

From: Message from the Assistant Secretary for Administration
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Sent: Friday, March 13, 2020 5:58 PM

Subject: DOT Coronavirus - Telework Guidance

As we communicated with you last week, we are continuing to monitor COVID-19 (coronavirus) and its impact on the DOT workforce. Employee safety and health is of utmost concern. We have been closely monitoring CDC guidance and are working with public health officials to ensure that we are taking appropriate actions.

CDC has identified certain categories of people as being at higher risk for serious complications if they get sick with coronavirus. This includes:

- Older adults
- People who have severe underlying health conditions like:
 - Heart disease
 - Diabetes
 - Lung disease
 - Compromised immune systems

Effective immediately, employees in these high-risk categories may wish to explore workplace flexibilities – such as telework or use of leave – with their supervisors. DOT encourages the use of telework to the extent necessary in response to coronavirus in these high-risk categories, with the exception of emergency and mission essential operational employees.

Managers should immediately review requests to telework or use of leave with employees in these high-risk categories. **In addition, supervisors are encouraged to allow for other flexibilities, such as social distancing for employees who cannot telework.** For those positions that are not telework eligible, consider other flexibilities, such as limiting in-person meetings, adjusting work schedules, and flexing work stations to reduce the number of people in workspaces at a given time. Employees who are sick should use sick leave.

We will continue to update you as information becomes available. If you should have any questions related to workplace flexibilities, please speak with your supervisor and/or OA HR director.

Thank you again for your commitment and dedication to the Department.