

3/20/20 via email

From Mel Davis, TSSWCB

TSSWCB Policy Advisor/Special Projects Coordinator

All NRCS and Partner Employees Covid-19 Level Two Announcement

The below message was sent out by NRCS yesterday raising their operating status to Level Two, meaning all USDA Service Centers and Area Offices will have their doors locked with one employee seeing individuals by appointment only.

Where districts are co-located with NRCS, it is a local district board decision to determine the work schedule of their employee (single person).

Districts employees must first be able to correctly answer the three question that appear on the locked door of the office and follow recommendations of the CDC, such as practicing social distancing, maintaining a sanitary work space, and assuring areas of common use remain sanitary.

Should USDA revise the status of their facilities we will send follow up messages. Should you have any questions please contact your field representative.

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Subject: (All NRCS and Partner Employees) COVID-19 Level Two Announcement

Intended Audience: All NRCS and Partner Employees

Purpose: To provide notification to field staff of the changing status of Facility Operating Status Guidance to a Level Two.

Effective: Immediately, March 19, 2020 and March 20, 2020

Facility Operating Status Guidance: The State Food and Agriculture Committee will be coordinating all actions regarding facility status across the State regardless of agency tenancy (co-location).

- **Level One:** All facilities are open for normal business, with doors unlocked.
- **Level Two:** All facilities (USDA Service Centers and Area Offices) will shift to **“open, appointment by phone only, with doors closed to the public”**. The SFAC has rendered a decision to shift all USDA Service Centers from Level One to Level Two beginning Thursday, March 19, 2020. SFAC Leadership will notify employees if the facility subsequently returns to Level One. This change will be communicated publicly online at farmers.gov/coronavirus. **All facilities will add the attached sign (which will be updated locally with phone numbers) and place on the common entrances, next to the 3 screening questions already posted. Customers can call the numbers identified**

on the sign and make an appointment. It is important to note that customer can be cleared to enter the building if they successfully answer “NO” to the screening questions over the phone.

- **Level Three:** Based on local health conditions operational status of this office is closed.

What this means: Effective Immediately March 19, all USDA service centers in Texas will lock their doors and screen all visitors by phone as we move to Level 2 status.