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**From:** All Hands  
**Sent:** Wednesday, March 18, 2020 10:51 PM  
**To:** BCAST-HCHB  
**Subject:** Herbert C. Hoover Building (HCHB) Mandatory Telework until 3/23/2020

This evening, the Department of Commerce received confirmation that an employee based at the Herbert C. Hoover building has tested positive for the COVID-19 virus. Last Wednesday, March 11, the employee first developed symptoms and went home sick that day. The employee is currently recovering and quarantining at home and has not been in the Hoover building since going home last Wednesday.

**Out of an abundance of caution for the health and safety of our workforce and community, effective immediately all employees of the HCHB are to begin mandatory telework until Monday, March 23, 2020. Only the mission critical employees should enter the building and only if necessary. Before you return to the building on Monday, please check your email for any additional updates and check with your supervisors to determine if you should come back in.**

**The affected employee's office, elevator, and surrounding areas will be strictly closed off to ALL employees through Monday. The HCHB cafeteria will also remain closed through Monday.**

The Department is notifying all employees who worked in close proximity to the employee. Tomorrow, a professional cleaning crew has been contracted to conduct a deep clean of the employee's office, other potentially impacted areas, and the HCHB cafeteria. Some areas of HCHB may be closed while this cleaning is ongoing. This targeted cleaning is in addition to daily heightened cleanings of common areas of the Hoover building that began Friday, March 13, 2020.

In order to protect the health and safety of our workforce, the Department continues to closely follow the guidance of both the CDC and OMB. We strongly encourage all employees to maximize telework and practice "social distancing" to slow the spread of this coronavirus. **The Department is grateful for the patience of its employees and their dedication to helping stop the spread of COVID-19.**

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