



March 17, 2020

HR Directors:

During the Governor's press conference today, it was announced that those with chronic health conditions or aged 65 or older should self-quarantine. Public health experts advise that individuals with underlying medical conditions and those aged 65 or older are at increased risk of severe illness from COVID-19.

The need to comply with the Governor's guidance is important and has to be balanced against a need for continuity of government operations. With that in mind, we would like to remind you of options for social distancing.

- Teleworking – includes performing normal job duties and special projects.
  - Examples of special projects may include policy/procedure review and development, capturing knowledge to help new employees, electronic record review and clean up for compliance with records retention policies, reviewing past audit findings and ensuring actions taken to address, etc.
  - Look for opportunities to cross train employees and grow skills.
- Alternate work schedules and shifts that minimize the numbers of employees in a location at any given time.
- Relocation to areas within an office or facility that are more isolated or have less foot traffic.

The use of Public Health Emergency Leave may be necessary and is an option if you are unable to accomplish social distancing through other means.

Within the state workforce, we have over 6,000 employees aged 65 or older. We want to ensure the health and safety of our entire workforce, including those in vulnerable populations.

