



Transportation
Security
Administration

Date: Friday, March 13, 2020

To: (b)(6)
Transportation Security Officer

From: Emilie Hill-Sangetta
Transportation Security Manager

Subject: Notice of Weather and Safety Leave

This serves as notice that you are being placed **on Weather and Safety Leave (Web TA Transaction Code 66 – Weather and Safety Leave)** as a precautionary measure as a local public health official has determined that you may have been exposed to the Novel Coronavirus Disease (COVID-19). **Weather and Safety Leave is a paid, non-duty status**. You will not be charged any accrued leave such as annual leave or sick leave while in this status, and you will continue to be paid at your regular rate of pay.

Guidance from the Centers for Disease Control specifies that, as a person exposed to COVID-19, you should remain quarantined at your place of residence for 14 days from the date of last known exposure. During that time, you will not be allowed access to any TSA facilities in order to protect other TSA employees and the public at large from potential exposure to the coronavirus.

Public health officials advise that you should do the following during the quarantine period:

- Stay at home while under quarantine except to visit the doctor.
- Limit your physical proximity with any other person other than a public health official or healthcare provider.
- Call ahead before visiting your doctor.
- Continue to practice increased hygiene by cleaning hands often, cleaning high-touch surfaces.
- Contact a local public health official or a healthcare provider immediately if your symptoms worsen.
- Continue to monitor your symptoms such as taking your temperature twice a day (morning and evening).

If you are still asymptomatic (not exhibiting signs of COVID-19) after your 14-day quarantine period, you should contact your supervisor to arrange for your return to regular duty status on March 16, 2020 or your next scheduled work day.

Should you develop COVID-19 symptoms (such as fever, cough, shortness of breath) during your quarantine, we urge you to contact a local health official or healthcare provider immediately. If you are tested for COVID-19, please communicate those results to your supervisor so the agency can best support you during this time.

Please ensure that you have worked with your Resource Management Office/Business Management Office or Mission Support Element/Human Capital to obtain the proper documentation from local health officials to provide information regarding your quarantine period and/or diagnosis.

To assist in our support, please verify your current contact information, and notify me of any changes to this contact information during the period of Weather and Safety Leave. If you have any further questions concerning this memorandum, you may contact Emilie Hill-Sangetta at

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