

Sent: Tuesday, March 10, 2020 4:29 PM

Subject: Coronavirus Update

The FDIC continues to closely monitor coronavirus (COVID-19) developments, and our top priority remains the health and safety of our employees. We continue to encourage all employees to follow precautions outlined at [cdc.gov](https://www.cdc.gov) to help prevent the spread of the virus.

Since our last [update](#) on March 4, a few employees returning from at-risk travel have been directed to self-quarantine by teleworking for 14 days. Our Regional Directors have also taken steps to increase telework in areas with localized increases in coronavirus cases (such as San Francisco, Seattle, and New York).

Recently, we also responded to an employee who has worked in our Jamesburg, NJ, and Philadelphia, PA, field offices whose family member had an exposure to an individual with **possible** coronavirus symptoms. The employee and the family member are not symptomatic, and the employee has been directed to telework for 14 days, monitor any symptoms, and advise their supervisor if symptoms occur. According to current CDC risk management guidance, this level of exposure is considered low- to no-identifiable risk. In an abundance of caution, other employees at the two facilities have been offered the opportunity to telework for 14 days and have been asked to monitor their health. We will be following guidance from CDC and local authorities to take any appropriate steps to sanitize the facilities.

This will not be the last time an employee is exposed to possible coronavirus. We will need to be flexible and carefully monitor situations as they develop. Our working group continues to monitor developments, consistent with applicable guidance in the FDIC's Continuity of Operations (COOP) plan and the [Pandemic Influenza Plan \(PIP\)](#). (An overview of the FDIC's COOP plan is available [here](#).)

In addition, we have discussed proposed management responses with NTEU.

Here are some critical updates to our response plan since the global message issued on March 4:

Foreign Travel

The current ***restriction on nonessential foreign business travel*** remains in effect and has been ***extended through April 17***.

Employees should continue to ***report all personal foreign travel to supervisors***.

Employees returning to the United States on business or personal travel from locations that present an elevated risk of exposure (e.g., countries subject to CDC travel warnings, or activities the CDC has identified as high-risk, such as a cruise) with an outbreak of coronavirus will be asked to telework or take appropriate leave for a period of 14 days (beginning on the date of their return from such travel).

Nonessential FDIC meetings, conferences, or training events with foreign visitors should be postponed or conducted virtually. Any foreign visitors to FDIC facilities should be reported in advance to

healthandsafety@fdic.gov, and sponsors should follow any guidance associated with the visit, including directed postponement of the visit.

Supervisors should also email any information or questions concerning employment-related issues surrounding COVID-19, including employee foreign travel, to healthandsafety@fdic.gov to ensure a coordinated response consistent with this policy.

Domestic Operations

Employees are encouraged to ***minimize nonessential domestic business travel***.

- Domestically, our mission-critical 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 continue domestic travel for training for the purposes of professional development and maintaining existing accreditations if the training cannot easily be postponed.
- Supervisors and employees are encouraged to consider whether travel for purposes other than those described above can be postponed or whether such activities can be conducted virtually using available technology.
- We are actively monitoring developments in particular locations, and we will revise our approach to travel and other operations as conditions warrant. Impacted employees will be notified as soon as decisions are made.

Employees and supervisors should ***postpone nonessential meetings in FDIC facilities with both internal and external parties***, especially when such gatherings involve a large number of people (i.e., 20 or more). When possible, these meetings should be conducted virtually.

Supervisory activities and other essential FDIC functions conducted on-site at financial institutions will continue to be subject to the following guidelines:

- Regional Directors have been directed to maximize the use of off-site capabilities and to minimize the size of on-site teams.
- In response to local conditions, Regional Directors and Division and Office Directors may delay or postpone nonessential on-site supervisory activities until conditions at the institution or travel-related conditions improve.
- Employees traveling to participate in an exam should coordinate with the Examiner in Charge and responsible Regional Director to determine whether remote participation is preferred.
- ***For essential travel through April 30***, supervisors have been given authority ***to waive the cost comparison requirement for travel*** when doing so would reduce the employee's risk of exposure (e.g., when flying is the authorized mode of travel, but an employee opts to drive to avoid unnecessary exposure).

Telework

Consistent with our COOP plan and PIP, ***employees should be prepared to telework when directed*** by their supervisor in response to changing conditions.

- Divisions and Offices and Regional Directors will be monitoring local conditions to determine whether directed telework is required.

- Employees who are not currently on a telework plan must fill out a temporary telework agreement [here](#).
- Employees should be telework ready at all times, using either their FDIC-issued laptop or their personal home computers and a card reader or token. Information about remote access service options can be found [here](#).
- Supervisors have been authorized to be flexible in approving telework requests for employees, including requests from employees who might not otherwise be eligible to participate in telework under current FDIC policy.

Divisions and Offices will be testing telework capabilities over the coming days, and employees are asked to participate fully in these exercises.

Directed Telework or Leave

Employees should closely monitor their health, and take leave when they are ill.

Employees who present symptoms consistent with COVID-19 (i.e., fever plus upper respiratory symptoms) will be directed to take leave or telework for a period of 14 days or until documentation from a medical professional indicates that they are not infected with COVID-19. Supervisors may grant advanced sick leave up to 14 days for any employee who lacks a sufficient sick leave balance to cover the absence.

Employees that may have been exposed to individuals with possible COVID-19 will be directed to take leave or telework for a period of 14 days, or until otherwise directed by their supervisor following consultation with local health authorities.

Consistent with appropriate privacy protections, ***employees will be notified as soon as possible if the FDIC learns they were exposed to an infected individual***, whether at an FDIC facility or off-site. The FDIC will coordinate with local health authorities to ensure an appropriate response and may direct telework for a period of 14 days.

For additional information about the FDIC's response to coronavirus developments, we have established an [intranet page](#), which contains a list of coronavirus-related resources, Frequently Asked Questions (FAQs), and an email box specifically established to respond to coronavirus-related questions and concerns (healthandsafety@fdic.gov). This webpage will continue to be updated to ensure that you are provided with the most accurate and current information possible.