



***Commonwealth of Virginia***  
***Office of Governor Ralph S. Northam***

July 7, 2020

Dear Agency Heads:

As the Commonwealth moves into Phase III of the Virginia Forward plan, I have been pleased to hear of your continued progress to fully restore agency operations and service delivery in a safe, fair and equitable manner. Going forward, in lieu of submitting the weekly agency operations status reports, I ask that you work with your respective Cabinet Secretaries to address any new workforce needs. The Secretary of Administration and the Department of Human Resources Management also remain available as a resource to you as needed.

I remain fully supportive of ongoing teleworking within your respective agencies, especially where teleworking will help to address continued physical distancing requirements, as well as, enhance our ability to attract and retain talent. We have undoubtedly demonstrated that telework supports rather than disrupts state business operations. I am proud that you and your teams were able to make such an extraordinary shift so rapidly.

Going forward agencies should support a continued expansion of telework, and I ask that you continue to work with your leadership teams and employees to apply what you have learned to shape your future workforce model. As COVID-19 remains an ongoing threat, we must retain flexibility to relocate and distance staff without disruption.

Thank you again for your ongoing leadership.

Sincerely,  
Clark Mercer

c: Cabinet Secretaries and Deputy Secretaries