



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0900

Brian P. Kemp
GOVERNOR

To: State Agency Heads
From: Caylee Noggle, Deputy Chief of Staff/Operations
Date: April 1, 2021
Subject: State Agency Operations Update

On March 31, 2021, Governor Kemp issued several Executive Orders. Executive Order 03.31.21.01 extends the Public Health State of Emergency to April 30. Executive Order 03.31.21.02 extends the current COVID-19 guidance to April 7 and adds a new administrative leave option for the purpose of receiving a vaccine. Executive Order 03.31.21.03 becomes effective on April 8 and removes most current COVID-19 restrictions.

Like all Georgians 16 years of age and older, all state employees are eligible to receive a COVID-19 vaccine, and we encourage all state employees to consider making a plan to schedule a vaccine appointment, which are widely available across the state as our supply has increased. To encourage and facilitate vaccination of Georgia's 55,000+ state employees, Governor Kemp has authorized up to 8 hours of administrative vaccine leave time per employee for the purpose of receiving a COVID-19 vaccine and up to 16 hours of administrative vaccine leave for use in the event of negative vaccine side effects requiring time off work. Documentation of both may be required. This leave authorization is effective as of the date of Executive Order 03.31.21.02 and is not retroactive. The Department of Administrative Services will issue further clarifying guidance for you and your human resources professionals in the next few days.

As we prepare for Executive Order 03.31.21.03 that will lift most of the COVID-19 restrictions and the potential expiration of the Public Health State of Emergency at the end of the month, please carefully review your federal funding from the multiple stimulus packages to identify any potential impacts. Please share any potential impacts with our office and your OPB Division Director as soon as possible.

Agencies were resourceful and innovative during the pandemic and implemented numerous operational adjustments that best-served both their constituents and their employees. Flexibilities such as teleworking and online transactional capabilities were well-received and well-managed in many cases and may be worth permanent implementation. We support efforts that balance both customer and employee satisfaction and efficiency while maximizing office space, but ask that you consider such changes with care due to the possible funding impacts.

Please begin developing plans to bring your work force back to normal operations, or to a new normal, in the near future. While we do not expect an immediate return to in-person operations and understand that special circumstances may still exist for some employees, agency plans should reflect a return to more standard operating procedures. Please use your discretion to continue accommodating special circumstances for your staff. If an employee raises concerns about returning to work in-person due to health concerns, please consult your human resources or legal team for advice. Please collaborate with other agency heads with whom you may share office space to coordinate return to work transitions.



Please share any proposed permanent operational changes and return to work plans with our office and your OPB Division Director once available.

We appreciate and are proud of your work over the last year to ensure no disruption in state services to Georgians. We look forward to the future and the goals we will achieve together.

As always, please do not hesitate to contact us with questions.