

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

30-20

5/22/20

UPDATE - USE OF PROTECTIVE FACE COVERINGS BY FSIS PERSONNEL TO REDUCE THE SPREAD OF COVID-19

I. PURPOSE

This notice provides new instructions to FSIS employees from the Centers for Disease Control and Prevention (CDC) and U.S. Department of Agriculture (USDA) on the use of face coverings to reduce the spread of the COVID-19 virus. The notice updates and cancels FSIS Notice 19-20, *Use of Protective Face Coverings to Reduce the Spread of Covid-19*. Since the availability of face coverings is increasing, FSIS will limit the \$50 reimbursement allowance for eligible employees to purchases made on or prior to May 31, 2020.

II. BACKGROUND

A. The CDC is now recommending the use of face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Per the CDC, the purpose of wearing a face covering is to help prevent the transmission of coronavirus from individuals who may be carrying or infected with the virus but are not showing symptoms.

B. USDA policy requires all employees engaged in any in-person human interactions to wear cloth face coverings or disposable face masks until further notice. The Department, FSIS, or establishments will supply employees with disposable masks or cloth face coverings.

III. FACE COVERING AVAILABILITY AND SPECIFICATIONS

A. FSIS has directed establishment management who require their own employees to wear face coverings to distribute face coverings to FSIS inspection program personnel (IPP) as well.

B. If establishments are not supplying IPP with face coverings or masks, the Agency will provide a sufficient supply of cloth face coverings and disposable face masks to IPP. (See [FSIS Notice 27-20](#), *FSIS Availability of Cloth Face Coverings, Disposable Masks, and Face Shields* for ordering instructions). As they become available, IPP are required to wear a cloth face covering or disposable face mask in conjunction with a face shield. Supervisors are to ensure that employees wear cloth face coverings or disposable masks and face shields.

C. To support FSIS employees who are performing duties outside of their residence on or before May 31, 2020, FSIS authorizes a one-time reimbursement of up to \$50 for the purchase of face coverings or materials to make face coverings (See Section IV). To qualify for reimbursement, the face coverings are to be purchased by May 31, 2020. Employees are to file claims by July 31, 2020.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 6/1/21

OPI: OPPD

D. If an FSIS employee is required to provide his or her own face coverings, he or she is to ensure the minimum CDC face coverings requirements are met. The covering should:

1. Fit snugly, but comfortably against the side of the face;
2. Be secured with ties or ear loops;
3. Include multiple layers of fabric; and
4. Allow for breathing without restriction.

IV. CLAIMS FOR REIMBURSEMENT

A. Mission-essential employees from every program area who perform essential duties outside of their residence on or before May 31, 2020, qualify for reimbursement, including, but not limited to, Office of Field Operations, Office of Investigation, Enforcement and Audit, Office of Public Health Science, and Office of Employee Experience and Development staff for training and onboarding.

B. FSIS personnel are to submit an [OF-1164](#), *Claim for Reimbursement of Expenditures on Official Business* to file a claim for reimbursement for purchase of face coverings when expenses are incurred. Employees submitting [OF-1164](#) forms are to use the COVID-19 shorthand code associated with the State of their duty station (see attachment). FSIS laboratories that submit [OF-1164](#) forms may charge the COVID-19 shorthand code associated with the applicable laboratory.

C. FSIS personnel are to supply receipts or a statement supporting the claim for expenditures associated with the face coverings on the [OF-1164](#).

D. FSIS personnel are to file [OF-1164](#) claims by July 31, 2020. Personnel are to limit the number of claims by combining expenses and only submitting one claim by the deadline.

E. If FSIS employees qualify for reimbursement, the supervisor or designee is to sign in Block 8 on the [OF-1164](#).

F. FSIS employees are to submit the signed [OF-1164](#), including the supporting receipt or statements to the Financial Services Center (FSC), Office of the Chief Financial Officer via a scanned e-mail at FSCGeneral@usda.gov.

V. QUESTIONS

A. For questions regarding this notice, please contact the Office of Management, Administrative Services Division, Property Management Branch at propertymanagement@usda.gov.

B. For questions regarding the submission of the OF-1164, please contact the Financial Service Center (FSC), OCFO at FSCGeneral@usda.gov.

C. FSIS employees may also visit the CDC website for additional information regarding the COVID-19 virus at <https://www.cdc.gov/>.

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is written in a cursive style with a large, prominent initial "R".

Acting Assistant Administrator
Office of Policy and Program Development

SHORTHAND CODE	State/Territory	DESCRIPTION
5BMCVD0	Alaska	COVID-19 AK SAL & EXP MISSION SUPPORT
5VCCVD0	Alabama	COVID-19 AL SAL & EXP MISSION SUPPORT
5FBCVD0	Arkansas	COVID-19 AR SAL & EXP MISSION SUPPORT
5BNCVD0	American Samoa	COVID-19 AS SAL & EXP MISSION SUPPORT
5ACCV00	Arizona	COVID-19 AZ SAL & EXP MISSION SUPPORT
5ABCVD0	California	COVID-19 CA SAL & EXP MISSION SUPPORT
5BBCVD0	Colorado	COVID-19 CO SAL & EXP MISSION SUPPORT
5NDCVD0	Connecticut	COVID-19 CT SAL & EXP MISSION SUPPORT
5TLCVD0	District of Columbia	COVID-19 DC SAL & EXP MISSION SUPPORT
5THCVD0	Delaware	COVID-19 DE SAL & EXP MISSION SUPPORT
5BACVD0	Denver	COVID-19 DENV SAL & EXP MISSION SUPPORT
5UCCVD0	Florida	COVID-19 FL SAL & EXP MISSION SUPPORT
5UBCVD0	Georgia	COVID-19 GA SAL & EXP MISSION SUPPORT
5BTCVD0	Guam	COVID-19 GU SAL & EXP MISSION SUPPORT
5BECVD0	Hawaii	COVID-19 HI SAL & EXP MISSION SUPPORT
5DBCVD0	Iowa	COVID-19 IA SAL & EXP MISSION SUPPORT
5BFCVD0	Idaho	COVID-19 ID SAL & EXP MISSION SUPPORT
5MBCVD0	Illinois	COVID-19 IL SAL & EXP MISSION SUPPORT
5MCCVD0	Indiana	COVID-19 IN SAL & EXP MISSION SUPPORT
5FCCVD0	Kansas	COVID-19 KS SAL & EXP MISSION SUPPORT
5VECVD0	Kentucky	COVID-19 KY SAL & EXP MISSION SUPPORT
5HDCVD0	Louisiana	COVID-19 LA SAL & EXP MISSION SUPPORT
5NECVD0	Massachusetts	COVID-19 MA SAL & EXP MISSION SUPPORT
5TDCVD0	Maryland	COVID-19 MD SAL & EXP MISSION SUPPORT
5NFCVD0	Maine	COVID-19 ME SAL & EXP MISSION SUPPORT
5MECVD0	Michigan	COVID-19 MI SAL & EXP MISSION SUPPORT
5DCCVD0	Minnesota	COVID-19 MN SAL & EXP MISSION SUPPORT
5FDCVD0	Missouri	COVID-19 MO SAL & EXP MISSION SUPPORT
5BUCVD0	Norther Mariana Islands	COVID-19 MP SAL & EXP MISSION SUPPORT
5VBCVD0	Mississippi	COVID-19 MS SAL & EXP MISSION SUPPORT
5BCCVD0	Montana	COVID-19 MT SAL & EXP MISSION SUPPORT
5TBCVD0	North Carolina	COVID-19 NC SAL & EXP MISSION SUPPORT
5DDCVD0	North Dakota	COVID-19 ND SAL & EXP MISSION SUPPORT
5BRCVD0	Nebraska	COVID-19 NE SAL & EXP MISSION SUPPORT
5NLCVD0	New Hampshire	COVID-19 NH SAL & EXP MISSION SUPPORT
5TCCVD0	New Jersey	COVID-19 NJ SAL & EXP MISSION SUPPORT
5HCCVD0	New Mexico	COVID-19 NM SAL & EXP MISSION SUPPORT
5ADCVD0	Nevada	COVID-19 NV SAL & EXP MISSION SUPPORT
5NCCVD0	New York	COVID-19 NY SAL & EXP MISSION SUPPORT
5MDCVD0	Ohio	COVID-19 OH SAL & EXP MISSION SUPPORT
5HECVD0	Oklahoma	COVID-19 OK SAL & EXP MISSION SUPPORT
5BDCVD0	Oregon	COVID-19 OR SAL & EXP MISSION SUPPORT
5NBCVD0	Pennsylvania	COVID-19 PA SAL & EXP MISSION SUPPORT
5UDCVD0	Puerto Rico	COVID-19 PR SAL & EXP MISSION SUPPORT
5NHCV00	Rhode Island	COVID-19 RI SAL & EXP MISSION SUPPORT
5UFCVD0	South Carolina	COVID-19 SC SAL & EXP MISSION SUPPORT
5DECVD0	South Dakota	COVID-19 SD SAL & EXP MISSION SUPPORT
5VDCVD0	Tennessee	COVID-19 TN SAL & EXP MISSION SUPPORT
5HBCVD0	Texas	COVID-19 TX SAL & EXP MISSION SUPPORT
5BHCVD0	Utah	COVID-19 UT SAL & EXP MISSION SUPPORT
5TECVD0	Virginia	COVID-19 VA SAL & EXP MISSION SUPPORT
5UECVD0	Virgin Islands	COVID-19 VI SAL & EXP MISSION SUPPORT
5NMCVD0	Vermont	COVID-19 VT SAL & EXP MISSION SUPPORT
5BLCVD0	Washington	COVID-19 WA SAL & EXP MISSION SUPPORT
5DFCVD0	Wisconsin	COVID-19 WI SAL & EXP MISSION SUPPORT
5TFCVD0	West Virginia	COVID-19 WV SAL & EXP MISSION SUPPORT
5BPCVD0	Wyoming	COVID-19 WY SAL & EXP MISSION SUPPORT