



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0900

Brian P. Kemp
GOVERNOR

Timothy K. Fleming
CHIEF OF STAFF

TO: State of Georgia Agency Heads

FROM: Tim Fleming, Chief of Staff

DATE: June 16, 2020

RE: Closing of State Offices for Emergency Purposes

Thank you for your and your staff's efforts and flexibility over the past several months. Each of you has proven the state's ability to adapt in the toughest of circumstances. On March 19, I notified you that Governor Kemp, in accordance with State Personnel Board Rule 478-1-.16 (12), was delegating authority to state agencies to close state offices as necessary as a result of his Public Health Emergency declaration. This protocol will expire Sunday, June 28, 2020. We ask you to continue to review and implement at your offices the Department of Administrative Services' Guidance for Continuing State Operations in Response to COVID-19.

Effective Monday June 29, 2020, the Governor's Office wants to ensure that state agencies begin normal operations as we take measured steps to reopen our state. As practicable, agencies may use all alternative means of delivering services to our citizens and should be monitoring workload demands to ensure that we are meeting citizen needs. For staff able to telecommute without impact on job performance or productivity, they should continue to do so. For staff that has low productivity telecommuting and needs to be in the office to perform their job responsibilities, they should begin their transition back to their designated location in a safe measure. Agency heads should be flexible in service delivery models to ensure mitigation of COVID-19 exposure. For those employees who have individual circumstances which prohibit their return, please use your discretion along with the Department of Administrative Services' Guidance to work through suitable options. Agencies also have discretion related to staff travel, but please continue to limit all non-essential travel. 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 that your agency deems necessary to staffing levels, service delivery, or office operations. I appreciate your assistance in taking proactive measures to ensure the health of our workforce and safety of Georgia's citizens while continuing the important business of the state.