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STATE OF ALABAMA

MEMORANDUM

TO: All State Agency Heads

FROM: Governor Kay Ivey *Kay Ivey*

DATE: April 28, 2020

SUBJECT: Updated Directive Regarding Coronavirus (COVID-19) State Government Operations

On March 13, 2020, I declared a state of emergency in order to deploy all state resources and lessen the impact of the Coronavirus (COVID-19) on our state and its citizens. Since that time, many of our employees have worked diligently to ensure that essential services have continued to be provided to the people of this state. Due to the immense and heroic efforts of our health care professionals, emergency responders, employees, and the great citizens of this state, the time has come to develop a path for returning to normal operations of state government as soon as is reasonably practicable.

It is incumbent that we, as public servants, lead by example during this unique and trying time in our history. Our state's "return to work" efforts should be well thought out and serve as a model for other businesses. Recognizing the diversity of agency missions, size of agency, and the needs of individual employees, the transition back into the workforce must be developed at the agency level with the emphasis remaining at all times on safety, flexibility, and productive teleworking. Agencies must find creative ways for employees to maintain their standard levels of productivity during this time, while also maintaining safety and social distancing. Consideration should be given to alternative or flexible work schedules to include teleworking or working outside of normally scheduled work hours. Reasonable precautions should be taken to ensure the safety of our employees and the public to include allowing employees to wear a face covering while in the workplace. Agencies should also consider monitoring the health of employees and sending home anyone who displays symptoms of COVID-19.

While the goal is to return to normal operations as soon as reasonably practicable, it is recognized that not everyone will be able to return to the workplace at the same time. It is encouraged that agencies maximize telework flexibilities to all eligible workers who are within the CDC-identified

high-risk population. The State Personnel Department has developed teleworking guidelines which may be used as a resource for agencies in establishing their own policies.

The paid emergency leave that was provided to state employees on March 16, 2020, expires on April 30, 2020. If an employee remains unable to telework and unable to come into the workplace, accumulated leave may be utilized by the employee in order to remain in full pay status. Additionally, employees with childcare needs or COVID-19 related conditions may qualify for additional leave allowances under the Families First Coronavirus Response Act (FFCRA). The State Personnel Department has provided the attached information on the FFCRA and should be contacted if there are questions regarding the requirements of this Act.

Please continue to urge all of your employees:

1. To social distance and not attend gatherings of more than 10 people
2. To stay home if any symptoms of illness, like fever or cough, are present
3. To wash hands with soap and hot water often
4. To avoid touching nose, mouth, and eyes
5. To be diligent about workplace sanitation and pay close attention to cleaning surfaces
6. To avoid close contact with coworkers (**maintain separation of at least 6 feet**)

As Governor, it is vitally important that the essential services of state government are readily available to the taxpayers of our state. The safety and well-being of all Alabamians continues to be our paramount concern.