

Sent: Thursday, March 26, 2020 5:21 PM

Subject: Extension of Telework



OO | Office of Operations

Extension of Telework

Dear FDA Colleagues,

The health and well-being of our FDA family continues to be our focus as the COVID-19 pandemic evolves. As President Trump's Coronavirus Task Force continues to encourage social distancing to help slow down the spread of the disease, the FDA is extending our timeframes to maximize telework. **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 Friday, May 1, 2020.**

This does not include employees who are performing mission critical non-portable functions. Due to the complexity of our work here at the FDA, some FDA employees will need to remain at the worksite to maintain critical functions that cannot be handled remotely, including providing laboratory analysis of regulatory samples, facilitating mission critical inspections, monitoring imported products, continuing targeted vital research, and providing the necessary care for our animals. Reducing the number of employees reporting to our campuses and buildings will also help to keep employees, who are performing critical functions that cannot be performed remotely, as safe as possible.

We acknowledge states and local communities have put restrictions in place, and some school systems have issued decisions to continue remote learning through the end of the school year. The FDA will take these facts into account as well as the advice of national experts, to inform and adjust our telework approach to support flexibilities for employees during this time.

I strongly encourage you to visit the FDA's [COVID-19](#) page on inside.FDA often for links to resources from the CDC and OPM, including FDA-specific COVID-19 FAQs. We are updating this page frequently so please check often for updated information.

I am incredibly proud of how hard everyone is working across each Center and Office supporting the important and critical work of the FDA and our agency's involvement in the government wide COVID-19 response, while managing the impacts of the pandemic on our personal lives and daily routines. 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 by calling 800.222.0364.

Sincerely,

Jim Sigg | *Chief Operating Officer*, FDA

For more information:

CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

OPM Guidance: <https://www.chcoc.gov/content/preliminary-guidance-agencies-during-coronavirus-disease-2019-covid-19>

Workplace Safety: https://www.cdc.gov/niosh/emres/2019_ncov.html and [OSHA.gov/covid-19](https://www.osha.gov/covid-19)

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