

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

FSIS NOTICE

32-20

6/5/20

FACE COVERINGS, DISINFECTANT WIPES, AND HAND SANITIZER FOR THE REOPENING OF USDA AND FSIS FACILITIES

I. PURPOSE

This notice announces that as FSIS begins the reopening of its facilities consistent with guidance set forth in the USDA COVID-19 Playbook – Reopening USDA Facilities, all employees engaged in in-person human interactions—including interactions with the public or with other USDA and FSIS employees will be required to wear disposable face masks or cloth face coverings until further notice. The Department or FSIS will supply employees who work in USDA or FSIS facilities with disposable masks and/or cloth face coverings. Additionally, FSIS will make available disinfectant wipes and hand sanitizer for use in common areas.

II. BACKGROUND

A. The CDC (<https://www.cdc.gov/>) recommends the use of face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based COVID-19 transmission. Per the CDC, the purpose of wearing a face covering is to help prevent the transmission of COVID-19 from individuals who may be carrying, or are infected with, the virus, but are not showing symptoms.

B. In addition to providing disposable face masks and/or cloth face coverings to FSIS employees, the Agency will make available disinfectant wipes and hand sanitizer to employees for use in common areas. The disinfectant wipes and hand sanitizer supplied by FSIS will supplement the disinfectants and cleaning supplies provided by the building management.

C. As a reminder, hand washing is the most effective form of hand hygiene. All employees are encouraged to wash their hands often with soap and water for at least 20 seconds. Hand sanitizer is to be used only when a sink and soap are unavailable.

III. PROVISIONS FOR FACE COVERINGS IN USDA BUILDINGS UPON REOPENING

A. In preparation for the phased re-opening of USDA and FSIS facilities, the Department will supply washable, reusable cloth face coverings for all FSIS employees in the National Capital Region (NCR) who are based in the Whitten Building, South Building, Patriots Plaza 3, Riverdale, and George Washington Carver Center (GWCC). The USDA Office of Operations (OO) will coordinate directly with NCR building POCs to ensure that supplies of face coverings are made available at the open entrances at each facility. OO anticipates that over the course of the 3-phased reopening, employees will be issued a total of 2-3 cloth face coverings on average.

DISTRIBUTION: Electronic; All Field
Employees

NOTICE EXPIRES: 6/1/21

OPI: OPPD

B. FSIS will supply disposable masks or cloth face coverings for all FSIS employees who work in District Offices, laboratories, and other locations outside of the NCR. The Agency will supply two disposable masks per employee per day, and four washable, reusable cloth face coverings to each employee.

C. FSIS employees will be required to wear a disposable mask or cloth face covering inside the facility at all times, with one exception: employees who are the sole occupants of a private office are not required to wear a disposable mask or cloth face covering when alone in their own office.

D. The FSIS Office of Management, Administrative Services Division (ASD) will coordinate with the Pandemic Coordinators or Program Resource Managers at each of the respective work sites to arrange for a sufficient supply of cloth face coverings or disposable masks to be delivered to cover all FSIS employees located at that work site over a 60-calendar day period. Pandemic Coordinators and /or Program Resource Managers will be authorized to place subsequent orders via the Material Management Service Center (MMSC) ordering system for supplies needed beyond the initial 60 days.

IV. HAND SANITIZER AND DISINFECTANT WIPES

A. ASD will make available sufficient supplies of disinfectant wipes and hand sanitizer to FSIS employees in the common areas of USDA and FSIS facilities to cover an initial 60 calendar day period.

B. Pandemic Coordinators and Program Resource Management Managers will place subsequent orders via the MMSC ordering system for supplies beyond the initial 60 days.

C. ASD will coordinate with the Pandemic Coordinators and Program Resource Managers for the respective program areas to coordinate initial shipments of hand sanitizer and disinfectant wipes, as follows:

1. For the District Offices, laboratories, Office of Investigation, Enforcement and Audit regional and field offices, the Whitten Building, and the GWCC, ASD will coordinate with the Program Resource Managers to arrange the delivery of initial shipments of hand sanitizer and disinfectant wipes to these locations.
2. For Patriots Plaza 3 and non-NCR office locations not listed in IV. C. 1. above, ASD will coordinate with the Pandemic Coordinators to arrange the delivery of initial shipments of hand sanitizer and disinfectant wipes to these locations.
3. For the South Building, ASD will provide stand-up hand sanitizer and disinfectant wipes dispensers for each program area to place in their respective common areas. In the event dispensers and refills are temporarily unavailable due to supply shortages, ASD will provide bottles of hand sanitizer and containers of disinfectant wipes to the program areas.
4. For Riverdale, ASD will coordinate with the Animal and Plant Health Inspection Service (APHIS) to make available a sufficient supply of disinfectant wipes and hand sanitizer for use by FSIS and APHIS employees in common areas.

V. QUESTIONS

Refer questions to the Office of Management, Administrative Services Division, Property Management Branch at propertymanagement@usda.gov.

A handwritten signature in black ink that reads "Rachel A. Edelstein". The signature is written in a cursive style with a large initial 'R' and 'A'.

Acting Assistant Administrator
Office of Policy and Program Development