

FROM: Global Messenger
SENT: March 4, 2020
TO: FDIC EMPLOYEES CORPORATE; CONTRACTORS CORPORATE
SUBJECT: Coronavirus Update

For additional information regarding this alert, please contact
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The FDIC is continuing to monitor information and announcements provided by domestic and international health organizations to help inform our decisions regarding the Coronavirus (also known as COVID-19).

Since the last [global message](#) on February 6, 2020, the FDIC's division and office working group, comprised of members of the senior leadership team have met at least weekly to assess developments regarding the virus. This team has also discussed what can be done to protect FDIC employees while maintaining continuity of FDIC operations. As a result of these meetings, several important decisions have been made.

Domestic Business Travel

First, domestically, our business will continue largely as usual. We will continue to carry out our mission critical activities that require domestic travel, including examining banks, resolving failed banks, training to meet commissioning, certification or licensing requirements, and training to maintain critical functional or occupational competencies. We will also continue domestic travel for training for the purposes of professional development and maintaining existing accreditations if the training cannot easily be postponed. Should a situation change in a particular geography or locality, we will change our approach, and make impacted employees aware. Employees are encouraged to remain telework ready.

We will also exercise common sense. While no domestic business travel restrictions are in place, staff is encouraged to consider whether travel for purposes other than those described above can be postponed. For example, managers are encouraged to consider whether large, internal meetings requiring attendees to travel from their duty station to another location could instead be conducted using technology or postponed to a later date. If the travel is for the sole purpose of giving a presentation, the speaker should consider the audience and subject matter of the presentation in determining whether the presentation could be delivered at a later date. For other travel, such as scheduled outreach or attendance at nonessential conferences, managers should consider whether the travel is time-sensitive or can be performed at a later date.

Foreign Business Travel and Foreign Visitors

Second, effective immediately and through the end of March, the FDIC has decided to suspend all nonessential foreign business travel. Before leaving for an international business trip that is determined to be essential, employees should check the status of the event with the organizers. If the event has not already been canceled, employees must obtain approval from division and office directors to attend. This restriction will be reviewed at a later date to determine whether it needs to be extended beyond March 31.

Likewise, management is reviewing requests by international groups for meetings and training at all FDIC facilities to determine if alternative methods can be utilized instead of holding the event in person. If conducting such sessions virtually is not feasible, we will consider whether the event can be rescheduled to a later date.

Foreign Personal Travel Reporting

Third, FDIC employees who plan to travel internationally for personal reasons should notify their supervisor prior to travelling. Upon returning from travel, employees should be prepared to telework for an extended period in the unlikely event that quarantine or mandatory telework is required.

FDIC Resources

A dedicated, internal webpage is being developed and will provide information and resources to employees regarding the coronavirus. The webpage will contain the latest information from the FDIC, internal and external resources for employees, Frequently Asked Questions (FAQs), and a dedicated mailbox for employees to submit questions. Please refer to [FDICnet](#) over the next few days to access the coronavirus webpage.

Finally, as a reminder, there are simple, effective measures that employees can take to protect their health, including frequent handwashing with soapy water, covering coughs with your sleeve instead of your hand, and if possible, moving away from individuals who are coughing and/or sneezing. We ask all employees to monitor their health carefully, take leave when not feeling well, and visit their doctor, if necessary. The following webpage from the Center for Disease Control provides helpful information related to the prevention and treatment of the Coronavirus at <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>.

We continue to monitor developments and will provide additional information and guidance as needed.