EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
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MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: Russell T. Vought
Acting Director

SUBJECT: Updated Guidance on Telework Flexibilities in Response to Coronavirus

In light of the evolving situation concerning the novel coronavirus ("COVID-19"), including emergency declarations in multiple States and the District of Columbia, the Administration wants to ensure that department and agency leaders assertively safeguard the health and safety of their workforce.

All Federal Executive Branch departments and agencies are encouraged to maximize telework flexibilities to eligible workers within those populations that the Centers for Disease Control and Prevention (CDC) has identified as being at higher risk for serious complications from COVID-19 (CDC High Risk Complications) and to CDC-identified special populations including pregnant women (CDC Special Populations). These CDC-identified populations include older adults and individuals who have chronic health conditions, such as high blood pressure, heart disease, diabetes, lung disease or compromised immune systems. Agencies do not need to require certification by a medical professional, and may accept self-identification by employees that they are in one of these populations. Additionally, agencies are encouraged to consult with local public health officials and the CDC about whether to extend telework flexibilities more broadly to all eligible teleworkers in areas in which either such local officials or the CDC have determined there is community spread. Agencies are also encouraged to extend telework flexibilities more broadly to accommodate state and local responses to the outbreak, including, but not limited to, school closures.

Departments and agencies are further encouraged to approve leave for safety reasons to employees who are at higher risk as identified by the CDC and not telework-eligible. Federal Executive Branch departments and agencies may also grant weather and safety leave due to a "condition that prevents the employee or group of employees from safely traveling to or performing work at an approved location" (5 U.S.C. § 6329c(b)). Because COVID-19 prevents employees who are at higher risk from safely travelling to or performing work at an approved location, agencies may grant these employees safety leave under 5 U.S.C. § 6329c(b) at the agencies' discretion.

In determining their telework and leave decisions, agencies should consider the mission-critical nature of their work.

For further information please consult the Office of Personnel Management's guidance at: https://www.opm.gov/policy-data-oversight/covid-19/.