

From: Lopez, Peter <lopez.peter@epa.gov>
Sent: Sunday, March 15, 2020 7:41 PM
To: R2 EPA NY NJ PR VI (EPA Employees) <R2_EPA_NY-NJ-PR-VI_EPA_Employees@epa.gov>
Subject: 18th Floor - 290 Broadway - Corona Virus Guidance

Dear Colleagues,

Today we learned that an EPA employee who works on the 18th floor of 290 Broadway was in close contact with an individual that tested positive for COVID-19. The individual has self-identified and self-quarantined. At this point the employee has not been diagnosed with COVID-19 and has been advised that there is not an immediate need to be tested by local health officials unless the individual's health status changes.

The individual was last in the office on Monday, March 9th and had minimal contact outside of their immediate workspace. The individual's office and the common areas the individual transited on the floor are being disinfected today or tomorrow in accordance with CDC guidelines.

Employees who were working on the 18th floor on Monday March 9 are asked to telework [until Monday, March 23](#).

We have confirmed with GSA that common areas (i.e., building lobby, elevators, etc.) have continued to be cleaned based on CDC guidelines and therefore, these areas are not at risk from this incident.

If you have a telework agreement in place but do not have your laptop and other materials necessary for telework with you, please contact your supervisor. (Note: You may return home during the workday after retrieving your laptop; this time may be an excused absence, if approved by your supervisor, and need not be recorded on your timecard.) Please report your unscheduled telework time in People Plus as TWUSH. For our non-federal workforce, please contact your Contracting Officer's Representative, Project Officer or sponsor to discuss arrangements over the next two weeks.

Education and prevention are our strongest tools against infection. Stay informed by visiting the [CDC's COVID-19 website](#) and the [COVID-19 intranet page](#) frequently to get the latest news for yourself and your loved ones.

Continued communication throughout this rapidly evolving situation is critical, and we will provide further guidance as new information becomes available. Thank you for your continued dedication to our mission and patience as we deal with this emerging issue. If you have any questions, please talk to your supervisor.

Sincerely,

Pete

Peter D. Lopez
Regional Administrator- R2
290 Broadway, 26th Floor
New York, NY 10007-1866
(212) 637-5000 (work)
[REDACTED] (cell)
(212) 637-5024 (fax)