



**TO: State of Georgia Agency Heads**  
**FROM: Tim Fleming, Chief of Staff *T.F.***  
**DATE: April 30, 2020**  
**RE: Operations of State Offices for Emergency Purposes**

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Thank you for your and your staff's continued efforts and support as we respond to COVID-19 within our state. As we have seen, social distancing is one of the most powerful tools we have to keep our communities safe and slow the spread of disease. Governor Kemp also wants to thank the people of our great state who heeded public health advice, afforded us time to bolster our healthcare infrastructure, and flattened the curve. On March 19, I notified you that Governor Kemp, in accordance with State Personnel Board Rule 478-1-.16 (12), was delegating authority to our state agencies to close state offices as deemed necessary as a result of his Public Health Emergency declaration through **May 15<sup>th</sup>, 2020**. President Trump has issued federal guidelines on lifting social distancing in a phased approach. Therefore, Governor Kemp is lifting the shelter in place order with the exception of the medically fragile and elderly Georgians through June 12, 2020. We must continue to operate with strict social distancing and sanitation rules to keep customers and employees safe through **May 13, 2020**.

Agencies should continue to use all alternative means of delivering services to our citizens and should be monitoring workload demands to ensure we are meeting citizen needs. For staff that are able to telecommute without impact on job performance or productivity, they should continue to do so. Agencies may also continue to use alternative office hours or adjust staffing levels as needed in accordance with workload and citizen needs. Agencies should continue to suspend all non-essential travel not related to life, safety, or the well-being of our citizens. Agencies should continue to utilize options for virtual meetings or teleconferences in lieu of in person meetings when possible.

Please continue to notify your OPB Division Director of any changes your agency deems necessary to staffing levels, service delivery, or office operations.

We will be issuing further guidance the week of May 11<sup>th</sup>, 2020. I appreciate your assistance in taking proactive measures to ensure the health of our workforce and the safety of Georgia's citizens while ensuring the continuity of the important business of the state.