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From: R4 Regional Administrator <R4_Regional_Administrator@epa.gov>

To: R4 All Employees <R4_All_Employees@epa.gov>

Cc:

Bcc:

Date: Wed, 25 Mar 2020 01:21:37 +0000

Subject: Atlanta Regional Office Building Update

Colleagues:

I hope you are doing well and adjusting to the significant changes we are all experiencing. I want to provide you with some very important updates concerning our workforce and the Sam Nunn Atlanta Federal Center (SNAFC) building, in particular.

We were notified today, March 24, 2020 that an EPA Region 4 employee who works on the 12th floor has tested positive for COVID-19. The employee has been notified to stay at home and not report back to work until meeting the CDC guidance on returning to work, and strictly following guidance from his/her medical physician. March 19, 2020 was the last day the employee was in the SNAFC building. Please note that due to privacy concerns, we cannot identify the employee.

We have notified all Region 4 personnel who may have come in contact with this employee. As per EPA protocol, we advised these personnel to monitor themselves for symptoms as per CDC and/or state and local public health guidelines available on those agency websites. We also advised that they may want to consult their own doctor. We directed that they self-quarantine, stay in contact with their immediate supervisor, and not return to the office for at least 14 days. The health and safety of our EPA colleagues is our top priority and we are sharing as much information as we can under these challenging and unprecedented circumstances.

As we navigate through this process, you will not have access to the 12th floor until further notice and are advised to maximize telework. As for the cleaning of EPA space, we are in continued communications with GSA and discussing cleaning services based upon the employee's path of travel to and from work and while at work. GSA has been very responsive and will implement cleaning following CDC and GSA protocols for cleaning and disinfecting the entire 12th floor. We will notify you when the cleaning is completed and access is granted.

The safety and well-being of you and your families is paramount. I cannot stress enough that we should all follow the CDC guidance about COVID-19 to [prevent illness](#) and [recognize symptoms](#). Please, if you are sick, stay home, or go home and call your healthcare provider for medical advice. If you have been in the office in the last 14 days and you test positive, are presumptive positive or have been in direct contact with someone who is positive for COVID-19, please contact your supervisor. This will help us to keep the EPA workforce safe.

I also encourage you to visit the [CDC Coronavirus webpage](#), which includes [information and resources to cope with this stress and ensure your mental health](#). The [Employee Assistance Program](#) is also available.

We will continue to provide situational updates and information as appropriate. Additionally, you should visit the EPA [intranet page](#) for all COVID-19 related mass mailers, guidance, and FAQs. I also look forward to another Region 4 All Hands on Thursday, March 26, 2020.

Mary