



Checklist for the Federal Government

NTEU calls on the federal government to take these steps immediately to protect its employees from the coronavirus and halt community spread in cities and towns across the country. The federal workforce is the largest in the nation and keeping them safe and healthy will benefit all American citizens by helping halt the spread of COVID-19.

Expand Telework

All eligible federal employees should immediately move to fulltime telework. Waive any reporting requirements. Waive any artificial barriers such as new hire restrictions. To avoid delays, suspend higher-level review requirements for telework applications, such as telework review boards. Review all positions not eligible for telework to determine if any or all of the work may be performed on telework one or more days per week, while providing necessary equipment.

Close Government Buildings

Close all government building with more than 50 employees in the workspace. If the government is not willing to follow the advice of its own health professionals then, at a minimum, immediately modify work schedules to cut in half the number of employees reporting to work each day at locations with non-telework eligible employees. Alter work schedules so half of employees work Monday, Wednesday, Friday the first week and Tuesday, Thursday the second week of a pay period. When not at work, put employees on weather and safety leave.

Authorize Weather and Safety Leave for Certain Non-Telework Eligible Employees

Authorize weather and safety leave for non-teleworking employees with school age children in the event of school closures or with quarantined or self-isolated family members requiring monitoring. Waive any agency requirements for supporting medical or other documentation.

Halt All International and Domestic Travel

Unless absolutely critical, halt all international and domestic travel for federal employees, including field travel for regulatory or compliance purposes that involved public contact. Increase use of telephonic meetings and web-based meetings.

Make COVID-19 Tests Available for Federal Employees

All federal employees should have access to testing for COVID-19 if ordered by their medical provider. The test should be immediate and free of charge.

Extend the Tax-Filing Season

The IRS workforce is at its largest which also makes it more dangerous for employees. Extend the tax-filing season by six months—to October 15—to allow the IRS to close call sites and service centers or modify work schedules at large centers where tax returns are processed. The six-month extension is the routine extension taxpayers seek when not filing by April 15.

Provide Basic Disinfectant Supplies

All federal workplaces should immediately be stocked with adequate supplies of hand sanitizers, soap, and disinfectant wipes for use by employees. All workplaces should have in-depth daily cleanings. Should supplies be unavailable, close the building down.

Notify Employees

Once an employee is diagnosed with COVID-19, or an employee has been asked to self-quarantine due to possible exposure, notify all employees in the workplace. Lack of timely and accurate information contributes to employees' anxiety. The work site should be closed and thoroughly disinfected before reopening.