

**From:** Lopez, Peter <lopez.peter@epa.gov>  
**Sent:** Tuesday, March 17, 2020 6:31 PM  
**To:** R2 EPA NY NJ PR and VI <R2\_EPA\_NY\_NJ\_PR\_and\_VI@epa.gov>  
**Subject:** 25th Floor - 290 Broadway - Corona Virus Guidance

Dear Colleagues,

Today we learned that an EPA employee, [REDACTED] who works on the 25<sup>th</sup> floor of 290 Broadway, self-identified he was in close contact with an individual that tested positive for COVID-19. [REDACTED] has authorized us to share his identity. In response, [REDACTED] has self-quarantined. [REDACTED] has been in touch with health care providers but has not been tested to date. He will remain in self-quarantine for the prescribed two week period.

[REDACTED] was last in the office on Tuesday, March 10<sup>th</sup> and had minimal contact outside of his immediate workspace. His office and the common areas he transited on the floor are receiving extensive cleaning today or early tomorrow in accordance with CDC guidelines.

As a precaution employees who were working on the 25<sup>th</sup> floor on Tuesday, March 10<sup>th</sup> are asked to telework [until Tuesday, March 24th](#).

We have confirmed with GSA that common areas (i.e., building lobby, elevators, etc.) have continued to receive extra cleaning based on CDC guidelines and therefore, these areas are not at risk from this incident.

Per OMB guidance, EPA is encouraging all employees to telework. If you have a telework agreement in place but do not have your laptop and other materials necessary for telework with you, please contact Frank DeMarco at [212-637-3332](tel:212-637-3332) to coordinate retrieving these items. For our non-federal workforce, please contact your Contracting Officer's Representative, Project Officer or sponsor to discuss arrangements over the next two weeks.

If you have questions or concerns, speak with your supervisor. Education and prevention are our strongest tools against infection, therefore I encourage to review and follow the CDC guidance about COVID-19 to [prevent illness](#) and recognize [symptoms](#), including practicing good hygiene and social distancing whether at work or home.

Also, I wanted to highlight the EPA intranet site with coronavirus guidance and information ->><https://workplace.epa.gov/covid19/index.html><<. I encourage everyone to bookmark and check this site regularly, as materials are updated daily, including over the weekend. Yesterday, EPA posted a Frequently Asked Questions document. We will continue to share new information as it becomes available.

Continued communication throughout this rapidly evolving situation is critical, and we will provide further guidance as new information becomes available. Your safety and health is our top priority and I thank you for your continued dedication to our mission and patience as we deal with this emerging issue. If you have any questions, please talk to your supervisor.

Sincerely,  
Pete

Peter D. Lopez  
Regional Administrator - R2  
[290 Broadway, 26th Floor](#)  
[New York, NY 10007-1866](#)  
[\(212\) 637-5000](tel:(212)637-5000) (work)  
[REDACTED] (cell)  
[\(212\) 637-5024](tel:(212)637-5024) (fax)