

SECURITY NOTICE

Effective 18 March 2020 00:00 local – Until Further Notice

TO: All FAA Facilities

FROM: Claudio Manno, Associate Administrator, Security & Hazardous Materials Safety

SUBJECT: Visitor Restrictions and Enhanced Screening

In response to concerns generated by the on-going coronavirus outbreak and in accordance with Department of Transportation guidance, visitor access to FAA facilities shall be restricted as described below, until further notice.

Per designations made by the Administrator, the Facility Manager (or designee), Regional Administrator or Center Director (or designee), or Line of Business (LOB) / Staff Office (SO) head may approve visitor access only for individuals:

- Whose entry is deemed necessary to carry out mission-essential (i.e., safety-critical or mission-critical) activities. For the purposes of this guidance, “mission-essential activities” are those functions that enable an organization to provide essential services, exercise civil authority, maintain the safety of the public, and sustain the industrial/economic base during disruption of normal operations. Leadership is expected to exercise sound judgment when determining if an activity meets the criteria for “mission-essential activity”. For additional explanation, please refer to Human Resources Policy Manual (HRPM), Volume 11: Guidance on Emergency Situations, EMS-11.5;
- Who are performing emergency or law enforcement services, including, but not limited to, law enforcement, fire and rescue, and medical;
- Who are performing regulatory compliance services; or
- Who are performing routine facilities or building services, including, but not limited to, maintenance, repairs, food or vending delivery, and package/mail delivery.

Additionally, all employees and contractors are encouraged to utilize alternatives to allowing visitor access, such as tele- or video-conferencing, to the extent feasible.

Prior to approving visitor access for mission-essential activity or routine facilities or building services, the approving official or designee must ascertain the following information by asking the visiting individual(s):

- Are you having flu-like symptoms, such as fever, cough, or shortness of breath?
- In the last 14 days have you traveled to a foreign country or to a high risk area for transmission for COVID-19? The list can be viewed at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.
- Have you been in close contact with someone under evaluation or confirmed for COVID-19? For an explanation on ‘close contact’ please refer to <https://www.cdc.gov/flu/about/glossary.htm>.

If the response to any question is yes or if the individual(s) refuses to answer a question, the visitor will be denied access. In the event access is denied, the denial should be reported to the facility's approving official or designee. To protect privacy, the answers made by visitor(s) will be not be documented.

The approving official or designee is not required to ask first responders on official business or individuals performing regulatory compliance services these questions prior to granting access.

This guidance is applicable to all facilities under FAA access control authority, including shared use locations. For locations in which FAA is a tenant, the guidance applies just to the FAA areas. This guidance does not apply to stand-alone public spaces in buildings that FAA operates (e.g., Flight Standards District Offices). Facility managers with tenant agreements that do not allow for this provision should follow their LOB/SO chain of command.

Please contact your Servicing Security Element (SSE) on any questions concerning visitor procedures. Your SSE contact can be found here: <https://my.faa.gov/org/linebusiness/ash/offices/axf.html>