



## Federal Aviation Administration

March 13, 2020

Hello,

This is a challenging time for everyone, everywhere, and I wanted to let you know what we're doing to help make it easier for you to stay healthy while continuing to fulfill our critical aviation safety mission and our vital roles in public safety and emergency response.

Earlier this evening, you received a message from Secretary Elaine Chao. I want to echo her sentiments, and thank her for her leadership and coordination, not only within the Department of Transportation, but also with our agency partners across the U.S. government.

Here at the FAA, we stood up an intra-agency incident management team, staffed with members from every FAA line of business and staff office. This team is working [24/7](#) to ensure coordination inside the agency and to support our intra-governmental and aviation industry partners.

It's important for us to work fast and be flexible in this type of fluid, rapidly evolving situation. We've been continuously making updates to our employee information page, [my.faa.gov/go/virus](https://www.faa.gov/go/virus) and we've just added more information from the Centers for Disease Control and Prevention (CDC) about how you can [assess your personal level of risk](#) and make informed decisions about your well-being and health and that of your family.

I encourage everyone to continuously assess your situation, both at work and at home, and understand the differences between CDC's low, medium and high risk levels.

Please work with your manager to take appropriate actions to protect yourself and your colleagues. That may mean teleworking if possible, or deciding to stay home and take leave, if you are sick.

To support those options, the [Office of Management and Budget \(OMB\) has released additional telework and leave guidance](#) that applies specifically to non-emergency, non-mission essential operational employees. You should have received this from our Assistant Administrator for Human Resource Management Annie Andrews earlier today; we also posted this document for your reference on MyFAA. She also sent all managers information about an [FAA telework exercise next week](#) for telework-eligible employees, which will help us assess our readiness for broader telework use.

In addition to these messages, as well as the message from Secretary Chao, you have received two messages from DOT's Assistant Secretary for Administration: one titled *Important Information Regarding the Coronavirus* on March 6 and one on March 13 on *DOT Coronavirus Telework Guidance*.

Expect additional communications to come as the situation continues to change. People are working around the clock on this effort. We're creating a portal for managers to ask questions. As things evolve, FAA policies and guidance for employees may also be adjusted to ensure relevance. Stay tuned, much more is on the way.

I must close by thanking you for continuing to focus on our important safety mission, despite everything going on around you. It's not easy doing what we do on the best of days. But no matter the situation, FAA employees step up and get their jobs done, and I'm proud to work alongside you.

-Steve

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Visit <https://my.faa.gov/go/virus> for the latest information and employee guidance on COVID-19.