U.S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY
WASHINGTON, D.C.
20210

10/19/20

Austin Evers
American Oversight
1030 15th Street NW
Suite B255
Washington, DC 20005
foia@americanoversight.org

Re: Freedom of Information Act Request No. # 889614

Dear Mr. Evers,

This letter responds to your Freedom of Information Act (FOIA) request of March 4, 2020, in which you requested all daily briefings or situation reports (or other similar updates designed to keep leadership apprised of breaking events) prepared for, or otherwise provided to, the leadership of your agency that contain information regarding the ongoing coronavirus outbreak from January 28, 2020 through the date of the search.

Your request was received in our office on March 4, 2020, and assigned FOIA tracking number 889614. A search for responsive records of the Office of the Secretary (OSEC) was conducted based on your request. Results from the search presented the below attached responsive records:

- 46 pages are being released without redactions, and
- 10 pages which have been redacted in part under to 5 U.S.C. § 522(b)(6) which permits the withholding of personnel, medical and similar files when disclosure of such information would constitute a clearly unwarranted invasion of personal privacy.

If you have questions about this response, you may contact the Office of the Secretary (OSEC) FOIA point of contact at OSEC-FOIA@dol.gov or the DOL FOIA Public Liaison, Thomas Hicks, at 202-693-5427 or by email at hicks.thomas@dol.gov. Alternatively, you may contact the Office of Government Information Services (OGIS), within the National Archives and Records Administration, to inquire about the mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. You can also reach that office by e-mail at ogis@nara.gov, by phone at 202-741-5770, by fax at 202-741-5769, or by calling toll-free at 1-877-684-6448.

Additionally, if you are not satisfied with the response to this request, you may administratively appeal by writing to the Solicitor of Labor within 90 days from the date of this letter. The appeal must state in writing the grounds for the appeal, and it may include any supporting statements or arguments, but such statements are not required. In order to facilitate processing of the appeal, please include your mailing address and daytime telephone number, as well as a copy of the initial request and copy of this letter. The envelope and letter of the appeal should be clearly marked "Freedom of Information Act Appeal." Any amendment to the appeal must be made in writing and received prior to a decision. The appeal should be addressed to the Solicitor of Labor, Division of Management and Administrative Legal Services, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N2420, Washington, DC 20210. Appeals may also be submitted by email to foiaappeal@dol.gov. Appeals submitted to any other email address will not be accepted.

Sincerely,

Thomas DeBusk

Thomas DeBusk
Administrative Officer

CTS 12226

Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

Tuesday, March 3, 2020
CPM 2020-04

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
From: DALE CABANISS, DIRECTOR
Subject:
Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

On March 3, 2020, President Donald J. Trump announced the formation of the White House Coronavirus Task Force (the Task Force). The Task Force leads the Administration's efforts to monitor, contain, and mitigate the spread of the virus, while ensuring that the American people have the most accurate and up-to-date health and travel information.

At the direction of the Task Force, the U.S. Office of Personnel Management (OPM) provides the following preliminary guidance to the Heads of Executive departments and agencies to prepare the Federal workforce for the potential impacts of Coronavirus Disease 2019 (COVID-19). OPM coordinated this guidance with the National Security Council (NSC), Office of Management and Budget (OMB), Department of State (DoS), the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), General Services Administration (GSA), Federal Emergency Management Agency (FEMA), and the Federal Protective Service (FPS). This preliminary guidance addresses Federal workforce posture, management of visitors to Federal facilities, and domestic and international travel by Federal employees.

Human Resources Flexibilities for Federal Employees

Over the past month, OPM has released CPM 2020-01 and CPM 2020-02 reminding agencies of the various human resources flexibilities available to assist agencies.

Telework and Federal Mission Resilience

To be prepared for COVID-19, departments and agencies must incorporate telework in their continuity of operations (COOP) plans. The Telework Enhancement Act of 2010 states that "each executive agency shall incorporate telework into the continuity of operations plan of that agency." *See* 5 U.S.C. § 6504(d) (1). If an agency COOP plan is in operation, that plan "shall supersede any telework policy." *See* 5 U.S.C. § 6504(d) (2). Therefore, agencies should immediately review their current COOP plans to ensure that telework has been fully incorporated and that as many employees as possible have been identified as telework employees in the plan, and are telework capable (or "telework ready").

FEMA advises that departments and agencies continue to monitor and prepare for any circumstances that may hinder the performance of essential functions and continue to submit Continuity Status Reports (CSRs) in accordance with Federal Continuity Directive 1.

OPM and OMB plan to host periodic interagency calls concerning questions and issues that arise about relevant human resource issues. In the meantime, agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov with questions about human resources flexibilities. Agency field offices should contact their appropriate headquarters-level agency human resources office. Individual employees should contact their agency human resources office.

CDC Guidance

The CDC continues to update the American public that the immediate health risk from COVID-19 is low at this time. Nevertheless, Federal agencies should review their plans and continue their preparations since this is an emerging, rapidly evolving situation. CDC will provide updated information on the CDC website. Additionally, CDC and the National Institute for Occupational Safety and Health (NIOSH) have created a page to highlight resources available for the protection of U.S. workers in all settings. *See* CDC/NIOSH worker resources

In addition, the CDC's interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings, where it is unlikely that work tasks create an increased risk of exposure to COVID-19. The guidance also provides planning considerations for widespread, community outbreaks of COVID-19. *See* Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)

CDC also recommends everyday preventive actions to help mitigate the spread of respiratory diseases. Find a list of these preventive actions at CDC Prevention and Treatment Actions.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

For further guidance on workplace safety and health for Federal agencies and employees, please visit: OSHA.gov/covid-19

Domestic Travel for Federal Employees

The intent of this travel guidance is not to be prescriptive, but to present a framework for decision making among the departments and agencies. All agencies shall review their travel policies and begin to reduce non-essential travel as appropriate.

Employees planning domestic travel should routinely check COVID-19 Information for Travel for information about COVID-19 for travelers and travel-related industries and take into consideration the location and purpose of their travel.

International Travel for Federal Employees

Federal employees that have spent time in certain countries or specific regions within countries that have been designated by the U.S. Department of State as Level 4 (Do Not Travel) due to COVID-19 are advised to stay at home and monitor their health for 14 days after returning to the U.S. Federal employees should seek medical advice if they get sick with fever, cough, or difficulty breathing.

Level 4 designated locations can be found at Department of State Destination Travel Advisories.

This guidance does not require immediate cancellation of pre-planned, conferences/large meetings that are not located in areas with a Level 4 travel advisory.

Federal employees planning to travel to other overseas destinations are advised to individually review the U.S. Department of State's Travel.State.Gov website for up-to-date overseas travel information for destination countries and the Emergency Alert for Coronavirus page. Approval for travel to any country outside the CONUS is approved by the Chief of Mission for that country. This is usually the Ambassador or his/her designee. Travel advisories are directly available at Department of State Travel Advisories. All Federal employees seeking to travel overseas for official purposes should complete the Department of State's "eCountry Clearance" process. Once registered, users will receive up-to-date travel information. Final approval for travel to any country is at the discretion of the Chief of Mission. The "eCountry Clearance" system is available via "myServices" or at myServices eCountry Travel Registration. Please start the process of requesting overseas travel as early as possible. All USG staff must also obtain all necessary Department of State clearances and attend required trainings.

Travelers should consult the CDC's guidelines for the prevention of coronavirus and visit the CDC Travelers' Health Page for information on specific country health conditions.

Guidance on Visitor Access to Federal Offices and Buildings

The Interagency Security Committee has established standards for day-to-day risk management of Federal facilities. State and Federal health officials are providing ongoing guidance to Federal agencies regarding control and containment of COVID-19 exposure. Based on that health guidance, the Facility Security Committee (FSC) and/or Designated Official (DO) in each Federal facility has the authority and discretion to set requirements for admission to Federal property. See 41 CFR §102-74.375. Agencies should contact their respective FSC or DO for any further developments on visitor access.

At Federal Protective Services (FPS) protected facilities, FPS will work with the FSC and/or DO to implement and enforce any new requirements as necessary. At non-FPS protected facilities, this role is the responsibility of the individual facility security organization. Agencies should contact their respective FSC, DO, or security organization for any developments related to protection of facilities.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, Work-Life Coordinators, Telework Coordinators, and Federal Executive Boards

Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

Friday, February 7, 2020
CPM 2020-02

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
From: DALE CABANISS, DIRECTOR
Subject:
Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

The U.S. Office of Personnel Management (OPM) is releasing additional guidance to assist agencies and employees in responding to any concerns about exposure to the 2019 Novel Coronavirus (2019-nCoV). As stated in CPM 2020-01, OPM convened a working group of key agencies to determine what human resources guidance was needed in response to 2019-nCoV. After discussions with the working group, OPM determined that detailed guidance on human resources (HR) flexibilities was needed. The attachment to this memorandum provides information on various HR flexibilities that may be utilized by agencies and employees during periods when employees are subject to quarantine or isolation in connection with 2019-nCoV.

OPM will continue meeting with the working group to determine if further HR guidance on 2019-nCoV is needed. Agencies are strongly encouraged to monitor the Centers for Disease Control and Prevention (CDC) 2019-nCoV website for updates. OPM will continue to coordinate with the CDC and the agency working group to identify Federal workforce impacts, direct agencies to the latest information on 2019-nCoV, and provide agencies with any necessary guidance on HR flexibilities and authorities.

Additional Information

Agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Agency field offices should contact their appropriate headquarters-level agency human resources office. Individual employees should contact their agency human resources office.

Attachment (see 508-conformant PDF below) cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, and Work-Life Coordinators

Attachment(s): Coronavirus Memo Attachment.pdf

Attachment

Human Resources Flexibilities and Authorities for the 2019 Novel Coronavirus

The U.S. Office of Personnel Management (OPM) reminds agencies that a wide range of human resources (HR) flexibilities and authorities are available to assist employees and agencies in dealing with the 2019 Novel Coronavirus (2019-nCoV) or other quarantinable communicable diseases. 2019-nCoV, first detected in Wuhan, Hubei Province, China, has caused heightened public awareness about potential health impacts. This attachment provides agencies with information on leave and other workplace flexibilities and authorities that can be utilized during any potential outbreak of 2019-nCoV. Agencies are expected to implement policies consistent with laws, regulations, collective bargaining agreements, and OPM guidance.

> Note: For purposes of this guidance, the term "quarantinable communicable disease" generally means a disease for which Federal isolation and quarantine are authorized. Isolation may be used to separate people with a contagious disease from people who are not sick in order to stop the spread of that illness. Quarantine may be used to separate and restrict the movement of people who were exposed to a contagious disease to see if they become sick and to prevent the possible spread of that disease to others. Agencies should refer to the list of quarantinable communicable diseases, which are defined by Executive Order 13295 and include "severe acute respiratory syndromes," such as 2019-nCoV. (See http://www.cdc.gov/quarantine/AboutLawsRegulationsQuarantineIsolation.html.) Under certain circumstances, the Centers for Disease Control and Prevention (CDC) or a state or local health department may determine that exposure to a quarantinable communicable disease would jeopardize the health of others, and that quarantine of the exposed individual is warranted to protect the public's health. If the disease is not a quarantinable communicable disease, as defined by Executive Order, and a health authority or health care provider has concerns that exposure to the disease could jeopardize the health of others, the health authority or health care provider should contact the CDC for evaluation of the risk factors and further recommendation.

I. Leave and Other Paid Time Off

The Federal Government offers numerous leave and workplace flexibilities to assist employees during incidences of quarantinable communicable diseases (such as 2019-nCoV). Under current law and regulations, agencies may authorize weather and safety leave when certain criteria are met as discussed below. When appropriate, employees may also use sick leave, annual leave, advanced annual and/or sick leave, Family and Medical Leave Act leave, leave without pay, donated leave under the Voluntary Leave Transfer and Leave Bank Programs, and other paid time off such as compensatory time off and credit hours earned under flexible work schedules.

Weather and Safety Leave. OPM has determined that agencies may authorize weather and safety leave when an asymptomatic employee (i.e., healthy, not displaying symptoms of the given disease) is subject to movement restrictions (quarantine or isolation) under the direction of public health authorities due to a significant risk of exposure to a quarantinable communicable disease, such as 2019-nCoV. This determination is based on the significant safety risks for other employees and the general public that would be incurred if such an employee were allowed to travel to and perform work at the employee's normal worksite. (NOTE: The use of weather and safety leave would not be appropriate in cases of communicable diseases that have not been designated as quarantinable by public health authorities, since they do not pose the same high degree of safety risks for the public.) Use of weather and safety leave would supersede the use of sick leave as would have otherwise been allowed in these circumstances under OPM's sick leave regulations at 5 CFR 630.401(a)(5). Use of weather and safety leave would be subject to the normal conditions—for example, weather and safety leave may be granted only if an employee is not able to safely perform work at an approved location. Thus, an employee who is not a telework program participant would be granted weather/safety leave for quarantine periods based on potential exposure. However, in the case of telework program participants, the employee's home is generally an approved location. Thus, the employee would generally be expected to perform telework at home as long as the employee is asymptomatic. (See 5 CFR 630.1605.) If a telework program participant in these circumstances needs time off for personal reasons, then the employee would be expected to take other personal leave or paid time off (e.g., annual leave or sick leave to care for a family member). If an employee (whether or not a telework program participant) is diagnosed as being infected, or likely has been infected, with a quarantinable communicable disease, such as 2019-nCoV, use of weather and safety leave would be inappropriate. Accrued or advanced sick leave would normally be used to cover such a period of sickness, as provided in 5 CFR 630.401(a)(2). Agencies must grant sick leave when an illness prevents an employee from performing work. If the employee exhausts the available sick leave, other paid leave or paid time off may also be available to an employee, as described in this guidance document.

Sick Leave. An employee is entitled to use an unlimited amount of accrued sick leave when he or she is unable to perform his or her duties due to physical or mental illness or is receiving medical examination or treatment. An employee who is symptomatic (ill) due to a quarantinable communicable disease, such as 2019-nCoV, is entitled to use his or her accrued sick leave.
Sick Leave for Personal Needs fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/personal-sick-leave/)

Sick Leave for General Family Care. An employee is entitled to use a total of up to 104 hours (13 days) of sick leave each leave year to provide care for a family member who is ill or receiving medical examination or treatment. If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as 2019-nCoV, the employee may use his or her accrued sick leave for general family care. The amount of sick leave permitted for family care purposes is proportionally adjusted for part-time employees and employees with uncommon tours of duty in accordance with the average number of hours of work in the employee's regularly scheduled administrative workweek.
Sick Leave for Family Care fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-for-family-care-or-bereavement-purposes/)

Sick Leave to Care for a Family Member with a Serious Health Condition. An employee is entitled to use up to 12 weeks (480 hours) of sick leave each leave year to care for a family member with a serious health condition. If an employee has already used 13 days of sick leave for general family care (discussed above), the 13 days must be subtracted from the 12 weeks. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she cannot use an additional 13 days in the same leave year for general

family care purposes. An employee is entitled to no more than a combined total of 12 weeks of sick leave each leave year for all family care purposes. If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as 2019-nCoV, that would generally constitute a serious health condition, which would allow use of up to 12 weeks of an employee's accrued sick leave to care for that family member. The amount of sick leave permitted for family care purposes is proportionally adjusted for part-time employees and employees with uncommon tours of duty in accordance with the average number of hours of work in the employee's regularly scheduled administrative workweek.
Sick Leave to Care for a Family Member with a Serious Health Condition fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-to-care-for-a-family-member-with-a-serious-health-condition/)

Annual Leave. An employee may use any or all accrued annual leave for personal needs, such as rest and relaxation, vacations, medical needs, personal business, emergencies, or to provide care for a healthy or sick family member. An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual leave may be taken.
Annual Leave fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/)

Advanced Annual and/or Sick Leave. An agency may advance annual leave in an amount not to exceed the amount the employee would accrue during the remainder of the leave year. An agency may advance a maximum of up to 30 days (240 hours) of sick leave, subject to limitations, to be used for the same reasons it grants sick leave. An employee may request advanced annual and/or sick leave irrespective of existing leave balances.
Advanced Annual Leave fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/advanced-annual-leave/)
Advanced Sick Leave fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/advanced-sick-leave)

Family and Medical Leave. An employee may invoke his or her entitlement to **unpaid** leave under the Family and Medical Leave Act (FMLA) of 1993 in appropriate circumstances. Under FMLA, an employee is entitled to a total of up to 12 workweeks of leave without pay for a serious health condition that prevents an employee from performing his or her duties or to care for a spouse, son or daughter, or parent with a serious health condition. An employee may substitute his or her accrued annual and/or sick leave for unpaid leave in accordance with current laws and regulations governing the use of annual and sick leave. An employee or family member who contracts a quarantinable communicable disease, such as 2019-nCoV, and becomes ill would generally be considered to have a qualifying serious health condition.
Family and Medical Leave fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/family-and-medical-leave/)

Leave Without Pay. If an employee has exhausted his or her available annual or sick leave and other forms of paid time off, he or she may request leave without pay (LWOP). LWOP is a temporary nonpay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. While FMLA leave is limited to specific purposes, LWOP may be granted for any reason approved by the agency. In situations where LWOP is taken for a

purpose that would qualify under FMLA, granting LWOP without requiring the employee to invoke FMLA will preserve the employee's entitlement to 12 weeks of FMLA leave. An extended period of LWOP may have an effect on an employee's benefits including health benefits, retirement benefits, and life insurance.
Leave Without Pay fact sheet: (http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-without-pay)
Effect of Extended Leave Without Pay (or Other Nonpay Status) on Federal Benefits and Programs fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs/)

Donated Leave. If an employee has a personal or family medical emergency related to a quarantinable communicable disease, such as 2019-nCoV, and is absent (or expected to be absent) from duty without available paid leave for at least 24 work hours, he or she may qualify to receive donated annual leave under the Voluntary Leave Transfer Program (VLTP) or Voluntary Leave Bank Program (VLBP).

- **Voluntary Leave Transfer Program** – The VLTP allows an employee to donate annual leave to assist another employee who has a personal or family medical emergency and who has **exhausted his or her own available paid leave.** All agencies must establish a VLTP.
  Voluntary Leave Transfer Program fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/voluntary-leave-transfer-program/)

- **Voluntary Leave Bank Program** – The VLBP allows an employee who is a member of the agency's voluntary leave bank to receive donated annual leave from the leave bank if the employee experiences a personal or family medical emergency and has **exhausted his or her own available paid leave.** An agency is not required to establish a VLBP.
  Voluntary Leave Bank Program fact sheet: (https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/voluntary-leave-bank-program/)

Other Paid Time Off. An employee may use earned compensatory time off, compensatory time off for travel, and/or credit hours earned under a flexible work schedule to be absent from work, including reasons related to a quarantinable communicable disease, such as 2019-nCoV.

- **Compensatory Time Off** – Compensatory time off is earned time off with pay in lieu of overtime pay for overtime work.
  Compensatory Time Off fact sheet: (http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off/)

- **Compensatory Time Off for Travel** – Compensatory time off for travel is earned time off with pay for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.
  Compensatory Time Off for Travel fact sheet: (http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/)

- **Credit Hours** – Credit hours are hours an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a **flexible work schedule that provides for credit hours**.
  Credit Hours fact sheet: (http://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/credit-hours-under-a-flexible-work-schedule/)

II. Work Schedule Flexibilities

Telework. The Federal Government uses telework, among other things, to promote continuity of operations by allowing Federal employees to continue their work at an approved alternative worksite. The Telework Enhancement Act of 2010 defines "telework" or "teleworking" as a work flexibility arrangement under which an employee performs the duties and responsibilities of his or her position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. Telework is a critical tool during emergency situations.

OPM has strongly encouraged agencies to maintain a viable telework-ready workforce. This requires determining eligibility for employees to telework, encouraging employees to enter into written telework agreements, communicating expectations before an emergency situation occurs, and practicing and testing equipment and procedures regularly throughout the year, not just teleworking during emergencies that may occur infrequently. Telework arrangements may require collective bargaining obligations for employees represented by labor organizations. Agencies also need to implement and maintain a robust information technology system with the necessary infrastructure to accommodate widespread remote usage of agency systems as well as the accompanying technical support personnel to resolve remote connectivity issues.

Agencies should maximize their telework capacity by entering into telework agreements with as many telework-eligible employees as possible and by conducting exercises to test employees' ability to access agency networks from home. Managers should ensure that there are effective processes in place for communicating efficiently with employees who are teleworking. For additional information on telework, please see www.telework.gov.

Alternative Work Schedules. An agency may implement an alternative work schedule (AWS) for employees instead of a traditional fixed work schedule to help an employee balance work and personal responsibilities. Agencies may have to satisfy collective-bargaining obligations prior to implementing AWS for bargaining unit employees, if the applicable collective-bargaining agreement does not provide for flexible or compressed work schedules. Under many types of alternative work schedules, an employee can complete his or her biweekly work requirement in less than 10 workdays. Under other alternative work schedules, the employee may choose to adjust arrival and departure times to accommodate doctor appointments, childcare or eldercare issues, or other pressing issues surrounding the related emergency. Agencies should discuss options with their employees to help maximize productivity at work, while assisting them in meeting their family and personal needs.
For additional information on alternative work schedules, please see Handbook on Alternative Work Schedules at: http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/.

III. Hiring and Pay Flexibilities

Emergency Critical Hiring. Under 5 CFR 213.3102(i)(2), an agency may make 30-day appointments in the excepted service to fill a critical hiring need. An agency may extend these appointments for an additional 30 days. This authority may be used to fill senior-level positions as well as positions at lower grades. The agency determines what qualifications are required. Career Transition Assistance Plan (CTAP), Reemployment Priority List (RPL), and Interagency CTAP (ICTAP) requirements under 5 CFR part 330 do not apply to these appointments.

Direct Hire Authority. Agencies are reminded of current OPM-authorized Governmentwide direct hire authorities. These authorities allow agencies to appoint candidates directly for:

- Medical Officers (General Schedule (GS)-0602), Nurses (GS-0610 and GS-0620), Diagnostic Radiologic Technicians (GS-0647), and Pharmacists (GS-0660) at all grade levels and all locations.

- Information Technology Management (Information Security) (GS-2210), GS-9 and above at all locations.

- Veterinary Medical Officer positions at the GS-11 through GS-15 grade levels (or equivalent) nationwide to include overseas territories and commonwealths (e.g., Puerto Rico, Guam, and the U.S. Virgin Islands) may be used indefinitely or until OPM terminates this authority.

- Scientific, Technical, Engineering and Mathematics (STEM) positions at the GS-11 through GS-15 grade levels (or equivalent) nationwide. This authority expires October 10, 2023.

- Cybersecurity-related positions at the GS-12 through GS-15 grade levels (or equivalent) nationwide may be used indefinitely or until OPM terminates this authority.

Agencies may give individuals in the occupational series listed above competitive service career, career-conditional, term, or temporary appointments, as appropriate. In all cases, an agency must adhere to the public notice requirements in 5 U.S.C. 3327 and 3330 and all ICTAP requirements. For additional information on these authorities, please see OPM's Direct Hire Authority guidance: https://www.opm.gov/policy-data-oversight/hiring-information/direct-hire-authority/ and https://www.chcoc.gov/content/announcing-government-wide-direct-hire-appointing-authorities.

An agency should contact employ@opm.gov if it believes it has one or more occupations for which an agency-specific direct hire authority may be appropriate in support of relief and recovery efforts.

Reemployed Annuitants. Under specified circumstances (which include responding to an emergency), agencies may bring back retirees without applying the dual compensation salary offset and without OPM approval as provided at 5 U.S.C. 8344(l) and 8468(i), which require that:

- Appointments are limited to 1 year or less;
- Hours worked by any annuitant reemployed under these provisions are limited to 520 during the first 6 months of retirement, 1,040 during any 12-month period, and 3,120 total hours worked during any period; and
- Reemployment may not exceed 2.5 percent of the full-time workforce at any time, and if 1 percent is exceeded, the agency must provide an explanation and justification to the Congress and OPM.

Agencies should contact employ@opm.gov for reemployment that may be needed for longer time periods than allowable under this authority.

Agencies must contact employ@opm.gov before reemploying a retiree who left the Federal Government with a Voluntary Separation Incentive Payment (VSIP) buyout. Depending upon the specific statute under which the buyout was received, the agency may request a buyout repayment waiver from OPM.

Other Hiring Flexibilities

Senior Executive Service (SES) limited appointments. Agencies have the authority to make SES Limited Term or Limited Emergency appointments for career employees, provided the appointment is within the space allocations limit previously authorized by OPM. Agencies may seek a temporary allocation from OPM if space is not currently available. Agencies may also seek authority from OPM to make Limited Term or Limited Emergency appointments of non-career employees using an automated form generated through the Executive and Schedule C System (ESCS).

Use of private-sector temporary employment firms. An agency may contract with private-sector temporary employment firms for services to meet emergency staffing needs. These contracts may be for 120 days and may be extended for an additional 120 days, subject to displaced employee procedures.

Temporary appointments less than 120 days. An agency may make competitive service appointments for 120 days or less without clearing CTAP or ICTAP. However, these programs may help identify one or more well-qualified displaced Federal employees who are available for immediate employment.

Reemployment priority lists. Current and former employees on agency RPLs are another immediate source of qualified individuals available for temporary, term, or permanent competitive service appointments. Conversely, in some cases, an agency may apply an exception under 5 CFR 330.211 of the RPL provisions to appoint someone else.

Pay Flexibilities

Agencies have discretionary authority to provide additional compensation to address recruitment and retention difficulties. Short-term pay flexibilities such as recruitment, relocation, and retention incentives may assist agencies in meeting their emergency critical staffing needs. See https://www.opm.gov/policy-data-oversight/pay-leave/pay-and-leave-flexibilities-for-recruitment-and-retention/ for additional information on available compensation flexibilities.

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2019 Novel Coronavirus

Monday, February 3, 2020
CPM 2020-01

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
From: DALE CABANISS, DIRECTOR
Subject: 2019 Novel Coronavirus

The U.S. Office of Personnel Management (OPM) is coordinating with the Centers for Disease Control and Prevention (CDC) to educate the Federal community on the 2019 Novel Coronavirus (2019-nCoV). 2019-nCoV is a new respiratory virus that has been identified as originating in Wuhan, Hubei Province, China. For the safety of our workforce, OPM would like to ensure that Federal agencies and employees have the most relevant information from the CDC and other agencies that are providing guidance to help prevent the spread of 2019-nCoV.

- For the most up-to-date CDC information concerning 2019-nCoV, please visit: https://www.cdc.gov/coronavirus/2019-ncov/index.html
- For the most up-to-date Occupational Safety and Health Administration information concerning 2019-nCoV, please visit: https://www.osha.gov/SLTC/novel_coronavirus/
- For the most up-to-date overseas travel information from the U.S. Department of State, please visit: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/

Although the risk of contracting 2019-nCoV remains very low, agencies should remind employees to use good health habits such as hand washing and encourage sick employees to seek medical treatment and use sick leave or other appropriate workplace flexibilities. Where necessary, agencies should consider implementing social distancing, including the use of telework.

Since this is an emerging, rapidly evolving situation, OPM will continue to work closely with the CDC to provide updated information on 2019-nCoV to Federal agencies and employees as it becomes available. In addition, OPM has established a working group of key agencies to determine what human resources guidance is needed to assist employees and agencies in dealing with concerns about exposure to 2019-nCoV. OPM plans to issue any necessary guidance as soon as possible to assist agencies in meeting two equally important goals: (1) the safety of the Federal workforce, and (2) the continuity of operations.

Additional Information

Agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Agency field offices should contact their appropriate headquarters-level agency human resources office. Individual employees must contact their agency human resources office, as OPM is not aware of agency leave and work scheduling policies and therefore cannot advise on them.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, and Work-Life Coordinators

From:	Slater, Bryan - ASAM
To:	P Pizzella
Subject:	FW: Continuity Awareness and Preparedness
Date:	Tuesday, February 11, 2020 4:30:12 PM
Attachments:	Signed 02112020 Continuity Awareness and Preparedness mem.pdf

You got this, right?

Bryan Slater
Assistant Secretary for Administration and Management
Office of the Assistant Secretary for Administration and Management
U.S. Department of Labor | www.dol.gov | slater.bryan@dol.gov
Direct:(b) (6) [redacted] | Room-S2203

From: DOL Emergency Management Center <EOC@dol.gov>
Sent: Tuesday, February 11, 2020 4:07 PM
To: zzOASAM-NO-Continuity Team <zzOASAM-NO-ContinuityTeam@dol.gov>; DOL Emergency Management Center <EOC@dol.gov>
Subject: FW: Continuity Awareness and Preparedness

Good afternoon OASAM Emergency Response Group members,

Attached for your situational awareness is the latest update from FEMA regarding the Coronavirus Outbreak (2019-nCoV). Please ensure this memo receives the widest dissemination possible and that you continue to inform your organization of our ongoing readiness and preparedness activities.

If you have any questions please feel free to reach out to the EMC at EOC@DOL.gov or 202-693-7555.

Thanks,

Michael B. Smith
Director
Emergency Management Center
Office of the Assistant Secretary for Administration and Management
U. S. Department of Labor

(b) (6) [redacted]
202-693-7555 Office
(b) (6) [redacted]

From: Slater, Bryan - ASAM <Slater.Bryan@DOL.gov>
Sent: Tuesday, February 11, 2020 3:15 PM
To: Smith, Michael B - OASAM EMC <Smith.Michael.B@dol.gov>
Subject: FW: Continuity Awareness and Preparedness

fyi

Bryan Slater
Assistant Secretary for Administration and Management
Office of the Assistant Secretary for Administration and Management
U.S. Department of Labor | www.dol.gov | slater.bryan@dol.gov
Direct: [redacted] | Room-S2203

From: Office of the Assistant Administrator for National Continuity Programs <fema-ncp-oaa@fema.dhs.gov>
Sent: Tuesday, February 11, 2020 1:38 PM
To: [redacted]; [redacted] Tomney, Christopher [redacted]; Glass, Veronica M [redacted] Slater, Bryan - ASAM <Slater.Bryan@DOL.gov>; Konopka, Matt A - OASAM EMC [redacted] Fagan, Michael [redacted] Kadlec, Robert [redacted]; LauraMcClure (HUD) [redacted] RenaHolland (HUD) [redacted] Valliere,

John[redacted] Loddo, Joseph[redacted] latoya.ballah.ssa.gov [redacted] Thomas, Michael [redacted] Aucott, John [redacted] Ratchford, Lewis[redacted]
Cc: Zito Jr, William[redacted] Lipka, Daniel[redacted] Gaskin, Lomax[redacted] George, Michael S [redacted]; Brauer, John[redacted]; Couch, Joseph [redacted]; FEMA-NationalContinuity[redacted]; Office of the Assistant Administrator for National Continuity Programs <fema-ncp-oaa@fema.dhs.gov>; FEMA-ActionOffice-NCP[redacted]; White, Talecia[redacted]
Subject: Continuity Awareness and Preparedness

MEMORANDUM FOR: Continuity Coordinators

FROM: William Zito Jr. \\s\\
Assistant Administrator
National Continuity Programs

SUBJECT: Continuity Awareness and Preparedness

The recent outbreak of the novel coronavirus (2019-nCoV) in China and elsewhere is a real-world reminder of how building a culture of resilience through preparedness is critical to the continuity of our nation's essential functions. Although the Centers for Disease Control (CDC) has stated that the virus is "NOT currently spreading in the community in the United States," the continuity community should take this opportunity to review continuity capabilities with their essential functions mission owners and organizational crisis management partners in light of this new public health threat.

Federal Executive Branch Departments and Agencies should ensure that they are properly prepared and ready for any circumstance that may hinder the performance of essential functions. For more information and templates on developing or otherwise validating continuity capabilities, please refer to FEMA's Continuity Resource Toolkit (https://www.fema.gov/continuity-resource-toolkit); contact your FEMA Continuity Liaison; and/or email the National Continuity inbox at FEMA-NationalContinuity@fema.dhs.gov.

Departments and Agencies can maintain situational awareness from a variety of sources, including the following:

- CDC's daily summary: https://www.cdc.gov/coronavirus/2019-nCoV/summary.html,
- Occupational Safety and Health Administration Coronavirus Website https://www.osha.gov/SLTC/novel_coronavirus/,

- OPM Guidance Memo: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus, and
- DHS National Biosurveillance Integration Center's Weekly Spot Report: available by emailing CWMD.NBIC@hq.dhs.gov.

U.S. Department of Homeland Security
Washington, DC 20472

FEMA

FEB 1 1 2020

MEMORANDUM FOR: Continuity Coordinators

FROM: William Zito Jr.
Assistant Administrator
National Continuity Programs

SUBJECT: Continuity Awareness and Preparedness

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- CDC's daily summary: https://www.cdc.gov/coronavirus/2019-nCoV/summary.html,
- Occupational Safety and Health Administration Coronavirus Website https://www.osha.gov/SLTC/novel_coronavirus/,
- OPM Guidance Memo: https://www.chcoc.gov/content/human-resources-flexibilities-available-federal-employees-impacted-2019-novel-coronavirus, and
- DHS National Biosurveillance Integration Center's Weekly Spot Report: available by emailing CWMD.NBIC@hq.dhs.gov.

From: Slater, Bryan - ASAM
To: P Pizzella
Subject: Re: Coronavirus Information (Issued by Seattle Lessor)
Date: Monday, March 2, 2020 5:27:41 PM

Ok will do

From: P Pizzella (b) (5) [redacted] >
Sent: Monday, March 2, 2020 5:08:21 PM
To: Slater, Bryan - ASAM <Slater.Bryan@DOL.gov>
Subject: RE: Coronavirus Information (Issued by Seattle Lessor)

Hold until you hear back from me.

From: Slater, Bryan - ASAM <Slater.Bryan@DOL.gov>
Sent: Monday, March 2, 2020 4:20 PM
To: P Pizzella (b) (5) [redacted]
Subject: Fwd: Coronavirus Information (Issued by Seattle Lessor)

FYI re Seattle.

Did you have any thoughts on the pandemic info and draft I dropped off Friday?
Thanks

From: Cloud, Braye G - ASAM <Cloud.Braye.G@dol.gov>
Sent: Monday, March 2, 2020 3:07:53 PM
To: Slater, Bryan - ASAM <Slater.Bryan@DOL.gov>; Stewart, Milton Al - ASAM <Stewart.Milton@dol.gov>
Cc: Robins, Douglas - ASAM <Robins.Douglas@dol.gov>
Subject: FW: Coronavirus Information (Issued by Seattle Lessor)

Additional information from Bonnie re: Seattle.

Braye Cloud
Office of the Assistant Secretary for Administration and Management
(b) (6) [redacted]

From: Macaraig, Bonnie Z - OASAM SF <Macaraig.Bonnie.Z@DOL.GOV>
Sent: Monday, March 2, 2020 2:49 PM
To: Cloud, Braye G - ASAM <Cloud.Braye.G@dol.gov>
Cc: Robins, Douglas - ASAM <Robins.Douglas@dol.gov>
Subject: RE: Coronavirus Information (Issued by Seattle Lessor)

FYSA

https://www.msn.com/en-us/news/us/seattle-skyscraper-schools-close-amid-virus-concerns/ar-BB10DXX5?ocid=spartanntp

"The F5 technology company said it was closing its 44-story tower in downtown Seattle after learning an employee had been in contact with someone who had tested positive for the virus. The employee tested negative but company spokesman Rob Gruening told The Seattle Times the tower was being closed out of an abundance of caution. And more than 10 schools in the Seattle area were closed for deep cleaning over virus concerns."

Bonnie Z. Macaraig
Regional Administrator
SF/SEA OASAM
U.S. Department of Labor
macaraig.bonnie.z@dol.gov

(b) (6) [redacted]

From: Cloud, Braye G - ASAM <Cloud.Braye.G@dol.gov>
Sent: Monday, March 2, 2020 11:31 AM
To: Macaraig, Bonnie Z - OASAM SF <Macaraig.Bonnie.Z@DOL.GOV>
Cc: Robins, Douglas - ASAM <Robins.Douglas@dol.gov>
Subject: RE: Coronavirus Information (Issued by Seattle Lessor)

Do you want us to share with Al and Bryan?

Braye Cloud
Office of the Assistant Secretary for Administration and Management
(b) (6) [redacted]

From: Macaraig, Bonnie Z - OASAM SF <Macaraig.Bonnie.Z@DOL.GOV>
Sent: Monday, March 2, 2020 2:13 PM
To: Driscoll, Michelle M - OASAM ATL <driscoll.michelle.m@DOL.GOV>; Guy, Crystal L - OASAM PHI <Guy.Crystal@dol.gov>; Hanson, Gregory J - OASAM CHI <Hanson.Gregory.J@dol.gov>; Macaraig, Bonnie Z - OASAM SF <Macaraig.Bonnie.Z@DOL.GOV>; Pettit, Kelley - OASAM DAL <Pettit.Kelley@DOL.GOV>; Sebastian, Jon - OASAM CHI <Sebastian.Jon@dol.gov>; Yerxa, Christopher W - OASAM <Yerxa.Christopher@dol.gov>
Cc: Robins, Douglas - ASAM <Robins.Douglas@dol.gov>; Cloud, Braye G - ASAM <Cloud.Braye.G@dol.gov>

Subject: FW: Coronavirus Information (Issued by Seattle Lessor)

Greetings:

Attached is what our Lessor issued to all tenants in the Seattle, WA leased building.

Bonnie Z. Macaraig
Regional Administrator
SF/SEA OASAM
U.S. Department of Labor
macaraig.bonnie.z@dol.gov

[redacted]

From: Brittney Young [redacted]
Sent: Monday, March 02, 2020 9:33 AM
To: Operations [redacted]
Cc: Melinda Coleman [redacted]
Subject: Coronavirus Information

We want to reach out to our tenants to make sure everyone has access to the current recommendations of City and Federal health authorities regarding health risks associated with the novel coronavirus (2019-nCoV).

Information about novel coronavirus can be found in the resources below:

Centers for Disease Control: www.cdc.gov/coronavirus/2019-ncov

Washington State Department of Health: www.doh.wa.gov/Emergencies/Coronavirus

Public Health – Seattle & King County:
www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus

Thank you,

MSRE Management, LLC. | Phone [redacted]

From:	Mondl, Rachel E - OSEC
To:	P Pizzella; Slater, Bryan - ASAM
Cc:	Bartley, Catherine - OSEC
Subject:	FW: OPM Guidance and Example Coronavirus language
Date:	Wednesday, March 4, 2020 12:17:50 PM
Attachments:	OPM Guidance 030320.pdf Carson Coronavirus Message.docx

Rachel E. Mondl
Chief of Staff
Office of the Secretary
U.S. Department of Labor
(b) (6) [redacted]

From: Nevins, Kristan K. EOP/WHO (b) (6) [redacted]
Sent: Wednesday, March 4, 2020 12:15 PM
To: Nevins, Kristan K. EOP/WHO (b) (6) [redacted]
Subject: OPM Guidance and Example Coronavirus language

All,

Please find attached the OPM Guidance your HR office should have received late last night.

Some of you have also asked for guidance on basic language to use when your front office messages the workforce. Attached is Secretary Carson's note is a good example of what can be used to craft your own language if you please. You are not required to use this language but several have asked to see an example of a positive message for the workforce.

Please let me know if you have any questions,
Kristan

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: DALE CABANISS Dale Cabaniss
DIRECTOR, U.S. OFFICE OF PERSONNEL MANAGEMENT

Subject: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)

Date: Tuesday, March 3, 2020

On March 3, 2020, President Donald J. Trump announced the formation of the White House Coronavirus Task Force (the Task Force). The Task Force leads the Administration's efforts to monitor, contain, and mitigate the spread of the virus, while ensuring that the American people have the most accurate and up-to-date health and travel information.

At the direction of the Task Force, the U.S. Office of Personnel Management (OPM) provides the following preliminary guidance to the Heads of Executive departments and agencies to prepare the Federal workforce for the potential impacts of Coronavirus Disease 2019 (COVID-19). OPM coordinated this guidance with the National Security Council (NSC), Office of Management and Budget (OMB), Department of State (DoS), the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), General Services Administration (GSA), Federal Emergency Management Agency (FEMA), and the Federal Protective Service (FPS). This preliminary guidance addresses Federal workforce posture, management of visitors to Federal facilities, and domestic and international travel by Federal employees.

Human Resources Flexibilities for Federal Employees

Over the past month, OPM has released CPM 2020-01 and CPM 2020-02 reminding agencies of the various human resources flexibilities available to assist agencies.

Telework and Federal Mission Resilience

To be prepared for COVID-19, departments and agencies must incorporate telework in their continuity of operations (COOP) plans. The Telework Enhancement Act of 2010 states that "each executive agency shall incorporate telework into the continuity of operations plan of that agency." *See* 5 U.S.C. § 6504(d) (1). If an agency COOP plan is in operation, that plan "shall supersede any telework policy." *See* 5 U.S.C. § 6504(d) (2). Therefore, agencies should immediately review their current COOP plans to ensure that telework has been fully incorporated and that as many employees as possible have been identified as telework employees in the plan, and are telework capable (or "telework ready").

FEMA advises that departments and agencies continue to monitor and prepare for any circumstances that may hinder the performance of essential functions and continue to submit Continuity Status Reports (CSRs) in accordance with Federal Continuity Directive 1. OPM and OMB plan to host periodic interagency calls concerning questions and issues that arise about relevant human resource issues. In the meantime, agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov with questions about human resources flexibilities. Agency field offices should contact their appropriate headquarters-level agency human resources office. Individual employees should contact their agency human resources office.

CDC Guidance

The CDC continues to update the American public that the immediate health risk from COVID-19 is low at this time. Nevertheless, Federal agencies should review their plans and continue their preparations since this is an emerging, rapidly evolving situation. CDC will provide updated information on the CDC website. Additionally, CDC and the National Institute for Occupational Safety and Health (NIOSH) have created a page to highlight resources available for the protection of U.S. workers in all settings. *See* CDC/NIOSH worker resources

In addition, the CDC's interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings, where it is unlikely that work tasks create an increased risk of exposure to COVID-19. The guidance also provides planning considerations for widespread, community outbreaks of COVID-19. *See* Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)

CDC also recommends everyday preventive actions to help mitigate the spread of respiratory diseases. Find a list of these preventive actions at CDC Prevention and Treatment Actions.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

For further guidance on workplace safety and health for Federal agencies and employees, please visit: OSHA.gov/covid-19

Domestic Travel for Federal Employees

The intent of this travel guidance is not to be prescriptive, but to present a framework for decision making among the departments and agencies. All agencies shall review their travel policies and begin to reduce non-essential travel as appropriate.

Employees planning domestic travel should routinely check COVID-19 Information for Travel for information about COVID-19 for travelers and travel-related industries and take into consideration the location and purpose of their travel.

International Travel for Federal Employees

Federal employees that have spent time in certain countries or specific regions within countries that have been designated by the U.S. Department of State as Level 4 (Do Not Travel) due to COVID-19 are advised to stay at home and monitor their health for 14 days after returning to the U.S. Federal employees should seek medical advice if they get sick with fever, cough, or difficulty breathing.

Level 4 designated locations can be found at Department of State Destination Travel Advisories.

This guidance does not require immediate cancellation of pre-planned, conferences/large meetings that are not located in areas with a Level 4 travel advisory.

Federal employees planning to travel to other overseas destinations are advised to individually review the U.S. Department of State's Travel.State.Gov website for up-to-date overseas travel information for destination countries and the Emergency Alert for Coronavirus page. Approval for travel to any country outside the CONUS is approved by the Chief of Mission for that country. This is usually the Ambassador or his/her designee. Travel advisories are directly available at Department of State Travel Advisories. All Federal employees seeking to travel overseas for official purposes should complete the Department of State's "eCountry Clearance" process. Once registered, users will receive up-to-date travel information. Final approval for travel to any country is at the discretion of the Chief of Mission. The "eCountry Clearance" system is available via "myServices" or at myServices eCountry Travel Registration. Please start the process of requesting overseas travel as early as possible. All USG staff must also obtain all necessary Department of State clearances and attend required trainings.

Travelers should consult the CDC's guidelines for the prevention of coronavirus and visit the CDC Travelers' Health Page for information on specific country health conditions.

Guidance on Visitor Access to Federal Offices and Buildings

The Interagency Security Committee has established standards for day-to-day risk management of Federal facilities. State and Federal health officials are providing ongoing guidance to Federal agencies regarding control and containment of COVID-19 exposure. Based on that health guidance, the Facility Security Committee (FSC) and/or Designated Official (DO) in each Federal facility has the authority and discretion to set requirements for admission to Federal property. See 41 CFR §102-74.375. Agencies should contact their respective FSC or DO for any further developments on visitor access.

At Federal Protective Services (FPS) protected facilities, FPS will work with the FSC and/or DO to implement and enforce any new requirements as necessary. At non-FPS protected facilities, this role is the responsibility of the individual facility security organization. Agencies should contact their respective FSC, DO, or security organization for any developments related to protection of facilities.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, Work-Life Coordinators, Telework Coordinators, and Federal Executive Boards

To: All HUD Staff

From: Secretary Carson

Subject: Important Information Regarding the Coronavirus in the U.S.

Dear colleagues,

Recent news about Coronavirus infections occurring in the United States can make people feel uneasy, and while it is imperative to stay informed and vigilant, it is also critical not to panic. I encourage you to heed warnings from medical professionals and practice common sense prevention measures – you can use in your everyday lives – to ensure you and your loved ones stay healthy.

Here are some simple steps to practice every day that help stop the spread of germs:

- Cover your nose and mouth with a tissue when you cough or sneeze; throw the tissue away immediately after you use it.
- Wash your hands often with soap and water for at least 20 seconds, especially after you cough or sneeze.
- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick, as well.
- Try not to touch your eyes, nose, or mouth. While it may seem simple, germs often spread this way.
- At the workplace, wash your hands frequently and practice caution when coming into contact with commonly touched surfaces like door handles, handrails, and elevator buttons.
- Stay healthy. Now more than before, it is important to stay hydrated and prioritize exercise, a healthy diet, and getting a proper amount of sleep. A weak immune system increases the risk of getting sick.

During this time, I encourage you to refer to official government channels of information. The Centers for Disease Control and Prevention (CDC) continues to provide updates and insight from medical professionals. Click here for the latest updates.

Stay informed. The more you know, the better prepared you are to protect yourself, fellow HUD employees, and loved ones against the virus. Visit HUD@work to see factsheets from the CDC on awareness, safety, and prevention.

In addition, the President has established the United States Coronavirus Task Force. At the request of Vice President Pence, I am lending my expertise – alongside Secretary Azar – as a long-time medical professional to further support the President's already unprecedented response efforts for the safety, security, and health of the American people. We are a compassionate nation, exemplified most by the first responders and medical professionals dedicated to the well-being of their fellow citizens. Still, we are an innovative and resilient nation, and President Trump has some of the smartest people in the world working to eradicate this threat. When the two are blended together it becomes very clear that we're able to prosper despite adversity.

Sincerely,

Secretary Carson

From:	Huwa, Kyle J - OSEC
To:	Gene Scalia
Subject:	Fwd: OSHA covid update
Date:	Wednesday, February 26, 2020 9:45:31 AM
Attachments:	OSHA Covid.docx

These are the OSHA activities related to the covid.

Get Outlook for iOS

From: Mondl, Rachel E - OSEC <Mondl.Rachel.E@dol.gov>
Sent: Wednesday, February 26, 2020 7:42 AM
To: Huwa, Kyle J - OSEC
Subject: OSHA covid update

This is the latest on OSHA's Covid-19 activities as of last Friday.

Rachel E. Mondl
Chief of Staff
Office of the Secretary
U.S. Department of Labor
(b) (6) [redacted]

OSHA Covid-19 Activities (as of 2/20/2020)

- OSHA is maintaining a list of incoming questions from the field.
- OSHA's coronavirus webpage is running and will be updated as needed.
- OSHA regional blood-borne pathogens coordinators have been informed of agency activities and policies by OSHA national staff. These updates will continue as needed.
- **Enforcement**
  - 14 complaints across all regions
    - All handled by phone/fax
      - OSHA's phone/fax method enables a quicker response in certain situations. OSHA telephones the employer, describes the alleged hazards and follows up with a fax or letter. The employer must respond within five days, l in writing any problems found and noting corrective actions taken or planned. If the response is adequate, OSHA generally will not conduct an inspection. The original complainant receives a copy of the employer's response. If not satisfied, the complainant may request an on-site inspection.
      - Complaints mainly focused around the appropriate time to use respirators and the necessity of a respirator.
- **Compliance**
  - OSHA has conducted 14 outreach activities related to coronavirus, including radio interviews, presentations, and email blasts. Highlights include:

        - An OSHA Compliance Assistance Specialist was interviewed on a local radio station in Overland Park, KS (audience: 50,000).
        - An OSHA Area Director did a coronavirus presentation for the Middle Tennessee Volunteer Field Federal Safety and Health Council as well as multiple federal agencies in Murfreesboro, TN.
    - National staff distributed a presentation for outreach to employer and worker groups to staff in OSHA's regions, State Plans, and On-Site Consultation programs.
- **Queued Documents (in various stages of drafting)**
    - OSHA Guidance Booklet on COVID-19
    - OSHA Temporary Enforcement Policy for Annual Fit Testing of N95 FFP Respirators for COVID-19
    - Coronavirus-specific guidance for conducting compliance inspections (respiratory protection and/or other requirements)
- **Task Force/Working Group Participation**
    - WH NSC/EOP Domestic Preparedness/Response Working Group on COVID-19
    - WH NSC Medical and PPE Supply Chain Task Force
    - HHS Disaster Leadership Group (DLG)
    - HHS ASPR Interagency Workgroup
    - HHS PPE Supply Chain Task Force
    - HHS Secretary Operations Center (SOC) Task Force Coordination Group
    - Emergency Support Function (ESF) #8 Interagency Group

- OPM Human Resource Guidance for Federal Agency Workgroup

From: Mondl, Rachel E - OSEC
To: Gene Scalia
Subject: Predecisional; coronavirus talking points
Date: Monday, March 2, 2020 10:41:05 AM
Attachments: Coronavirus 3.2.docx
Interview of Vice President Pence by Chuck Todd MSNBC.msg
Interview of Vice President Pence by Jake Tapper CNN.msg
Interview of Vice President Pence by Maria Bartiromo Fox News .msg
HHS COVID Memo 2020.02.29.pdf

Updated. Also attached are transcripts of the VP's interviews from yesterday and an HHS memo to Congress.

Rachel E. Mondl
Chief of Staff
Office of the Secretary
U.S. Department of Labor
[redacted] (b) (6)

DEPARTMENT OF HEALTH & HUMAN SERVICES

Washington, DC 20201

TO: Interested Members of Congress

FROM: Robert Charrow
General Counsel

Dr. Robert Kadlec
Assistant Secretary for Preparedness and Response

Dr. Robert Redfield
Director
Centers for Disease Control and Prevention

DATE: February 29, 2020

· HHS is committed to our mission to enhance the health and well-being of all Americans. We are proud to have participated in the safe repatriation of our fellow citizens—many of whom are federal employees and veterans who have served faithfully.

· HHS is leading a robust response to the emerging COVID-19 and takes all congressional inquiries seriously. HHS also takes seriously all whistleblower complaints and will afford any whistleblower the full range of protections to which they are entitled under the applicable laws, including the Whistleblower Protection Act.

· There are no positive cases of COVID-19 to which any Administration for Children and Families (ACF) employees involved in the repatriation of individuals from China could have been exposed. Stated differently, no ACF employees involved with repatriating persons from China were exposed to any individuals who tested positive for the virus.

· Furthermore, the 14-day window for the virus to manifest itself has long since passed and no ACF employee has become ill with COVID-19. Therefore, testing for the virus is not medically necessary. Nonetheless, to allay any employee anxiety, HHS will administer tests to deployed ACF employees who request it.

· HHS is conducting an ongoing, comprehensive internal investigation in response to the whistleblower's claims. HHS is also conducting an ongoing, comprehensive investigation into what protocols and procedures were followed at both facilities. This is an intensive process involving significant fact gathering. We understand Congress's desire for information and, for that reason and others, HHS is handling this situation with grave urgency. HHS will fully brief Congress and the public when it has completed its investigation.

· At this time, it would be premature to provide further details about the substance of the complaint, nor can HHS discuss personnel matters publicly.

· HHS welcomes and will cooperate fully with any reviews that may be conducted by the HHS Office of Inspector General into this, or related, matters.

From:	Mondl, Rachel E - OSEC
To:	Gene Scalia
Subject:	OECD outlook on coronavirus
Date:	Monday, March 2, 2020 10:16:02 AM
Attachments:	OECD report.pdf

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OECD Interim Economic Assessment

Coronavirus: The world economy at risk

2 March 2020

BETTER POLICIES FOR BETTER LIVES

CORONAVIRUS: THE WORLD ECONOMY AT RISK

Summary

The coronavirus (COVID-19) outbreak has already brought considerable human suffering and major economic disruption.

Output contractions in China are being felt around the world, reflecting the key and rising role China has in global supply chains, travel and commodity markets. Subsequent outbreaks in other economies are having similar effects, albeit on a smaller scale.

Growth prospects remain highly uncertain.

- On the assumption that the epidemic peaks in China in the first quarter of 2020 and outbreaks in other countries prove mild and contained, global growth could be lowered by around ½ percentage point this year relative to that expected in the November 2019 *Economic Outlook*.
- Accordingly, annual global GDP growth is projected to drop to 2.4% in 2020 as a whole, from an already weak 2.9% in 2019, with growth possibly even being negative in the first quarter of 2020.
- Prospects for China have been revised markedly, with growth slipping below 5% this year, before recovering to over 6% in 2021, as output returns gradually to the levels projected before the outbreak.
- The adverse impact on confidence, financial markets, the travel sector and disruption to supply chains contributes to the downward revisions in all G20 economies in 2020, particularly ones strongly interconnected to China, such as Japan, Korea and Australia.
- Provided the effects of the virus outbreak fade as assumed, the impact on confidence and incomes of well-targeted policy actions in the most exposed economies could help global GDP growth recover to 3¼ per cent in 2021.
- A longer lasting and more intensive coronavirus outbreak, spreading widely throughout the Asia-Pacific region, Europe and North America, would weaken prospects considerably. In this event, global growth could drop to 1½ per cent in 2020, half the rate projected prior to the virus outbreak.

Governments need to act swiftly and forcefully to overcome the coronavirus and its economic impact.

- Governments need to ensure effective and well-resourced public health measures to prevent infection and contagion, and implement well-targeted policies to support health care systems and workers, and protect the incomes of vulnerable social groups and businesses during the virus outbreak.
- Supportive macroeconomic policies can help to restore confidence and aid the recovery of demand as virus outbreaks ease, but cannot offset the immediate disruptions that result from enforced shutdowns and travel restrictions.
- If downside risks materialise, and growth appears set to be much weaker for an extended period, co-ordinated multilateral actions to ensure effective health policies, containment and mitigation measures, support low-income economies, and jointly raise fiscal spending would be the most effective means of restoring confidence and supporting incomes.

OECD Interim Economic Outlook Forecasts, 2 March 2020

Real GDP growth

Year-on-year % change

	2019	2020		2021	
		Interim EO projections	Difference from November EO	Interim EO projections	Difference from November EO
World[1]	2.9	2.4	-0.5	3.3	0.3
G20[1,2]	3.1	2.7	-0.5	3.5	0.2
Australia	1.7	1.8	-0.5	2.6	0.3
Canada	1.6	1.3	-0.3	1.9	0.2
Euro area	1.2	0.8	-0.3	1.2	0.0
Germany	0.6	0.3	-0.1	0.9	0.0
France	1.3	0.9	-0.3	1.4	0.2
Italy	0.2	0.0	-0.4	0.5	0.0
Japan	0.7	0.2	-0.4	0.7	0.0
Korea	2.0	2.0	-0.3	2.3	0.0
Mexico	-0.1	0.7	-0.5	1.4	-0.2
Turkey	0.9	2.7	-0.3	3.3	0.1
United Kingdom	1.4	0.8	-0.2	0.8	-0.4
United States	2.3	1.9	-0.1	2.1	0.1
Argentina	-2.7	-2.0	-0.3	0.7	0.0
Brazil	1.1	1.7	0.0	1.8	0.0
China	6.1	4.9	-0.8	6.4	0.9
India[3]	4.9	5.1	-1.1	5.6	-0.8
Indonesia	5.0	4.8	-0.2	5.1	0.0
Russia	1.0	1.2	-0.4	1.3	-0.1
Saudi Arabia	0.0	1.4	0.0	1.9	0.5
South Africa	0.3	0.6	-0.6	1.0	-0.3

Note: Projection based on information available up to February 28. Difference from November 2019 Economic Outlook in percentage points, based on rounded figures.

1. Aggregate using moving nominal GDP weights at purchasing power parities.
2. The European Union is a full member of the G20, but the G20 aggregate only includes countries that are also members in their own right.
3. Fiscal years, starting in April.

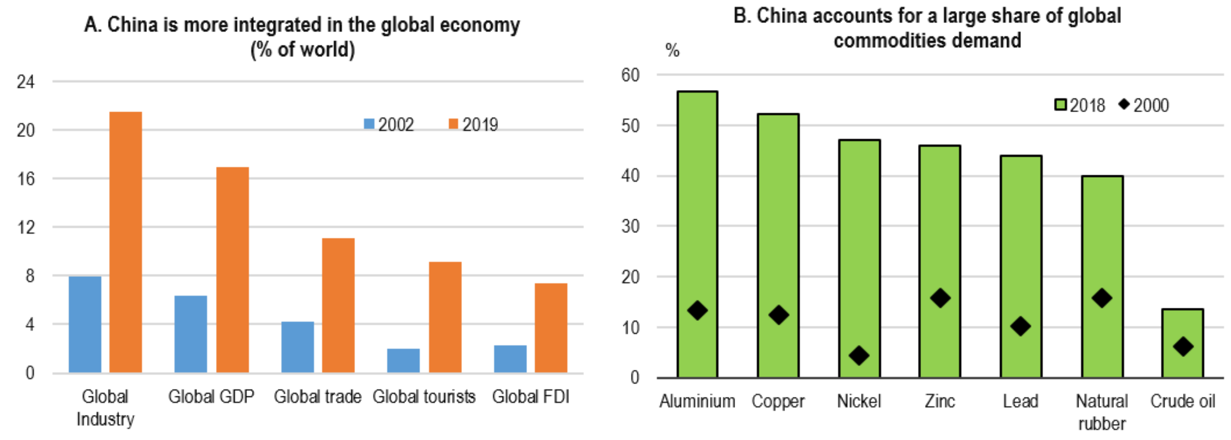
Global economic prospects remain subdued and very uncertain due to the coronavirus outbreak

The coronavirus (COVID-19) outbreak has already brought considerable human suffering and major economic disruption. In China, containment efforts have involved quarantines and widespread restrictions on labour mobility and travel, resulting in unplanned delays in restarting factories after the Lunar New Year holiday and sharp cutbacks in many service sector activities. These measures imply a sizeable output contraction whilst the effects of the outbreak persist. Subsequent outbreaks in other countries, including Korea and Italy, have also prompted containment measures such as quarantines and border closures, albeit on a smaller scale.

The adverse consequences of these developments for other countries are significant, including the direct disruption to global supply chains, weaker final demand for imported goods and services, and the wider regional declines in international tourism and business travel. Risk aversion has increased in financial markets, with the US 10-year interest rate falling to a record low and equity prices declining sharply, commodity prices have dropped, and business and consumer confidence have turned down.

Relative to similar episodes in the past, such as the SARS outbreak in 2003, the global economy has become substantially more interconnected, and China plays a far greater role in global output, trade, tourism and commodity markets (Figure 1). This magnifies the economic spillovers to other countries from an adverse shock in China. Even if the peak of the outbreak proves short-lived, with a gradual recovery in output and demand over the next few months, it will still exert a substantial drag on global growth in 2020.

Figure 1. China accounts for a rising share of global activity



Note: Share of industry, GDP and trade in constant US dollars. Share of global FDI in current US dollars. Data for the tourist share refer to 2002 and 2017, and data for FDI refer to 2005 and 2018. Industry data are on a value-added basis and include the construction sector.
Source: OECD Economic Outlook database; OECD FDI in Figures, October 2019; and World Bank.

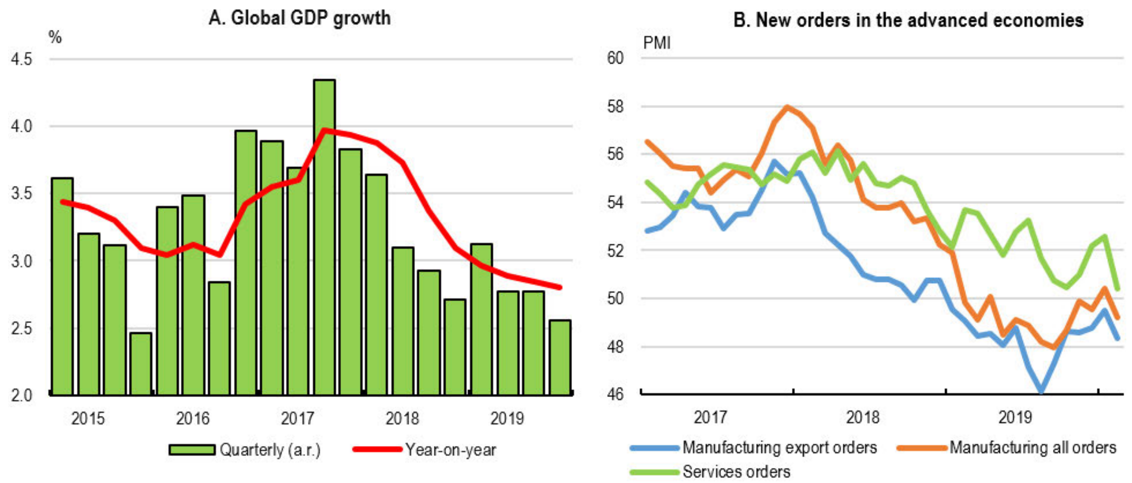
Signs of stabilisation had appeared prior to the COVID-19 outbreak, although economic activity remained weak

Prior to the COVID-19 outbreak, activity data remained soft but survey indicators had begun to stabilise or improve in both manufacturing and services (Figure 2). Financial conditions had also strengthened following moves to increase monetary policy accommodation and reduce trade policy tensions. Preliminary estimates suggest that global GDP growth slowed further in the fourth quarter of 2019, to just over 2½ per cent (at an annualised rate on a PPP basis) (Figure 2), with strikes, social unrest and natural disasters affecting activity in a number of countries. Growth remained close to trend in the United States, but demand fell sharply in Japan following the consumption tax increase in October and stayed weak in economies strongly exposed to the slowdown in global trade, including Germany. Growth continued to be subdued in many emerging market economies, with GDP growth slowly easing in China and large non-performing loans and over-leveraged corporate balance sheets weighing on investment in India.

Industrial production continued to stagnate in late 2019, and the growth of consumer spending lost momentum despite continued steady employment gains. The pace of the decline in global car sales moderated through 2019, but demand has subsequently tumbled again, with provisional data suggesting a monthly decline of 10% in sales in January 2020, with a 20% decline in China.

Global trade also remains very weak. Merchandise trade volumes contracted in the fourth quarter of 2019, and declined in 2019 as a whole, the first calendar year fall since 2009 (Figure 3, Panel A). Container port traffic and air freight traffic were also weak ahead of the coronavirus outbreak, and further sharp falls seem likely in the near term. Survey measures of manufacturing new export orders had begun to turn up but fell back in the flash PMI surveys for February, particularly in Japan and Australia. Investment data are also soft, held back in part by continued high uncertainty and weak expected future growth. Aggregate investment growth in the G20 economies (excluding China) slowed from an annual rate of 5% early in 2018 to only 1% last year.

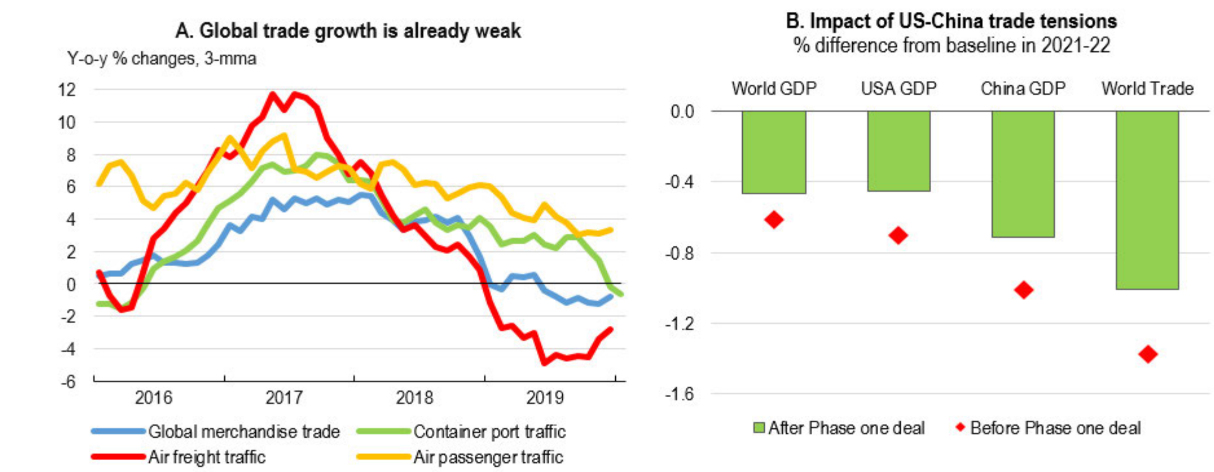
Figure 2. Global growth has lost momentum



Note: GDP at constant prices on a PPP basis. Data for the fourth quarter of 2019 are an estimate. The advanced economy PMI series are a PPP-weighted average for Australia, the euro area, Japan, the United Kingdom and the United States.
Source: OECD Economic Outlook database; and Markit.

The higher tariffs imposed on US-China bilateral trade over the past two years are an important factor behind the weakness of global demand, trade and investment. The US-China "Phase One" trade agreement in January is a welcome development that should help to alleviate some of these effects. Nonetheless, the commitment by China to purchase an additional cumulative USD 200 billion of goods and services from the United States over 2020-21 (relative to a 2017 baseline of around USD 180 billion) will be challenging to achieve without distorting third-party trade, and bilateral tariffs remain substantially higher than two years ago. Overall, the Phase One agreement reduces the drag on global GDP growth in 2020 and 2021 from the measures implemented over the past two years by around 0.1 percentage point per annum (Figure 3, Panel B).

Figure 3. Global trade remains weak, with a continued drag from trade tensions



Note. Estimates in Panel B show the combined impact of the changes in bilateral tariffs implemented by the United States and China in 2019 prior to and after the Phase One Agreement and a global rise of 50 basis points in investment risk premia that persists for three years before slowly fading thereafter. All tariff shocks are maintained for six years. Based on simulations on NiGEM in forward-looking mode.
Source: CPB; IATA; RWI/ISL Container Throughput Index; and OECD calculations using the NiGEM global macroeconomic model.

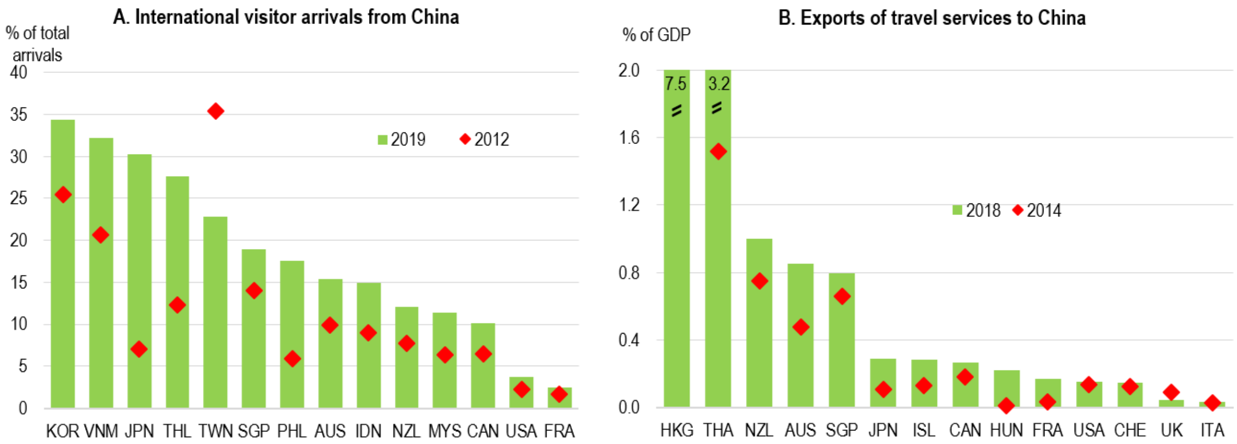
The coronavirus outbreak has significantly weakened near-term global economic prospects

Since the outbreak in January, close to 85,000 people have been infected worldwide, with a fast-rising share of these outside China. The epicentre of the outbreak was in Hubei province, which accounts for about 4.5% of China's output, but the effects have been quickly apparent throughout China with efforts to control the spread of the virus leading to wide-ranging restrictions on passenger transportation, labour mobility and hours worked. Available indicators for February point to significant declines in activity inside China, and the tentative signs of a mild improvement towards the end of the month appear unlikely to be rapid enough to prevent the level of output in the first quarter of 2020 being lower than in the fourth quarter of 2019.

Production declines in China have been quickly felt by businesses around the world, given China's key role in global supply chains as a producer of intermediate goods, particularly in computers, electronics, pharmaceuticals and transport equipment, and as the primary source of demand for many commodities. Temporary supply disruptions can be met by using inventories, but inventory levels are lean due to just-in-time manufacturing processes and alternative suppliers cannot easily be obtained for specialised parts. A prolonged delay in restoring full production in affected regions would add to the weakness in manufacturing sectors in many countries, given the time it takes to ship supplies around the world.

Travel restrictions, and the cancellation of many planned visits, flights, business and leisure events are severely affecting many service sectors. This is likely to persist for some time. Worldwide, Chinese tourists account for around one-tenth of all cross-border visitors, and one-quarter or more of all visitors in Japan, Korea and some smaller Asian economies (Figure 4, Panel A). Exports of travel services to China, including the spending by Chinese visitors, are also significant in many countries (Figure 4, Panel B). The virtual cessation of outbound tourism from China represents a sizeable near-term adverse demand shock. This is already apparent in many destinations; visitor arrivals in Hong Kong, China in February were 95% lower than usual. If the spread of the coronavirus outbreak affects visitor numbers more widely across the major economies, there would be sizeable costs, with tourism accounting directly for 4¼ per cent of GDP in the OECD economies and almost 7% of employment.

Figure 4. Chinese visitors account for a rising share of visits and tourist spending in many economies



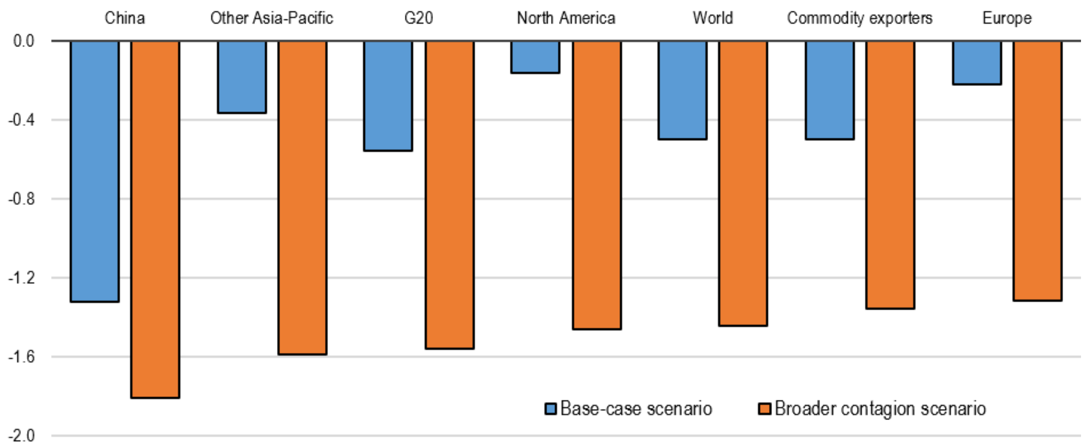
Note: Panel A: data for Japan and Korea are for the first 11 months of 2019; data for Australia are for the year to June 2012 and June 2019; data for France, Malaysia, New Zealand, the Philippines, and the United States are for 2018; data for Indonesia are for 2017. Panel B data for Singapore and Thailand are for spending by foreign tourists in the country. Data for Hong Kong, China and Iceland are for 2017.
Source: OECD Economic Outlook database; OECD Trade in Services by Partner Country; Austrade; Eurostat; Direction Générale des Enterprises; Japan National Tourism Organisation; Korea Tourism Organisation; Tourism Malaysia; New Zealand Statistics Office; Philippines Department of Trade and Industry; Singapore Tourism Board; Statistics Canada; Ministry of Tourism and Sports, Thailand; US International Trade Administration; Vietnam National Administration of Tourism.

Global growth is set to weaken this year and recover gradually in 2021

Growth prospects are very uncertain. The projections are based on the assumption that the epidemic peaks in China in the first quarter of 2020, with a gradual recovery through the second quarter aided by significant domestic policy easing. Together with the recent marked deterioration in global financial conditions and heightened uncertainty, this will depress global GDP growth in the early part of the year, possibly even pushing it below zero in the first quarter of 2020. Even if the COVID-19 effects fade gradually through 2020, as assumed, illustrative simulations suggest that global growth could be lowered by up to ½ percentage point this year (Box 1; Figure 5). New cases of the virus in other countries are also assumed to prove sporadic and contained, but if this is not the case, global growth will be substantially weaker.

Figure 5. Illustrative coronavirus scenarios highlight the adverse impact on growth

Change in GDP growth in 2020 relative to baseline, percentage points

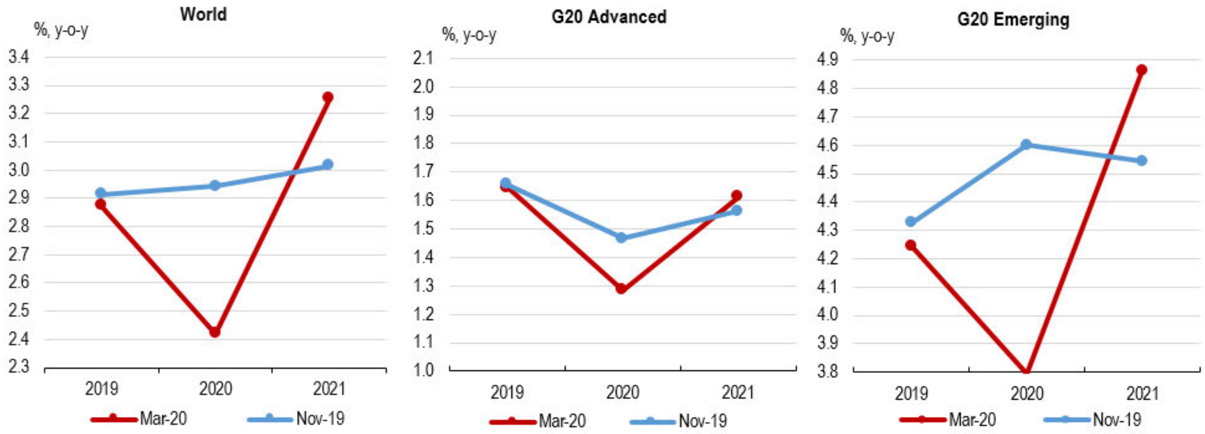


Note: Simulated impact of weaker domestic demand, lower commodity and equity prices and higher uncertainty. Base-case scenario with the virus outbreak centred in China; broader contagion scenario with the outbreak spreading significantly in other parts of the Asia-Pacific region, Europe and North America. See Box 1 for full details of the shocks applied. Commodity exporters include Argentina, Brazil, Chile, Russia, South Africa and other non-OECD oil-producing economies.
Source: OECD calculations using the NiGEM macroeconomic model.

On this basis, global GDP growth is projected to slow from 2.9% in 2019 to 2.4% this year, before picking up to around 3¼ per cent in 2021 as the effects of the coronavirus fade and output gradually recovers (Figure 6). Announced and implemented policy actions incorporated in the projections will help to support incomes in the near term, particularly those well-targeted on affected firms and households. Macroeconomic policy stimulus in the most exposed economies will help to restore confidence as the effects of the virus outbreak and supply-side disruptions fade. Low interest rates should help cushion demand, although the impact of recent and projected changes in policy interest rates on activity is likely to be modest in the advanced economies. Fiscal policy easing will also help in Asian economies, but it appears likely to be more restrictive than desirable in many others, particularly in Europe, given soft growth prospects and low borrowing rates.

Household spending continues to be underpinned by improving labour market conditions, but slowing job creation is likely to weigh on income growth, and persistent weak productivity growth and investment will check the strength of real wage gains. Uncertainty is likely to remain elevated, with trade and investment remaining very weak. The downturn in financial market risk sentiment, and reductions in business travel and tourism are also likely to constrain demand growth for some time.

Figure 6. GDP growth prospects are set to remain weak



Note: Projections from the current Interim Economic Outlook and the November 2019 OECD Economic Outlook.
Source: OECD Economic Outlook database.

Prospects for the major economies are mixed:

- Prospects for China have been revised down markedly in 2020, with calendar year GDP growth projected to be just under 5%. Calendar year growth in 2021 is correspondingly pushed up to between 6¼-6½ per cent, with the level of output through 2021 broadly in line with what would have been projected in the absence of the coronavirus outbreak. A similar, albeit less pronounced, pattern is projected in many economies strongly interconnected with China, including Japan, Korea, Australia and Indonesia.
- The effects of the coronavirus outbreak on other economies less heavily integrated with China are projected to be relatively mild, particularly in the United States and Canada, although the decline in confidence, disruption to supply chains and weaker external demand will moderate growth prospects.
- Growth in the euro area is projected to remain sub-par, at around 1% per annum on average in 2020-21, although the impact of the virus outbreak will weaken outcomes in the first half of 2020. The projections for the United Kingdom and the euro area are based on an assumption that a basic free trade agreement for goods comes into force from the start of 2021. Even if this is implemented smoothly, the higher costs for service exports and non-tariff administrative barriers are likely to weigh on exports and output growth through 2021.
- A gradual, albeit modest, recovery in many emerging-market economies is projected for 2020-21, but the extent of this recovery is uncertain. An upturn will require a positive impact from reforms and monetary policy support in India and Brazil, well-focused policy measures in Mexico and Turkey to boost sustainable growth, and a gradual recovery in commodity exporters exposed to the slowdown in China this year.

Downside risks are significant

Growth could be weaker still if downside risks materialise. In the near-term, the major downside risk is that the impact of the coronavirus proves longer lasting and more intensive than assumed in the projections. In the event that outbreaks spread more widely in the Asia-Pacific region or the major advanced economies in the northern hemisphere, the adverse effects on global growth and trade will be much worse and more widespread. Illustrative simulations of this downside risk scenario suggest that global GDP could possibly be reduced by 1½ per cent in 2020, rather than by ½ per cent as in the base-case scenario (Box 1; Figure 5). A larger decline in growth prospects of this magnitude would lower global GDP growth to around

1½ per cent in 2020 and could push several economies into recession, including Japan and the euro area. The overall impact on China would also intensify, reflecting the decline in key export markets and supplying economies.

Other important downside risks include:

- Trade and investment tensions remain high and could spread further. The prospects for a further trade deal between the United States and China that would remove all the remaining tariffs put in place over the last two years are uncertain. In addition, other bilateral trade tensions could also still spread, notably between the United States and Europe. Failure to achieve a prompt resolution to the current disruption to WTO dispute settlement procedures would also add to global trade policy uncertainty. A particular concern is that trade and investment restraints may be used as levers in negotiations about taxation of global corporations and other non-trade-related issues.
- Uncertainty remains about the future UK-EU trading relationship and whether negotiations on this can be completed before the end of the transition period set out in the withdrawal agreement (currently end-2020). The possibility that a formal trade deal will not be agreed remains a downside risk and a source of uncertainty. If trade between the United Kingdom and the European Union were to revert to WTO terms after 2020, instead of a basic free trade agreement for goods as assumed in the projections, near-term growth prospects would be significantly weaker and more volatile. Such effects could be stronger still if preparations to border arrangements failed to prevent significant delays, or if financial market conditions and consumer confidence were to deteriorate considerably.
- The recent sharp reaction in financial markets to the spread of the coronavirus in late February adds to the persisting financial vulnerabilities from the tensions between slower growth, high corporate debt and deteriorating credit quality, including in China. Globally, just over half of all new investment grade corporate bonds issued in 2019 were rated BBB (the lowest investment-grade rating) and a quarter of all non-financial corporate bonds issued in 2019 were non-investment grade. These developments raise the risk of significant corporate stress if risk aversion intensifies from already high levels, especially in event of a sharp economic downturn. In such circumstances, current BBB-rated bonds could be downgraded to non-investment grade, with the associated enforced sales amplifying the financial market effects of the initial downturn triggered by the coronavirus spread.

Box 1. Illustrative coronavirus scenarios and their economic impact

The scenarios set out below illustrate the potential global economic effects that could result from the COVID-19 outbreak in China and the risks that it spreads to other economies. The analysis contains two scenarios, looking initially at the potential impacts of a contained outbreak, centred largely in China, and subsequently the potential effects from an illustrative downside scenario in which the outbreak spreads significantly more than has so far occurred into other parts of the Asia-Pacific region and advanced economies in the northern hemisphere.

The base-case scenario: a contained outbreak

An initial scenario considers the effects of a short-lived, but severe downturn in China, and has been used as a guide for the updated growth projections. The impact of the coronavirus outbreak, and the measures used to contain its spread, is akin to an adverse supply-side shock, with an enforced decline in the number of hours worked. However, the effects are mirrored in weaker demand. A decline in confidence, foregone income for laid-off workers, and lower demand for travel and tourism services all hit consumer spending; a reduction in cash-flow and higher uncertainty delay corporate investment; and existing inventory levels are run down due to the disruption of supply chains.

The shocks considered in this scenario are as follows:

- Domestic demand in China and Hong Kong, China is reduced by 4% in the first quarter of 2020, and 2% in the second quarter of 2020, reflected in both investment spending and private consumption.
- Global equity prices and non-food commodity prices are lowered by 10% in the first half of 2020.
- Higher uncertainty is modelled via a small rise of 10 basis points in investment risk premia in all countries in the first half of 2020. This raises the cost of capital and reduces investment.

All of these shocks are assumed to subsequently fade away gradually by early 2021.

In the near term, given considerable uncertainty, businesses and households are unlikely to behave as if the future was known with certainty, even if policymakers take action to lower the chances of a prolonged downturn. This makes spending choices more heavily dependent on current conditions rather than future expectations.[1]

Monetary policy is allowed to be endogenous. Policy interest rates can be lowered (relative to baseline), but for illustrative purposes there is assumed to be a binding zero lower bound, so that policy interest rates cannot become negative, or remain unchanged where they are already negative, as in the euro area and Japan. In practice, central banks can overcome this through the use of non-standard measures, but these may differ significantly across countries. The automatic fiscal stabilisers are allowed to operate fully in all countries, implying that governments do not react to the shock by attempting to maintain a previously announced budget path.

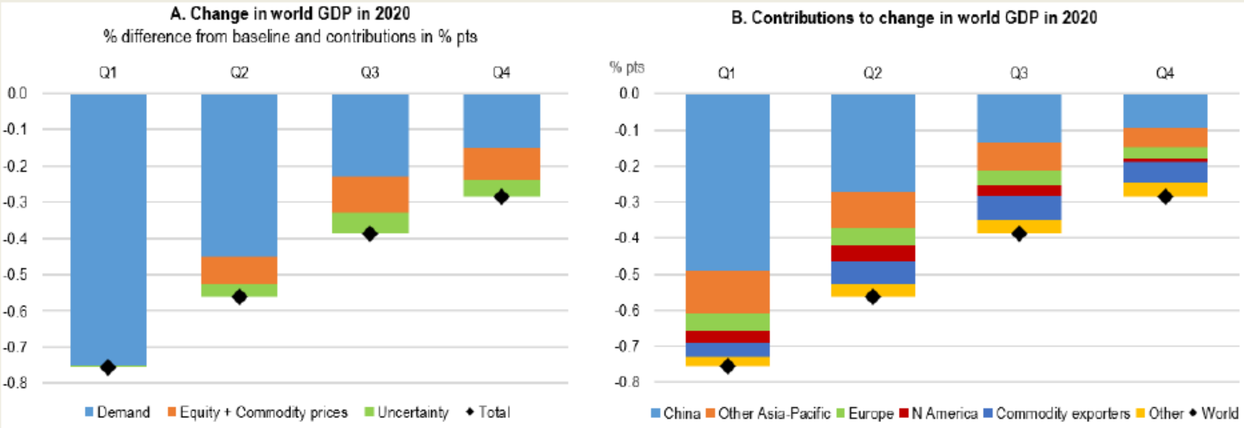
Key features of this scenario are:

- In China, these shocks result in GDP declining by around 2% (relative to baseline) in 2020H1, with the larger decline in domestic demand offset by a sharp reduction in import demand of around 6%, reflecting lower demand for finished goods and services (including travel-related services) and for intermediate inputs into production.
- Overall, the level of world GDP is reduced by up to ¾ per cent (relative to baseline) at the peak of the shock, with the full year impact on global GDP growth in 2020 being around 0.5 percentage point (Figure 7, Panel A). Most of this decline stems from the effects of the initial reduction in demand in China. Global trade is significantly affected, declining by 1.4% in the first half of 2020, and by 0.9% in the year as a whole.
- The impact on the rest of the world depends on the strength of cross-border linkages with China. In the near term, the adverse effects on GDP are relatively strong in Japan, Korea, other smaller economies in East and South-East Asia, and commodity exporters (Figure 7, Panel B). All of these economies are significantly exposed to China via strong supply-chain linkages and tourism and other travel-related services.
- Lower equity prices and higher risk premia also adversely affect household and corporate demand around the world via wealth effects on consumer spending and the impact of a higher cost-of-capital on business investment. However, the overall impact of lower commodity prices is broadly neutral. Commodity exporters are hit by a reduction in their export revenues, but commodity-importing economies benefit from lower prices.
- The net effects of the combined shocks are deflationary, with consumer price inflation pushed down by around ¼ percentage point in 2020 in the OECD economies and by a little more in non-OECD economies.
- The impact of the shock would be larger if monetary policy outside China did not react and the automatic budgetary stabilisers were not allowed to operate. Policy interest rates are reduced by over 25 basis points in the major OECD economies that have policy space, and by more in the most heavily exposed economies. This helps to limit the negative effects on domestic activity and provides support for a recovery in 2021. The overall increase in the government budget deficit in the typical advanced economy is small, at around 0.1% of GDP in 2020, with the impact of the

automatic stabilisers and lower tax base offset by lower nominal final expenditure and lower borrowing costs.

This analysis cannot pick up the full extent of possible sharp discontinuities that might arise from the impact of the virus in China. These include possible supply-chain disruptions, particularly where alternative sources of supply are scarce, or the complete stop of cross-border travel into some locations. Such factors may change the impact of the virus outbreak over time – with a stronger negative impact in the first quarter of 2020 – and across regions.

Figure 7. Base-case scenario: potential economic impact of the coronavirus outbreak



Note: The first panel shows the contributions to the decline in the level of GDP from the different element of the shock. The second panel shows the contributions of different regions and countries to the decline in global GDP. Commodity exporters are Argentina, Brazil, Chile, Russia, South Africa and other non-OECD oil-producing economies. See text for details of the shocks applied.
Source: OECD calculations using the NiGEM global macroeconomic model.

Economic policy choices in China have an important bearing on the speed at which the economy can adjust towards more normal conditions following the virus outbreak. In the very short term, as discussed in the main text, the provision of adequate liquidity is a key policy measure – as is being done – to overcome corporate cash-flow problems and ensure that otherwise solvent firms do not go bankrupt whilst widespread containment measures are in force.

If the virus outbreak persists for several months and fades only slowly – as assumed in the scenario above – stronger macroeconomic policy support can help to stabilise the economy. Policy interest rates are lowered by around 30 basis points in China in the scenario above and the automatic fiscal stabilisers are allowed to operate, with the budget deficit rising by around 0.4% of GDP in 2020. Taken together, these measures reduce the extent of the overall decline in GDP growth in China by around 0.2 percentage point in 2020. (The PBOC has already lowered the reverse repo rate and the one-year Medium-Term Lending Facility rate by 10 basis points in February.) A further option would be to undertake timely, temporary and well-targeted fiscal stimulus measures in 2020 as the economy begins to recover, preferably ones such as stronger investment spending that strengthen final demand directly, rather than measures that operate only indirectly through household and corporate income.

A "domino" scenario: broader contagion

This illustrative downside risk scenario considers the potential effects if the outbreak of the virus in China were to spread much more intensively than at present through the wider Asia-Pacific region and the major advanced economies in the northern hemisphere in 2020. In this event, demand is likely to be significantly hit across much of the world for an extended period. Together, the countries affected in this scenario represent over 70% of global GDP (in PPP terms). While the extent of the restrictions on movement currently seen in China may not be fully replicated everywhere, many of the economic impacts are likely to be similar, with a significant hit to confidence, heighted uncertainty and (voluntary) restraints on travel and commercial and sporting events all likely to depress spending.

The additional shocks considered in this scenario are:

- Domestic demand in most other Asia-Pacific economies, including Japan and Korea, and private consumption in the advanced northern hemisphere economies is reduced by 2% (relative to baseline) in the second and third quarters of 2020.
- Global equity prices and non-food commodity prices are lowered by 20% in the first nine months of 2020.
- Heighted uncertainty is modelled via an increase of 50 basis points in investment risk premia in all countries in 2020.

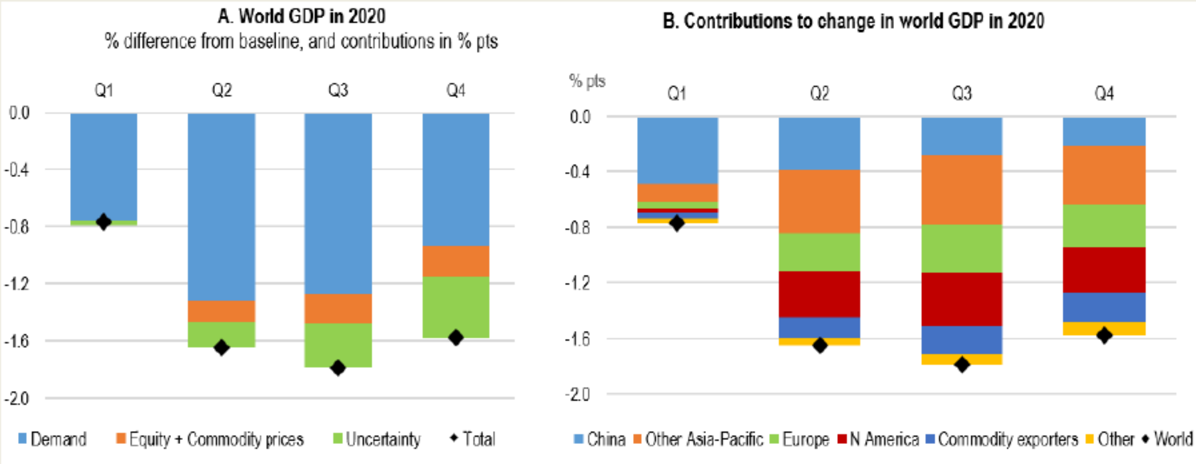
These shocks are assumed to decline gradually through 2021.[2]

Key results of this scenario are:

- Overall, the level of world GDP is reduced by up to 1¾ per cent (relative to baseline) at the peak of the shock in the latter half of 2020, with the full year impact on global GDP growth in 2020 being close to 1½ per cent (Figure 8). Initially, the adverse impact is concentrated in China, but the effects in the rest of Asia, Europe and North America gradually build up through 2020. The major part of the decline in GDP again stems from the direct effects of the reduction in demand, but the impact of heightened uncertainty accumulates gradually (Figure 8, Panel A). World trade is substantially weaker, declining by around 3¾ per cent in 2020, hitting exports in all economies.
- The deflationary effects of the combined shocks are considerably larger than in the base-case scenario, with consumer price inflation pushed down by around 0.6 percentage point in 2020 in the OECD economies.
- Steps to enhance monetary policy accommodation in the major economies and the automatic fiscal stabilisers help to cushion the overall impact of the shock, though their full effects take time to emerge. In the advanced economies with sufficient policy space, policy interest rates are lowered, on average, by around 1 percentage point in 2020. Use of the automatic stabilisers and the substantial hit to GDP result in sizeable increases in budget deficits, despite lower borrowing costs. In the median advanced economy, the budget deficit rises by a little over 0.5% of GDP in 2020.
- Faced with a large negative shock of the magnitude considered, and an extended period of high uncertainty, there would be a rising chance that several central banks could become constrained by the zero lower bound on policy interest rates, including those in Australia, Korea and the United Kingdom. Unconventional policy measures would then be needed to make policy more accommodative.

The increasing constraints on monetary policy suggest that a swift and sizeable discretionary fiscal response would be needed in event of a scenario of this type occurring. This reinforces the need for stronger global policy co-operation. When significant downside risks materialise with global growth set to be significantly weaker than projected, co-ordinated policy action within and across all the major economies is necessary for effective and timely economic stabilisation.

Figure 8. Domino scenario: potential economic impact of the coronavirus outbreak



Note: The first panel shows the contributions to the decline in the level of GDP from the different element of the shock. The second panel shows the contributions of different regions and countries to the decline in global GDP. Commodity exporters are Argentina, Brazil, Chile, Russia, South Africa and other non-OECD oil-producing economies. See text for details of the shocks applied.
Source: OECD calculations using the NiGEM global macroeconomic model.

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1. To capture such effects, the near-term scenario is undertaken on the NiGEM model in backward-looking mode. This means that consumers and companies do not make their current spending choices with certainty that the effects of the virus outbreak will fade during the latter half of 2020.
2. One perspective on the large shocks considered is provided by the changes that occurred during the global financial crisis. At that time, domestic demand in the OECD economies declined by 3¾ per cent between 2008 and 2009.

Policy changes to reduce uncertainty and improve growth prospects in the baseline scenario

Against the background of an already weak global economy and downside risks, the near-term challenges from the coronavirus outbreak reinforce the need for policy actions to contain the spread of the virus, strengthen health care systems, boost confidence and demand, and limit adverse supply effects. Multilateral policy dialogue is essential to agree on appropriate containment and policy measures to restrict the spread of the coronavirus and limit its economic costs. If growth were significantly weaker than projected, co-ordinated policy action within and across all the major economies would provide the most effective and timely counterweight.

Targeted measures are needed in China and the economies most affected by the coronavirus outbreak

An immediate need in all economies, but especially those most affected by the COVID-19 epidemic, is for effective public health measures that prevent infection from spreading. Well-targeted economic policies are required to help support health care provision, and protect solvent companies and workers from experiencing significant temporary income disruptions because of the coronavirus outbreak.

- First and foremost, additional fiscal support for health services is required, including sufficient resources to ensure adequate staffing and testing facilities, and all necessary prevention, containment and mitigation measures.
- Measures can also be taken to cushion adverse effects of the outbreak on vulnerable social groups. Short-time working schemes, where available, can be utilised to enhance the flexibility of working hours whilst preserving jobs and take-home pay, although such schemes do not protect temporary or migrant workers from lay-offs. Governments can also help households by providing temporary assistance, such as cash transfers or unemployment insurance, for workers placed on unpaid leave, and by guaranteeing to cover virus-related health costs for all, retrospectively if needed.
- In the very short term, the provision of adequate liquidity in the financial system is also a key policy, allowing banks to provide help to companies with cash-flow problems, particularly small and medium-sized enterprises, and ensuring that otherwise solvent firms do not go bankrupt whilst containment measures are in force. Measures that reduce or delay tax or debt payments, or lower the costs of inputs such as energy, for firms in the most affected regions and sectors should be considered. Temporary reductions in the level of reserves banks are required to hold at the central bank could also be implemented if required. Swap lines between major central banks may also need to be utilised, particularly if widespread disruption to trade or a flight to safety by portfolio investors enhances the demand for US dollars.
- In addition to allowing the automatic fiscal stabilisers to work fully, and expanding spending on health services, targeted and temporary fiscal measures could also be implemented to support businesses in sectors particularly exposed to a sharp downturn in travel and tourism. Funds established to reintegrate workers who have lost their jobs due to globalisation could also be utilised. In the European Union, other potential options are to adapt temporarily the state aid framework, as was done at the height of the financial crisis in 2008-09, or to allow more leeway within the EU fiscal rules to affected economies, in recognition of the exceptional circumstances.

More broadly, lower policy interest rates and stronger government spending can help boost confidence and assist with the recovery of demand once the outbreak eases and travel restrictions are removed. However, such measures are less effective in dealing with the immediate supply-side disruptions that result from enforced shutdowns and travel restrictions.

- In China, a wide range of fiscal (including quasi-fiscal) and monetary policy actions have been announced over the past month, as appropriate given the adverse shock to the economy, and should help demand to recover as restrictions on labour mobility are lifted. Scope remains for additional measures if growth weakens further or if policy instruments are less effective than in the past, but careful choices are needed to avoid adding to structural problems such as high corporate debt and ongoing deleveraging challenges.
- Additional precautionary reductions in policy interest rates may also be merited in a number of economies particularly exposed to the coronavirus outbreak, including Korea and Australia. Such measures can help to restore confidence and reduce debt-servicing costs.
- Stronger government investment spending, particularly bringing forward planned repairs and maintenance of the public sector capital stock, could be utilised to help provide a short-term stimulus.

Monetary policy needs to remain supportive

The additional headwinds and uncertainty related to the coronavirus outbreak make it essential for monetary policies to remain supportive in all economies to ensure that long-term interest rates remain low. Policy has already become more accommodative over the past year in many countries, with widespread cuts in interest rates and enhanced forward guidance that policy easing will be forthcoming in both advanced and emerging-market economies, and the restarted net asset purchase programme by the ECB. Moves to enhance monetary policy accommodation are likely to be reflected quickly in asset prices and private sector sentiment. However, after a prolonged period of low or negative policy interest rates the impact of additional monetary policy measures on demand and inflation may be only modest, particularly in the absence of other fiscal and structural policy support.

Conditional on the current growth projections, there is limited need for further reductions in policy interest rates in the United States unless the risks of a sharper growth slowdown rise. The euro area and Japan may face a renewed need to implement additional unconventional measures, with sub-par growth projected to persist and inflation well below target, but have less scope to ease monetary policy substantially. A number of emerging-market economies with flexible exchange rate frameworks and manageable exposures to foreign currency denominated debt, including Brazil, India and Mexico, have scope to further ease monetary policy provided inflation declines, while taking the opportunity to undertake fiscal and structural measures that enhance investor confidence.

Fiscal support needs to be enhanced via stronger public investment

Exceptionally low interest rates provide an opportunity for fiscal policy to be used more actively to strengthen near-term demand, including temporary expenditures to cushion the impact of the coronavirus outbreak on vulnerable social groups and businesses. Provided the effects from the coronavirus epidemic start to fade, the appropriate degree of discretionary support will depend on cyclical developments, the size of the automatic fiscal stabilisers, debt sustainability considerations, and the need to rebalance the policy mix.

- Some discretionary fiscal easing, decided prior to the COVID-19 outbreak, is being undertaken in a number of advanced economies this year, including Canada, Germany, Japan, Korea and the United Kingdom. Additional stimulus measures could be implemented without endangering debt sustainability in a number of economies, including Australia and Germany.
- The scope for sizeable discretionary fiscal easing is limited in some advanced countries with relatively high debt and budget deficits, but governments can still support economic activity by changing the structure of spending and taxes towards areas and actions that help to contain the effects of virus outbreaks and help support economic growth and incomes.
- A tighter fiscal policy stance, including stronger constraints on the use of quasi-fiscal measures, remains necessary in many emerging-market economies, including Brazil and India, but this should be achieved whilst safeguarding social transfers to low-income groups and support for investment, both public and private.

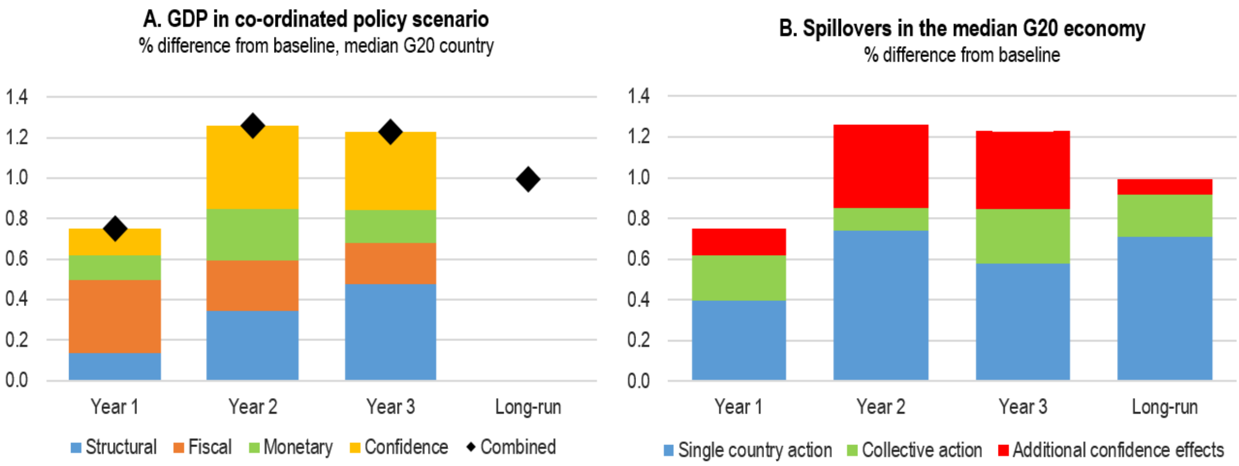
Looking ahead, this episode of weak growth reinforces the need for stronger public investment in many countries, broadly defined to include education and health care spending, to support demand and boost medium-term living standards. After an extended period of spending restraint since the global financial crisis, signs of a shortage of public capital have begun to emerge in several economies, particularly in the euro area. With long-term interest rates close to zero in many advanced economies, the social rate of return on public investment is likely to exceed the financing costs for many projects. Investment is particularly needed in areas that have large positive externalities for the rest of the economy and where under-investment might otherwise occur due to market failures, including health, education, and digital and environmental infrastructures. Enhanced use of strategic infrastructure plans that integrate central and sub-central governments, or special public investment funds, could help to prioritise and support long-run large scale investment projects.

Globally co-ordinated and more forceful actions are required if downside risks materialise

If downside risks materialise, including a much wider spread of the coronavirus outbreak, and global growth looks set to be much lower than projected, governments could be faced with the challenge of having to respond to significant weakness at a time when domestic policy space is limited. In addition to temporary measures to support viable businesses and vulnerable workers, co-ordinated policy actions across all the major economies would be needed to ensure effective health-care provision around the world and provide the most effective stimulus to the global economy. Additional fiscal and monetary policy support and enhanced structural reforms in all countries would help restore growth, improve the confidence of consumers and investors and reduce uncertainty.

Illustrative simulations for the G20 economies highlight the benefits of economic policy co-operation. The particular set of co-ordinated fiscal, monetary and structural measures considered includes a debt-financed fiscal easing of 0.5% of GDP in all countries for three years, reductions in policy interest rates in the majority of economies, and additional competition-enhancing reforms. Taken together, these raise the level of GDP by around ¾ per cent in the first year in the median G20 economy (Figure 9, Panel A) and by 1¼ per cent in the second year, with the level of output permanently higher in the longer term. In all G20 countries, there are clear gains from collective action relative to those from each country acting by itself (Figure 9, Panel B). This is because co-ordinated action creates positive spillover effects through trade and improved confidence, resulting in a larger overall output gain in each country than if they acted alone.

Figure 9. The benefits of G20 policy co-ordination



Note: Scenario in Panel A with all G20 economies simultaneously undertaking changes to fiscal, monetary and structural policies. Countries undertake additional debt-financed public expenditure of 0.5% of GDP for three years, monetary policy becomes more accommodative in economies with policy interest rates above zero (all countries excluding Japan and those in the euro area) and productivity-enhancing structural reforms occur raising TFP by 1% after five years. Confidence is modelled by a 50 basis point reduction in investment and equity risk premia for two years, which slowly fades.
Source: OECD calculations using the NiGEM macroeconomic model.

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