



STATE OF ALABAMA

MEMORANDUM

TO: All State Agency Heads

FROM: Governor Kay Ivey *Kay Ivey*

DATE: March 27, 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. My actions were taken, not out of fear, but out of an abundance of caution and in preparation for the public health crisis in our state and nation.

Since that time, Departments providing public safety, direct care and other essential services have planned and scheduled their activities accordingly, with the directors of those departments determining staffing needs and work requirements to ensure the continued operation of essential and emergency services.

Because the safety of state employees is of utmost concern, I instructed each department director to advise employees to work from home if possible. Due to the continued concern regarding the Coronavirus (COVID-19), directors should continue to implement telework, flexible work schedules, and other techniques for accomplishing necessary functions. If working from home is not feasible, the employee should remain away from the workplace, practice social distancing, and limit their activities as directed by the State Health Officer. Employees should plan to return to regular work schedules after April 17, 2020. These employees will be on paid emergency leave and will not be required to utilize their personal leave.

The determination as to which employee is considered essential and non-essential should be exercised judiciously and not necessarily in blanket fashion. No employee is entitled to emergency leave merely because another co-worker, with different circumstances, is granted leave.

Agencies shall continue to postpone all non-essential travel until further notice.

Please continue to urge all of your employees:

1. To social distance from gatherings of 10 persons or more
2. Remind the importance of staying home if any symptoms of illness, like fever or cough are present
3. Wash hands with soap and hot water often
4. Avoid touching nose, mouth and eyes
5. Be diligent about workplace sanitation and pay close attention to cleaning surfaces
6. 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. Updates will be provided as necessary.