
From: Broadcast, DOC
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To: Broadcast, DOC
Subject: All Hands: Coronavirus Update and Mandatory Telework

In light of new developments in the COVID-19 outbreak, the Department is implementing mandatory telework for employees. This decision aligns with evolving guidance from federal, state, and local health authorities.

Mandatory Telework

Effective Monday, March 23 at 12:01 AM EST, **all telework-eligible Department employees are required to telework until further notice.** Only mission critical employees may enter their normal worksite and only if necessary. Employee-specific questions should be directed to supervisors.

This move to mandatory telework is a necessary precaution to further protect employee health and safety.

The Department of Commerce is open for business and continues to serve the public and execute upon its important missions during this period of mandatory telework.

Monitoring COVID-19 Cases

Department and Bureau leaders are tracking known COVID-19 cases that impact Department employees across the country. This includes positive COVID-19 test results received by Department employees and contractors as well as by employees of other agencies in shared buildings.

When management learns of a new COVID-19 case with potential impact, management works with the Bureaus to ensure all relevant employees are notified as soon as possible and that impacted offices and common areas receive the professional deep cleaning recommended by CDC guidelines.

Update to HCHB

Yesterday, the Department received confirmation that a second employee based at the Herbert C. Hoover Building (HCHB) has tested positive for the COVID-19 virus. This second employee worked in close physical proximity to the first HCHB employee to test positive. Neither employee has been in HCHB since Wednesday, March 11.

As was done Wednesday, all employees who worked in proximity to the newly affected employee have been notified. Professional cleaning crews will conduct a deep clean of the employee's office and surrounding areas over the weekend. These areas are strictly closed off to ALL employees until the cleaning has concluded.

Contractors

The Department greatly appreciates all our contractors and partners in industry who support the Department of Commerce each and every day. Any contractor who believes this notice will impact the performance of their contract duties should contact their company's management team. Contracting officers are the correct point-of-contact to determine appropriate needs for alternate work locations, travel changes, and schedule adjustments, and will seek to help contractors maximize the use of telework for their employees, consistent with [OMB Memorandum M-20-18](#).

The Department is grateful for all its employees and associates who are helping stop the spread of COVID-19. Updates can be found on the DOC COVID-19 employee updates page: <https://www.commerce.gov/covid19employeeupdates>.

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