Date

<Agency Rep>

<Title>

<Street Address>

<City, State, Zip>

Director <Last Name>,

The Local has been notified that one of our members, <Insert Name>, has been exposed to COVID-19 and has subsequently tested positive.  The member’s physician has mandated that the individual undergo a 14-day quarantine, effective immediately.  I am troubled to hear that the member has been instructed by the Agency to use sick leave to cover the quarantine, as the member was exposed to the virus at <his/her> duty station. (Provide Specific Location)

The Federal Employees' Compensation Act (FECA) provides that an employee's regular pay may be continued for up to 45 calendar days of wage loss (COP) due to disability and/or medical treatment following a traumatic injury.  Given the member’s exposure at <his/her> workplace and the increasing threat of COVID-19, the Local is asking that the Agency immediately issue the proper documentation to include CA-16 so that the employee can receive proper medical treatment and complete the necessary  CA-1 form on the through the ECOMP system.  I would also like to remind you of your obligation under 18 U.S. Code 1922 to not withhold or prevent the employee from submitting necessary documentation.

The employee/member would also like to advise you that other members continue to work at <Duty Station> and may have been exposed to COVID-19.  Per CDC guidelines, the Agency must provide proper notification to all affected employees and take the necessary steps to mitigate the spread of COVID-19.  We thank you for your cooperation with these requests.

Sincerely,