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GOVERNOR



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MEMORANDUM

PERSONNEL MEMO 20-03

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

**From:** Gerina D. Whethers, Secretary

**Date:** March 19, 2020

**Re:** **HR Protocols for 2019 Novel Coronavirus (COVID-19) - Children at Work**

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To ensure the consistency of our policies, protocols, and HR applications across the enterprise, and as a follow-up to Governor Beshear's Executive Order 2020-215 declaring a State of Emergency in response to 2019 Novel Coronavirus (COVID-19), please be advised of the following:

Until further notice, employees are prohibited from bringing their children to work. Based on the Centers for Disease Control and Prevention's (the "CDC") recommendation of social distancing of at least six feet and the Governor's order to reduce people in state buildings, having our children at work does not further these goals in fighting the spread of COVID-19.

We recognize this situation is challenging, complex, and constantly evolving, but we must work together and diligently follow the mandates set forth by the CDC and the Governor in order to limit exposure to COVID-19 and to protect our citizens from spread of the virus.

The Personnel Cabinet is available to provide guidance and assistance to agencies with implementation of this directive. HR directors and supervisors have been asked to allow telecommuting as liberally as possible during the State of Emergency, where duties can be performed remotely. In addition, an employee's schedule can be modified to include splitting the shift during a workday, flexible hours worked per day, and telework on weekends. Please refer to the Personnel Memo 20-02 disseminated on March 13, 2020 for further guidance. The goal is to continue governmental services and duties, while being aware of employee circumstances.

For additional information about the 2019 novel coronavirus disease (COVID-19), please review the Personnel Memo 20-01 dated March 10, 2020, and visit [www.kycovid19.ky.gov](http://www.kycovid19.ky.gov). Thank you for your understanding and cooperation as we deal with this threat to the Commonwealth.