



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, February 7, 2020

CPM 2020-02

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: DALE CABANISS, DIRECTOR

Subject: Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus

The U.S. Office of Personnel Management (OPM) is releasing additional guidance to assist agencies and employees in responding to any concerns about exposure to the 2019 Novel Coronavirus (2019-nCoV). As stated in [CPM 2020-01](#), OPM convened a working group of key agencies to determine what human resources guidance was needed in response to 2019-nCoV. After discussions with the working group, OPM determined that detailed guidance on human resources (HR) flexibilities was needed. The attachment to this memorandum provides information on various HR flexibilities that may be utilized by agencies and employees during periods when employees are subject to quarantine or isolation in connection with 2019-nCoV.

OPM will continue meeting with the working group to determine if further HR guidance on 2019-nCoV is needed. Agencies are strongly encouraged to monitor the Centers for Disease Control and Prevention (CDC) [2019-nCoV website](#) for updates. OPM will continue to coordinate with the CDC and the agency working group to identify Federal workforce impacts, direct agencies to the latest information on 2019-nCoV, and provide agencies with any necessary guidance on HR flexibilities and authorities.

Additional Information

Agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Agency field offices should contact their appropriate headquarters-level agency human resources office. Individual employees should contact their agency human resources office.

Attachment (see 508-conformant PDF below)

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, and Work-Life Coordinators