



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION

MEMORANDUM FOR: All HUD Employees

FROM: Chad Cowan, Principal Deputy Assistant Secretary for the Office of Administration 

DATE: March 18, 2020

SUBJECT: Update on the Department's Response to COVID-19

As part of the U.S. Department of Housing and Urban Development's (HUD) response to the coronavirus disease 2019 (COVID-19) we are taking steps to slow down the transmission of COVID-19, while also ensuring that our operations continue.

The following steps are being taken at Headquarters and all Field locations, until further notice:

- Effective March 20, 2020 all HUD employees and managers who are telework ready or telework eligible are mandated to commence teleworking, based on pandemic procedures (5 CFR 550.409). Please be mindful of the following:
 - A telework agreement does not have to be in place.
 - We anticipate that the offices will remain open to ensure mission critical operations continue; however, HUD employees are being evacuated for their well-being.
 - Supervisors must ascertain if their employees are telework ready or telework eligible by close of business March 19, 2020. Specifically, supervisors must determine if their employees have connectivity to HUD systems and work that can be performed from home.
 - During this period, the work can be **any** work, just so long as the employee possesses the skills and ability to perform the work.
- Supervisors must communicate with their non-telework eligible employees no later than March 19, 2020 in order to determine if that employee is required to physically report to an assigned duty station to perform mission essential work.
 - If an employee is not telework eligible and their supervisor concludes that they are not physically required to report to a duty station under pandemic procedures, those employees will be placed on administrative leave (excused absence).
- Locations that have no personnel performing in-person work may be physically vacated but remain open for business to be conducted remotely.

Updated information will be available on the [HUD at Work Employee Coronavirus Resource](#) page.

Please understand that this is a rapidly evolving situation and you should work closely with your supervisor during this time to address individual concerns. Employees and supervisors should stay in contact regularly, to discuss work status (individually and as a work unit), duty location, schedule, and related matters.

It is of paramount importance that we work together as we safeguard our workforce and continue our important mission on behalf of the American people.