating on an ad hoc or temporary basis, should continue teleworking through at least Monday, June 1, 2020.

Extending telework and excused absences through June is best for our workforce and will allow the FDA Leadership Team time to thoughtfully plan for a safe, phased return to our facilities. Further, at a minimum, the FDA will continue to extend flexibilities beyond June 1, 2020, for telework and excused absence for employees in vulnerable populations for which the Centers for Disease Control and Prevention (CDC) have identified as being at high risk or special risk from COVID-19. Additionally, flexibilities will be extended for employees who have childcare and/or eldercare responsibilities that have been impacted because of COVID-19, and in states where stay-in-place orders remain in effect.

Due to the complexity of our work here at the FDA, some FDA employees must remain at the worksite to maintain critical functions that cannot be handled remotely; therefore, the extended telework does not apply to those whose work is not portable. Reducing the number of employees reporting to our campuses and buildings will continue to keep our employees, who are performing critical functions that cannot be performed remotely, as safe as possible.

I strongly encourage you to keep checking the [FDA's COVID-19 page](#) on inside.FDA for links to resources from the CDC and OPM, including FDA-specific COVID-19 FAQs. We continue to update this page as new information is available, so please check often for updated information.

I remain incredibly proud of how hard everyone across the FDA is working to support the important and critical work of our agency's involvement in the all of government COVID-19 response, while continuing to manage the impacts of the pandemic on our personal lives. Employees who need additional

assistance or are encountering difficult challenges during this time are encouraged to reach out to their supervisors, as well as their Center and Office leadership for support. We understand that this is a stressful time for all and want to remind employees that the Employee Assistance Program is available all day, every day at 800.222.0364.

Sincerely,

**Jim Sigg** | *Chief Operating Officer, FDA*