



State of Vermont
Agency of Administration
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Susanne R. Young, Secretary

TO: Appointing Authorities
FROM: Susanne R. Young, Secretary of Administration *SR*
DATE: March 13, 2020
RE: State of Vermont Workforce Guidance

The well-being and safety of state employees is a top priority and it's important we all do our part to support each other and the workforce. This is a very fluid situation and it's important to understand guidance will likely change. The Governor and Administration appreciate your leadership and patience as we gather more information. It is our goal to keep state employees informed as we learn more, but it is also important for us to encourage all employees to do their part to protect themselves and others. Communication between supervisors and employees will be essential to ensure we are meeting the needs of the workforce as well as protecting them.

At 5:30 p.m. tonight, the Governor will announce additional mitigation steps. It's important to know what those steps mean and what they don't. The following guidance will remain in effect until you hear otherwise from the Secretary of Administration.

To help prevent and slow the spread of COVID-19 (Coronavirus) for state employees, the Secretary of Administration has ordered the following:

Effective immediately, non-essential, out-of-state travel by state employees is suspended. Additionally, the Secretary of Administration is directing all supervisors to identify which of their employees have, or will be, going on personal out-of-state travel trips and to utilize the attached screening tool upon their return to work. See attached State of Vermont Employee Travel Directive for more information.

The Secretary of Administration is encouraging agencies and departments to continue their vigilance in following the Department of Health recommendations and consider additional options for their workforces. Those recommendations include:

1. Consider telework options for state employees. Supervisors and Appointing Authorities should use their best discretion based on essential functions and capabilities.
2. Remind employees they should stay home if they are sick and contact their primary care provider.
3. Limit in-person meetings. Utilize online conferencing, email or phone whenever possible.
4. Essential in-person meetings should be short, held in large meeting rooms, limit close proximity, and avoid shaking hands.



5. Limit access to congregated rooms, like kitchens or break rooms or other areas where people socialize.
6. In general, encourage your employees to practice social distancing at work and in the public.

Let's all do our best to stay healthy so we can continue to serve Vermonters and limit the impact of the virus. Thank you for all you do.