

From: [Soil & Water Conservation Program](#)
To: [Soil & Water Conservation Program](#); [DNR.Soil and Water Conservation Districts staff](#)
Cc: [DNR.SWC Staff](#)
Subject: RE: USDA Office Changes for COVID
Date: Friday, March 5, 2021 3:11:18 PM

THIS EMAIL IS BEING SENT ON BEHALF OF KURT BOECKMANN, PROGRAM DIRECTOR

Good Afternoon,

Yesterday, Scott Edwards (NRCS State Conservationist) and Jeremy Mosley (FSA Acting State Director) shared with us some changes in the COVID-19 implementation at USDA Offices. As was before, the district conservationist in each county will be addressing the items with NRCS, SWCD staff and partners. I want to emphasize that it is important that we let USDA help us through the process as changes are made. In some circumstances there is very limited space for district employees. I encourage district supervisors to exercise flexibility where possible on remote working in order to alleviate exposure between office workers.

It is my understanding that beginning Monday, March 8 all offices will only be allowing 25% or below staff in the building at a time. There are several scenarios that play out here depending on each office layout. Below are some of the points that I have taken from the guidance:

25% Staff

- The 25% is determined by the total number of staff in the NRCS office including partners, DNR etc.. and includes vacancies. (Normally 10 people on NRCS side then 25% = 2.5 rounded up means you can have 3 staff)
- The District Conservationist is the lead on determining schedules of employees (both partners and NRCS).
- No landowners can be in the building at all.
- Employees should be masked at all times unless they are in a separate office closed in with door closed.
- If auditors or DNR staff need to go in the building they can request time to do so and arrange with the DC to reduce to less than 25% during that time.

Travel

- Recommended only one person in vehicle but if more than one all of them must wear masks.
- Mission critical travel only
- If an employee wants to go in and pick up equipment they can do so before going in field but cannot work there at office space if exceeds 25%.
- No board meetings allowed in the office.

District staff may have limitations working remotely if they don't have availability to a NRCS laptop. MOSWIMS is available on a public domain and doesn't have to be accessed from the state computer. The address for MOSWIMS is <https://apps5.mo.gov/swims/>. Also district staff can access their state

email through <https://webmail.mo.gov> from any internet connection. If you have questions please contact your district coordinator.

Thank You.

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We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.

Thank you!!

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