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From: Lopez, Peter <lopez.peter@epa.gov>
Sent: Thursday, March 19, 2020 10:00 PM
To: R2 EPA NY NJ PR and VI <R2_EPA_NY_NJ_PR_and_VI@epa.gov>
Subject: 23rd Floor - 290 Broadway - Coronavirus Update

Dear Colleagues,

Today we learned that an EPA contractor, [REDACTED] who works on the 23rd floor of 290 Broadway, self-identified he was in close contact with an individual that is exhibiting the symptoms for COVID-19. [REDACTED] has authorized us to share his identity.

In response, [REDACTED] has self-quarantined. He will remain in self-quarantine for the prescribed two week period. [REDACTED] was in the office on Thursday, March 19th.

The common areas the individual transited on the floor have already had extensive cleaning in accordance with CDC guidelines. The employee's cubicle will be cleaned today.

Again, all employees who are able to telework, should telework. As a precaution, absolutely those employees working on the 23rd floor should telework at least until April 2nd.

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. Also, I wanted to highlight the EPA intranet site with coronavirus guidance and information, COVID-19 intranet site. 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

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