



FMD Colleagues,

This message is to communicate some minor changes within the division to limit spread of the disease and ensure you are aware of the below and attached Departmental communications about workplace flexibility.

1. Vessel stowage exam paperwork must be completed on the deck of the ship, or at another location away from vessel offices, until further notice. This is a simple step that many are probably doing already, but the more we can limit contact in close spaces, the better.
2. Clean work areas at the end of each shift (at a minimum). This includes desks, work surfaces, equipment, door knobs... anything we touch in a normal shift.
3. If you are sick, stay home. Your dedication to the mission and resilience is what will help us all get through this, but if you are sick please do not come to work and risk exposing others (and those close to them) to any sickness as well.
4. The Department has granted us additional flexibilities for telework and leave. Our Field Offices will be updating telework agreements this week, and we look to get more creative with schedules and telework to enhance social distancing.
  - a. Please review the guidance, especially if you are encountering a hardship or if you are considered at higher risk of COVID-19 (older adults, people who have serious chronic medical conditions, and pregnant women). If you are in the higher risk category, talk to your Field Office Manager and Assistant Field Office Manager about options.

Thank you for your service to FGIS and the country in this difficult time.

Tony - *WILLIAMS + MATE*