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STATE OF ALABAMA

MEMORANDUM

TO: All State Agency Heads

FROM: Governor Kay Ivey *Kay Ivey*

DATE: March 15, 2020

SUBJECT: Coronavirus (COVID-19) State Government Operations

On Friday, March 13, 2020, President Trump declared a national emergency in response to the pandemic influenza outbreak of Coronavirus (COVID-19). Due to the impending threat on our state, I have declared a State of Emergency to deploy all state resources and lessen the impact of this virus on our state and its citizens. These actions are not out of fear, but out of an abundance of caution and preparation for the public health crisis in our state and nation.

Effective on Monday, March 16, 2020, Departments providing public safety, direct care and other essential services must plan and schedule 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, each department director is authorized to advise employees to work from home if possible. Directors should consider implementing telework, flexible work schedules, and other techniques for accomplishing necessary functions while minimizing employee exposure to COVID-19. If working from home is not feasible, the employee should remain away from the workplace and practice social distancing, as appropriate, for the next several weeks. Employees should plan to return to regular work schedules on Monday, April 6. 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.

I am also directing all agencies to postpone all non-essential travel until further notice.

Please continue to urge all of your employees:

1. To social distance and limit attendance at large gathering
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.