

From: Fauci, Anthony (NIH/NIAID) [E]
Sent: Sat, 1 Feb 2020 22:00:47 +0000
To: Marston, Hilary (NIH/NIAID) [E]
Cc: Conrad, Patricia (NIH/NIAID) [E]
Subject: FW: FOR YOUR REVIEW: Staff Communication on Novel Coronavirus
Attachments: Draft_AllStaff_Novel_Coronavirus_2.1.2020.docx,
Draft_OHR_Flexibilities_Novel_Coronavirus_2.1.2020.docx

Please handle this. Thanks

From: Myles, Renate (NIH/OD) [E] (b) (6)>
Sent: Saturday, February 1, 2020 4:12 PM
To: Fauci, Anthony (NIH/NIAID) [E] (b) (6)>; Billet, Courtney (NIH/NIAID) [E] (b) (6)>; Stover, Kathy (NIH/NIAID) [E] <(b) (6)>; Routh, Jennifer (NIH/NIAID) [E] (b) (6)>
Cc: Tabak, Lawrence (NIH/OD) [E] (b) (6)>; Gottesman, Michael (NIH/OD) [E] (b) (6); Johnson, Alfred (NIH/OD) [E] (b) (6)>; Berko, Julie (NIH/OD) [E] (b) (6); McGowan, Colleen (NIH/OD/ORS) [E] (b) (6); Burklow, John (NIH/OD) [E] (b) (6)>; Chandler, Beth (NIH/OD) [E] (b) (6)
Subject: FOR YOUR REVIEW: Staff Communication on Novel Coronavirus

Good afternoon, Dr. Fauci and team:

Working in coordination with OHR, ORS, OIR, and others, we have developed two communication products to address questions/concerns that are being raised by NIH staff related to the novel coronavirus. The two products are:

1. All staff email from Dr. Collins to provide general information and guidance to NIH staff
2. QA for use by Executive Officers (not for broad distribution) on human resources flexibilities in response to coronavirus

These products are provided for your review and guidance. We also plan to share with HHS for review/awareness. The current plan to disseminate these products on Monday. We look forward to your input.

Best,
Renate

Renate Myles, MBA
Deputy Director for Public Affairs
Office of Communications and Public Liaison
National Institutes of Health
Tel: (b) (6)