

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

FSIS NOTICE

19-20

4/9/20

USE OF PROTECTIVE FACE COVERINGS TO REDUCE THE SPREAD OF COVID-19

I. PURPOSE

This notice provides new guidance to FSIS employees from the Centers for Disease Control and Prevention (CDC) on the voluntary use of face coverings to reduce the spread of the COVID-19 virus.

II. BACKGROUND

A. The CDC is now recommending the voluntary 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. The Agency's mission-essential workforce, whose duties require they continue to work at their primary job site every day, or who come into work intermittently at labs and headquarters, and who do not typically wear face coverings as part of their jobs, may consider wearing a face covering consistent with CDC recommendations.

III. FACE COVERING AVAILABILITY AND SPECIFICATIONS

A. FSIS will inform establishment management at establishments that require their employees to wear face coverings to distribute face coverings to FSIS inspection program personnel (IPP) as well when available (e.g., similar to hair coverings). The Inspector in Charge (IIC), in coordination with IPP at the establishment, is to discuss with establishment management immediately how IPP will receive protective face coverings.

B. FSIS realizes that due to increasing demand, the availability of commercial face coverings (i.e., surgical-style masks) may be limited. In some cases, this may require that FSIS employees provide their own face coverings. Employees who voluntarily use face coverings to perform their jobs are to ensure that the coverings meet the list of minimum requirements provided by the CDC as follows:

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.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 4/1/21

OPI: OPPD

FSIS-Notice 19-20 Use of Protective Face Coverings to Reduce Spread of COVID-19

C. To support FSIS employees in their ability to follow CDC recommendations as soon as possible, FSIS authorizes a one-time reimbursement to all FSIS employees who are required to perform FSIS duties outside of their residence of up to \$50 for the purchase of face coverings or materials to make face coverings (See Section IV.).

IV. CLAIMS FOR REIMBURSEMENT

A. Mission essential employees from every program area who perform essential duties outside of their residence qualify for reimbursement, including, but not limited to, Office of Field Operations, Office of Investigation, Enforcement and Audit, Office of Public Health 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-1164s should use the COVID-19 shorthand code associated with the State of their duty station (see attachment). OF-1164s submitted from the labs may charge the COVID-19 shorthand code associated with the applicable lab.

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. Please limit your number of claims by combining expenses and only submitting one claim by the deadline.

E. If the FSIS employee qualifies for reimbursement, the supervisor or designee signs the OF-1164 (Block 8).

F. The signed OF-1164, including the supporting receipt or statements are submitted to the Financial Services Center (FSC), Office of the Chief Financial Officer via scanned e-mail at FSCGeneral@usda.gov. The FSC will process the claim for reimbursement.

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/>.



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
5ACCVD0	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
5NHCVD0	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