ANDY BESHEAR
GOVERNOR

GERINA D. WHETHERS
SECRETARY

KENTUCKY PERSONNEL CABINET

501 HIGH STREET, 3RD FLOOR
FRANKFORT, KENTUCKY 40601
PHONE: (502) 564-7571
FAX (502) 564-1823
HTTPS://PERSONNEL.KY.GOV

MEMORANDUM

PERSONNEL MEMO 20-01

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Gerina D. Whethers, Secretary

Date: March 10, 2020

Re: **2019 Novel Coronavirus (COVID-19)**

On March 6, 2020, the Governor issued Executive Order 2020-215 declaring a state of emergency regarding COVID-19, a respiratory disease than can result in serious illness or death. In recognition of the fact that there are currently six confirmed cases of COVID-19 in Kentucky as of this date, with more expected, it is the goal of this memo to mandate all agencies to take proactive steps in preventing the spread of COVID-19 by adopting: (1) telecommuting plans; (2) continuity of operations plans; and (3) providing paid leave to exposed employees pursuant to Executive Order 2020-215:

(1) Telecommuting Opportunities: Employees showing symptoms whose job duties may be performed by telecommuting shall be allowed to do so pursuant to 101 KAR 2:095 with prior supervisor approval and coordination. Telecommuting shall be liberally granted and encouraged where a reasonable belief exists that either the employee has been exposed to the virus or has symptoms (fever, cough, and shortness of breath). While this option may not be available for facilities that operate on a 24-hour basis, agencies are encouraged to consider this option in order to prevent unnecessary exposure when possible.

(2) Continuity of Operations Plans: All agencies should have a Continuity of Operations Plan in place. If assistance is required with regard to the plan, agencies should contact the Kentucky Division of Emergency Management. Agencies may view an example at the following link: https://www.fema.gov/media-library-data/1536859210230-a1cc6e2fbae089261fccf7f8ee1693a8/non_federal_continuity_plan_template_508_083118.pdf.

(3) Leave: Employees exhibiting symptoms or who have been exposed shall be provided up to ten (10) working days of paid sick leave.

The fundamental principle is that the personnel regulations are to be construed with a view toward protecting our employees and their families while maintaining essential services to the public. The

Personnel Cabinet will be sending a communication directly to HR offices and employees with further pertinent information, including “Frequently Asked Questions.”

We encourage agencies to refer to the following websites for updated information:

KY Department for Public Health
http://www.kycovid19.ky.gov

COVID-19 Public Hotline
1-800-722-5725

The Centers for Disease Control and Prevention (CDC)
Atlanta, GA
Toll free: 1-800-232-4636
http://www.cdc.gov/COVID-19