



Virginia Department of Human Resource Management

TO: Cabinet Secretaries
Deputy Cabinet Secretaries
Agency Heads
Human Resource Directors

FROM: Emily S. Elliott, Director, Department of Human Resource Management

SUBJECT: Executive Branch Office Closings in Certain Designated Locations

On Sunday March 15, Governor Northam announced additional social distancing measures underway across Virginia. Additionally, the public was advised of a cluster of COVID-19 cases in the Peninsula Health District. Local government offices in that health district are closed; however, essential public services will continue.

This is to advise that Executive Branch Offices and State Facilities in the Peninsula Health District, which includes the City of Williamsburg, City of Newport News, City of Hampton, City of Poquoson, James City County, and York County will be closed effective immediately until further notice.

Agency heads with state facilities / buildings in these locations must work with his/her Cabinet Secretary to determine the essential services that must remain in place. Essential services are those forward facing to citizens related to health and life, as well as, employee focused services to ensure continuity of pay and benefits.

Agencies should follow the Emergency Office Closings Policy as you would for any type of emergency closing. Employees designated as essential must report as planned. Management is encouraged to permit teleworking arrangements.

Due to the nature of the closing, Wage employees and Adjunct Faculty are eligible to receive Public Health Emergency Leave, if unable to telework, and will be paid based on the hours they are normally scheduled to work each week.

Thank you.

C: Legislative Agencies
Judicial Agencies
Independent Agencies