



STATE OF
COLORADO

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State workforce altering practices to contain COVID-19 spread

State Personnel Director <dpa_comments@state.co.us>

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Reply-To: dpa_comments@state.co.us

To: ramona.gomoll@state.co.us



State employees,

We want to keep you updated on our efforts to slow the spread of the Coronavirus and keep you safe.

Last week, Governor Polis directed each state agency to implement plans to have at least 50% of their employees work from home wherever feasible beginning Monday, March 23. On [Sunday, March 22](#), the governor called on private sector employers to follow suit and implement telework or other work-from-home practices to the greatest extent possible. Where telework options aren't available, private sector employers are being asked to implement practices we have already put in place for state employees, including staggering work schedules and increasing safety precautions.

The Colorado Department of Public Health and Environment (CDPHE) will also issue a public health order that identifies emergency personnel and infrastructure necessary to ensure continuity of critical healthcare, government functions, public safety, manufacturing, and supply chain operations.

Each agency is identifying which employees can work from home to reach the 50% goal, and which employees must report to work. **You should report to work unless you have specifically been told not to.** Currently, employees that must report to work may include those beyond essential and critical functions. Leaders are encouraged to work with their HR teams to implement these plans.

Those government functions that need to continue operating in-person include programs that are identified as essential and critical. As well, they include employees that need to be at work in order to support those essential and critical processes and systems. For example, employees that need to complete necessary paperwork or other processes to keep essential services running should continue to go to work as needed - but while following social distancing guidelines, staggered shifts, and appropriate safety precautions.

Many of you have already started working from home. This has been an adjustment, and we appreciate your efforts. If you are able to work from home, please consult the [OIT Tech Kit for remote workers](#) to aid in this transition.

We continue to update [FAQs](#) about how to navigate our duties as public servants during these challenging times. I encourage you to check on your teammates and take care of yourselves.

The [Colorado State Employee Assistance Program](#) has resources for all employees, if needed. As well, the [CDC](#) has issued guidance and tips on navigating the stress and anxiety that many suffer.

By taking steps to reduce the number of employees we have in confined spaces, practicing social distancing habits, and ensuring our workplaces are cleaned regularly, we improve the safety for all employees and the Colorado residents they serve.

Thank you for being a testament to service,



Kara Veitch
State Personnel Director

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