To: Appointing Authorities/Extended Cabinet
Cc: Elected Officials, Court Administrator

From: Susanne Young, Secretary of Administration
Date: March 24, 2020
Re: Stay Home Stay Safe Directive

We now have community-wide transmission of COVID-19, and in order to further prevent the spread, on March 23, in consultation with the Department of Health, Governor Scott directed all businesses and not-for-profit entities, to the maximum extent possible, to initiate telecommuting or work-from-home procedures. That directive has been implemented across Vermont state government over the past several weeks.

Today, March 24, 2020, Governor Scott issued Addendum 6 to the Executive Order effective Wednesday, March 25 at 5:00 p.m.

You must direct employees in your agency or department who are able to telecommute or work from home to do so no later than March 25, 2020 at 5:00 p.m.

Employees who are awaiting equipment, laptops or other resources necessary to telecommute or work from home shall be directed to telecommute or work from home as soon as possible after receipt of the resources needed.

For those employees who are not telecommuting at this time, you are directed to develop strategies, procedures and practices designed for strict adherence to the Centers for Disease Control and Prevention (CDC) and Vermont Department of Health (VDH) guidance to ensure recommended social distancing for those employees who have been directed by you to report to their worksite.

- Strategies, procedures and practices must include the following:
  - Maintain a distance of 6 feet between persons;
  - Require employees to practice appropriate hygiene measures, including regular, thorough handwashing;
  - Require employees who are sick remain home;
Each Appointing Authority shall determine which employees must stay out of the workplace at this time. Here are the steps you must take to do so:

- Determine which of your employees can telecommute or work at home and direct them to pack up what they need and work from home or telecommute on or before March 25, 2020 at 5:00 p.m.
  - If an employee needs to be trained to telecommute, have their supervisor or manager review the COVID-19 telecommuting guidelines and reach out to ADS and/or your DHR Field Representative for assistance.
  - If employees and supervisors are new to telecommuting, remote working information is available on the DHR COVID-19 Resources webpage.
  - Occasional, limited duration trips to the office may be required (pick up mail, access paper files, etc.). Should the appointing authority determine those reasons are legitimate, direct the employee to limit the visit to only the time needed to accomplish the task and to adhere to all the CDC/VDH guidance above.
  - Supervisors should remain in daily contact with those employees who are telecommuting.

- For those employees whose job functions require them to physically be in a State facility or work in the field, if you determine their work is necessary to maintain essential operations of government, direct those employees to comply with the strategies, procedures and practices adopted per the order.

- Those strategies must include:
  - Meets social distancing requirements, by establishing workstations that meet social distancing requirement or staggered schedules to the extent possible to minimize person-to-person contact;
  - prohibit employees from congregating;
  - require supervisors to ask screening questions daily regarding travel, personal health (are you feeling sick today), and potential exposure to others who may have been exposed;
  - direct any employee showing signs of any illness to not report to the workplace;
  - request employees to take their temperature before coming to work and not to report if they have a fever; and
  - ensure other site/industry specific safety measures and personal protective equipment are provided as indicated by the employee’s job duties.

- If the employee’s work is not necessary to maintain essential functions consistent with your operational needs during the pandemic, determine whether the employee should be reassigned to another task that allows them to telecommute or work from home.
  - If not, direct employee not to report to work until further notice.
  - Seek online training or other enrichment opportunities
  - Use the COVID-19 Paid Leave time reporting code, CPNW, for those hours they are unable to perform work related activities or online training.
  - Supervisors should remain in daily contact with those employees who are directed to stay at home.