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Susanne R. Young, Secretary

To: All State Executive Branch Employees
From: Susanne Young, Secretary of Administration 
Date: March 25, 2020
Re: Stay Home Stay Safe Directive

I am sure you are all tracking the COVID-19 pandemic and see the number of confirmed cases in Vermont continue to increase. 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. On March 24, 2020, Governor Scott issued [Addendum 6 to the Executive Order](#) effective today, March 25 at 5:00 p.m.

In line with this guidance, all State employees who can telecommute or work from home are directed 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 will be expected to telecommute or work from home as soon as possible after receipt of the resources needed.

As we continue to minimize the number of employees who meet face-to-face, or work in close proximity to other employees and members of the public, employees must follow the guidance of their Appointing Authority or supervisor as to whether to telecommute, stay at home or physically report to a State facility or field location. Employees who have been asked to stay home and are unable to telecommute should use the Paid Leave time reporting code, CPNW. Employees who are directed to telecommute or stay at home must remain in daily contact with their supervisor. If you are new to telecommuting, please see the remote working information on the [DHR COVID-19 Resources webpage](#).

For those employees who continue to report to State facilities or field locations, it is extremely important that you adhere to the distancing guidance from the [Centers for Disease Control and Prevention](#) (CDC) and [Vermont Department of Health](#) (VDH). Please adhere to the following social distancing and safety measures:

- Maintain a distance of 6 feet between persons at all times.
- Do not congregate in break rooms, kitchen or other areas.



- Practice appropriate hygiene measures, including regular, thorough handwashing.
- Stay home if you are sick and/or have a fever.
- Regularly clean and disinfect frequently touched objects and surfaces.
- Do not bring children or other non-state employees into the workplace.

In order to keep everybody safe you will:

- Be required to take your temperature prior to coming to work and stay home if you have a fever.
- Be asked screening questions prior to entering the workplace regarding travel, whether you're symptomatic, have a fever, and potential exposure to others who may have been exposed.
- Be required to adhere to other site/industry specific safety measures and use of personal protective safety equipment as provided for your job duties.

I appreciate your continued cooperation as we all work together to meet the challenges of this unprecedented situation. Please take care of yourselves and each other.