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**From:** Gottesman, Michael (NIH/OD) [E] <(b) (6)>  
**Sent:** Friday, February 14, 2020 6:03 PM  
**To:** Tabak, Lawrence (NIH/OD) [E] (b) (6)>; Schwetz, Tara (NIH/OD) [E] (b) (6); Collins, Francis (NIH/OD) [E] (b) (6)>; Fauci, Anthony (NIH/NIAID) [E] (b) (6)>  
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**Subject:** COVID-19 messaging

We have had many requests for additional guidance concerning staff potentially exposed to COVID-19. OMS has prepared the attached message which has been reviewed by Steve Holland and HR.

The intent is to send this from OMS to all hands.

Michael