
October 15, 2020

TO Illinois FPAC and RD Employees

FROM Illinois State Food & Agriculture Committee (SFAC)

SUBJECT COVID-19 Guidance

Good afternoon Illinois FPAC and RD staff! This communication will cover several important issues and serves as a reminder that we all need to do our part to help keep our employees and customers safe during these uncertain times.

We understand the difficult circumstances you all have faced while providing our essential services this past year and we appreciate the hard work, dedication, and resilience you have demonstrated. This memorandum serves as a reminder of the importance of maintaining our vigilance toward addressing the COVID-19 pandemic as we complete our work. Reports have surfaced of instances where some of our field offices have become hotspots for the transmission of COVID-19. As we continue to experience increased instances of COVID-19 across the state, employee and customer safety are a high priority for the SFAC.

As a reminder, masks are required in our USDA offices, including during all face to face interactions and in hallways, common areas and restrooms. If employees are alone in a private office or at their desk and separated from other employees by at least 6 feet, they do not need to wear a mask. Additionally, USDA requires customers to wear a mask to enter a USDA Service Center for a scheduled appointment.

It should also be noted that any Phase 1 Service Centers should not be allowing visitors and should not exceed 10 people in a single office space. All Service Centers, regardless of the Phase, should display appropriate signage.

Any Service Center that has a confirmed positive or 1st order exposure to COVID-19, will be required to vacate the service center for 7 days and routine cleaning must take place before employees can return. We encourage all employees to sanitize their individual workstation, and frequently touched surfaces daily.

Please continue to take your safety, the safety of your colleagues, your family and our customers seriously. If you think you might have been exposed to COVID-19, are experiencing symptoms, are awaiting test results, or have tested positive, please notify your supervisor.

We appreciate your hard work and continued commitment in serving Illinois
Agriculture and Rural America.



William J Graff
Illinois Farm Service Agency

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