

Sent: Monday, March 16, 2020 1:38 PM

Subject: COVID-19 Telework Maximum Flexibilities Update

Good morning OMHA family,

I am pleased to report that yesterday evening the Office of Management and Budget (OMB) sent a memo to all agencies authorizing departments to leverage maximum telework flexibilities to all current telework eligible employees in the National Capitol Region. In an effort to protect our workforce across the country, the Department authorized Operating and Staff Division leaders to assess the status of regional and field office locations, and to make similar determinations based on community spread and impact.

Pursuant to this new authority, OMHA is converting its COOP exercises into a broader Pandemic Telework Posture in all field offices, central operations and headquarters. With increased telework, OMHA will continue its efforts to stress test our systems to identify any deficiencies. All employees who are telework ready will be asked to complete a Pandemic Telework addendum to their agreement pursuant to teleworking during COVID-19/pandemic. You will receive more information from your Field Office leadership, if you haven't already. Any employee who would like to convert to full time telework should contact their supervisor to assess their telework readiness.

I know that the pandemic has weighed heavily on everyone, especially determining how to ensure the safety of yourself and those you love. We hope that the implementation of maximum telework wherever possible will ease some of this. We will provide additional updates to you as this evolves. Please work with your field office leadership to transition to telework in an orderly fashion. Please make sure to follow CDC's coronavirus guidelines. OMHA's skilled workforce is our most valuable asset, so most of all, please stay safe and stay healthy during this time.