



Earlier today, Virginia Governor Ralph Northam ordered all K – 12 schools in the commonwealth to be closed for a minimum of two weeks due to the coronavirus. In light of this announcement, we would like to reiterate the important information outlined in the message from Associate Administrator Steve Jurczyk to all personnel on March 12, below.

The agency has prepared [leave and telework guidance](#) for employees with child care responsibilities. Specifically, Row 4 (“You have a child and schools have been closed because of COVID-19. Your child is not sick, but you cannot find a babysitter”), addresses school closures and options for employees to work from home or take leave. We encourage everyone to review this document in detail.

Supervisors have been encouraged to lean forward in addressing telework requests. Specific guidance for supervisors relative to telework associated with a school closure is addressed in question #15 in the document [Telework FAQs for Supervisors](#).

Additionally, for the safety of all, the center cannot accommodate children of any age in the work environment, especially given the current situation.

For now, the Langley Child Development Center remains open with the status being reviewed regularly as the situation evolves.

CONTRACTORS: Since each contract is unique, contractor employees should seek guidance from their employing company supervisor regarding child care responsibilities.

STUDENTS: Interns and other research or fellowship students should contact their NASA Langley Education Program point of contact for guidance as needed.

The safety and wellbeing of our Langley family remains our top priority. Please carefully review all agency messaging and visit [NASA People](#) and the [CDC site](#) for additional information.

Clayton Turner

Key Takeaways from Tuesday's Town Hall and Moving Forward

I want to thank everyone for participating in Tuesday's important town hall on the agency's response to coronavirus. This is a rapidly-evolving situation and agency leadership is working tirelessly to ensure we are protecting the health and safety of our workforce and communicating at every step.

The town hall covered a lot of information, so I want to share what I think are the key takeaways:

- NASA leadership constantly is monitoring and assessing the situation, and communicating daily with the Office of Personnel Management, Office of Management and Budget, Centers for Disease Control & Prevention, and State Department.
- The executive leadership team regularly is reviewing and re-evaluating its participation in major conferences and other public events. We will make and communicate decisions as quickly as possible.
- All centers right now are in Stage 1, with the exception of Ames, which we have moved to Stage 3. Please see the NASA Response Framework [online](#) for information on what this means.

Health & Safety

- See your primary care physician if you have specific health concerns.
- Keep several weeks of your prescription medication on hand in case there are disruptions in the supply chain or you need to self-quarantine.
- Follow good health hygiene practices, such as diligent handwashing, staying home if symptomatic, and social distancing.

Leave & Telework

- Be telework ready. Please take IT equipment and personal items you will need home each day, as you may be asked to telework with little or no notice
- We are encouraging supervisors to lean forward with telework and permit eligible employees to telework more. Please work with your supervisor to determine if teleworking is appropriate for you, especially if you have personal risk factors that should be taken into account
- Please review the [leave and telework guidance](#) for information on what to do if you are quarantined or caring for someone in quarantine. This document also addresses how to charge time if you are ill, telework ineligible, or caring for dependents due to school or daycare closures.

IT Support

- If your NASA smartcard (PIV) or NDC (desktop) password will expire in the next 30 days, please update them now.
- If you do not have a NASA-issued laptop, contact your [organization's IT point of contact](#) for assistance.

- Make sure your government-issued computer remains updated with software patches and virus protection.
- Telework FAQs are available [online](#).

Travel & Event Attendance

- Although the Centers for Disease Control & Prevention currently is not recommending restrictions on domestic U.S. travel, the Office of Personnel Management has advised federal agencies to begin to reduce non-essential travel as appropriate. In order to reduce the risk of virus exposure, virtual meetings are strongly encouraged, in lieu of international and domestic travel, where such measures will not impede work.
- Travel to NASA facilities that are in Stage 3 or higher, and countries with a CDC threat level of 3 and above, requires center director approval and agency leadership concurrence.
- NASA leadership also is monitoring conferences and other large-scale events in which agency employees are scheduled to participate in order to determine risk, and will continue to provide guidance on attendance accordingly.
- Additional travel guidance is available [online](#).

Throughout this time of uncertainty, it's important to stay in communication with your supervisor and center leadership, who are best positioned to address any specific concern you may have – whether it's about telework, leave, travel, or other topic that impacts your ability to do your job.

Information also is being posted to the agency's [NASA People](#) website. Check back periodically for updates. Critical updates also will be disseminated by email.

Protecting the health and safety of our workforce is our top priority. This will not be a perfect process and we appreciate your patience and understanding as we navigate this situation together.

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