Federal Aviation Administration

March 17, 2020

To: **All FAA Employees**

Subject: **Reporting Positive COVID-19 (SARS-CoV-2) Test Results**

The FAA has seen its first confirmed cases of COVID-19. In order to maintain the health of our workforce, the following actions are required:

If you have been diagnosed with COVID-19 (or infected with SARS-CoV-2) you must report this information to your manager. You must not come to work, and may not return to an FAA workplace without medical clearance. The Office of Aerospace Medicine or your regional flight surgeon will establish the required documentation necessary for your return to duty.

If you're a manager with an employee diagnosed with COVID-19 (or infected with SARS-CoV-2) you must notify the FAA Incident Management Team (IMT) via email at: COVID-19@faa.gov. The IMT will notify the appropriate FAA leadership and provide you with a protocol to follow to ensure the impacted employee and others in proximity are appropriately protected.

Please note: Managers should only report the fact that a case has been confirmed, the LOB/SO, and the facility/location. **To protect employee privacy, the reports to the IMT should not include the names of affected employees.**

For more information and guidance on how to handle leave, telework and other answers to frequently asked questions visit the COVID-19 Information page on MyFAA.

In Partnership,

Annie B. Andrews

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COVID-19 Information

Visit **my.faa.gov/go/virus** for the latest information and FAA employee guidance on COVID-19.