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**DIRECTIVE BY THE GOVERNOR**
**20-09**

June 22, 2020

TO: Washington State Executive and Small Cabinet Agencies

FROM: Jay Inslee, Governor

SUBJECT: Annual Continuity of Operations Plan (COOP) Updates

The people of Washington depend on state government for a variety of essential functions and services. And as you all know, keeping state government's essential functions operating during emergency events is necessary to properly serve the people of this state.

For state executive branch organizations to provide essential functions and services during an emergency or disaster, it is essential that each individual agency, board, commission, and council develop a Continuity of Operations Plan (COOP) for their organization. That is why in 2013, I issued Directive 13-02, requiring agencies under my authority to update their organizational COOP by June 30 each year.

But, this calendar year the COVID-19 pandemic has challenged the COOP of every state agency, and the current pandemic environment has disrupted normal business operations. Due to the current response and recovery operations associated with the ongoing pandemic, many state agencies do not have the capacity to meet the June 30 deadline in Directive 13-02. Therefore, I am authorizing a one-time extension to Directive 13-02 from June 30, 2020, to September 1, 2020, to allow agencies additional time, planning, coordination, communication, and implementation of effective COOP plans and operational capabilities.