



U.S. Department of Justice  
Federal Bureau of Prisons

Washington, D.C. 20534

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MEMORANDUM FOR ALL STAFF

FROM: N. C. English, Assistant Director  
Health Services Division

L. Cristina Griffith, Assistant Director  
Human Resource Management Division

SUBJECT: Coronavirus Disease 2019 (COVID-19): Screening  
and Leave Guidance

The current spread of the coronavirus disease (COVID-19) worldwide is a significant public health concern. Given the dynamic nature of this outbreak, national guidance regarding coronavirus is evolving rapidly. The Bureau of Prisons (Bureau) is providing guidance to protect staff and inmates and address the impact of COVID-19 in our environment.

**Staff Under Movement Restriction by Public Health Authorities:**

Any staff (civil service or PHS) who are subject to or received movement restrictions at the direction of public health authorities should not return to work.

**Asymptomatic Employees:** Employees should advise their supervisor to confirm and approve the use of weather and safety leave (administrative leave) for up to fourteen days. The Office of Personnel Management (OPM) has authorized the use of this category of leave for this purpose. Leave may be approved for up to fourteen days if the employee does not have an approved telework agreement. Staff who currently have an approved telework agreement (regular or situational) are alternatively expected to telework at their home. If the employee does not develop symptoms during that fourteen day period, he/she may be cleared to return to work.

Symptomatic Employees: The employee is a potential significant safety risk for other employees, inmates, and the general public, and as such should not travel and perform work at the employee's worksite. The employee is urged to immediately visit his or her medical provider or to visit an urgent care/emergency room for further assessment. Use of weather and safety leave is not appropriate in these circumstances. Per OPM guidance, accrued or advanced sick leave should be used to cover such a period of sickness (post-diagnosis and recovery).

**Staff Not Under Restriction But Recently Returned from Country or Region/Area of Concern:**

Any staff not under public health movement restrictions but who have travelled to any country or region of concern (<https://wwwnc.cdc.gov/travel/notices>) within the past fourteen days should first complete the screening tool developed based upon the Center for Disease Control (CDC) protocol before returning to work. The tool is available on the HSD Sallyport web page, 2019 Novel Coronavirus (COVID-19) Staff Screening Tool ([http://sallyport.bop.gov/co/hsd/infectious\\_disease/COVID19.jsp](http://sallyport.bop.gov/co/hsd/infectious_disease/COVID19.jsp)) and will be posted in the Employee Resources area on the public website ([https://www.bop.gov/resources/employee\\_resources.jsp](https://www.bop.gov/resources/employee_resources.jsp)). The tool should be completed prior to the employee returning to any BOP facility. The results of the completed screening assessment should be emailed to BOP-HSD/EmployeeHealth@bop.gov for review and recommendations related to safe return to work.

Asymptomatic Employees: In situations where it has been determined by the Health Services Division (consistent with CDC guidance) that the employee is *asymptomatic* (i.e., healthy, not displaying symptoms of the disease) but should not return to work immediately, the following actions should be taken. Staff who currently have an approved telework agreement (regular or situational) are expected to work at their home. Staff who do not currently have an approved telework agreement, **may be authorized weather and safety leave if a local health authority determines the employee would jeopardize the health of others if allowed to return to work.** The number of days approved will be determined by the Occupational Safety & Health Branch, consistent with CDC guidance. If the employee does not develop symptoms during that fourteen day period, he/she must return to work.

Symptomatic Employees: If Occupational & Safety Health Branch determines after a review of the screening tool that the employee is a potential significant safety risk for other employees, inmates, and the general public if such an employee were allowed to travel and perform work at the employee's worksite, then the employee will be urged to immediately visit his or her medical provider or to visit an urgent care/emergency room for further assessment. The employee is not approved to return to work. Use of weather and safety leave is not appropriate in these circumstances. Per OPM guidance, accrued or advanced sick leave should be used to cover such a period of sickness (post-diagnosis and recovery).

Diagnosed Employees: If an employee is diagnosed as being infected, or likely has been infected with COVID 19 or other quarantinable disease, accrued or advanced sick leave should be used to cover such a period of sickness (post-diagnosis and recovery).

Any questions regarding leave flexibilities should be forwarded to the Staffing and Employee Relations Section (SERS) for further guidance at (202) 307-3177.

cc: Human Resource Administrators  
Health Service Administrators  
Human Resource Managers