

**RESCINDED**  
**Effective 4/14/2022**

ANDY BESHEAR  
GOVERNOR



GERINA D. WHETHERS  
SECRETARY

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

**MEMORANDUM**

**PERSONNEL MEMORANDUM 20-08**

**TO:** Cabinet Secretaries  
Constitutional Officers  
Agency Heads  
HR Administrators

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

A handwritten signature in blue ink, appearing to read "GDW", is positioned to the right of the "FROM:" line.

**DATE:** May 15, 2020

**RE: COVID-19 Testing Opportunities for State Employees**

---

Since Governor Beshear signed Executive Order 2020-215 on March 6, 2020 declaring a State of Emergency in response to the COVID-19 public health emergency, the Commonwealth of Kentucky has taken specific, deliberate steps to protect the health of its citizens and its employees. One of the next steps in promoting health and safety during this pandemic is providing adequate testing resources. Executive Branch employees may obtain testing for COVID-19 at various sites throughout the Commonwealth, and beginning on May 18, 2020, employees returning to work on-site at state-owned or state-operated facilities, or doing work that puts them in contact with the public, are highly encouraged to obtain such testing.

**Purpose:**

As we transition from Healthy at Home to Healthy at Work, the Commonwealth of Kentucky remains committed to maintaining the health and well-being of its state employees. As stated in the White House's guidelines for "Opening Up America Again," one component of limiting the spread of the highly contagious COVID-19 virus while opening the workplace is testing of employees. Accordingly, beginning on May 18, 2020, it is highly encouraged that all employees who report for on-site work in any state-operated or state-owned facility, or who come into contact with the public in the performance of their duties, be tested for COVID-19. Employees may give testing sites consent to provide results to their Human Resources Office. Any employee who tests

positive for COVID-19 should not report to work and should report the positive result to their supervisor.

### **Availability of Testing**

Tests will be paid for by the Commonwealth of Kentucky but it will be the employee's responsibility to schedule the testing. **For a limited time period, between May 18, 2020 and May 22, 2020, First Care Clinics will conduct COVID-19 testing only for state employees, from 8:00 a.m. to 5:00 p.m. (except on May 18, when testing will occur between 1:00 p.m. and 5:00 p.m.), at the Sower Building in Frankfort, free of charge. Employees must register online here.** First Care offers testing at its 13 clinics across the state. Anyone can get a test. Those locations can be found at <https://firstcareclinics.com/locations/>. Some local health departments are also offering COVID-19 testing for state employees. A full list of health departments offering COVID-19 tests is attached to this memo. Additional testing sites may have different requirements for testing and hours of availability. A complete list of sites and conditions for testing can be found at [kycovid19.ky.gov](http://kycovid19.ky.gov).

### **Requirements for Employees Working in State Buildings**

Although the testing described above is voluntary, all state employees working on-site in state-operated facilities shall be required to do the following, whether they have been tested for COVID-19 or not:

- 1) Undergo regular health screening and temperature checks, as required by Personnel Memorandum 20-07;
- 2) Maintain social distancing of at least six (6) feet, including during health screenings and temperature checks;
- 3) Wear a mask that covers the mouth and nose (can be a cloth face covering);
- 4) Use good hygiene procedures, especially in terms of washing and/or sanitizing hands;
- 5) Avoid touching mouth and face; and
- 6) Self-monitor for COVID-19 symptoms.

Any questions related to this memorandum should be directed to Mary Elizabeth Bailey, Commissioner, Personnel Cabinet, Department of Human Resources Administration at 502-564-7571 or [marye.bailey@ky.gov](mailto:marye.bailey@ky.gov).

## Local Health Departments available to test State Employees

### **Jessamine County Health Department**

210 E Walnut

Nicholasville, KY 40356

Register at: <http://www.Jessaminehealth.org>

### **North Central District Health Department**

Tuesday - Shelby

Wednesday – Henry and Spencer

Thursday – Trimble

502-390-2600

### **Three Rivers District Health Department**

510 S. Main Street

Owenton, KY 40359

1-502-484-3412

### **Oldham County Health Department**

1786 Commerce Parkway

La Grange, KY 40031

502-222-3516

### **Pike County Health Department/Pikeville Medical Center**

POC: Tammy Riley, Public Health Director

172 South Mayo Trail Pikeville, KY

(606) 437-5500

Testing Days and Hours of Operation: 8:00am to 4:00pm; Tuesday through Friday

### **Knox County Health Department**

261 Hospital St., Barbourville, KY 40906

Rebecca Rains

606-546-3486

Testing hours: 8:00 a.m.-4:00 p.m.

### **Franklin County Health Department**

100 Glens Creek Rd.

Frankfort, KY 40601

Request an appointment 502-564-7647

### **Christian County Health Department**

1700 Canton St.

Hopkinsville, KY 42240

POC: Kayla Bebout, PH Director

270-887-4160 Office

Testing done M-F 9:00-11:00 am CST Saturday 8:30-11:00 am CST at Tie Breaker Park

**Montgomery County Health Department**

108 East Locust Street  
Mt. Sterling, KY 40353  
8859-497-2422  
59-497-2422

**Lewis County Health Department**

185 Commercial Drive  
Vanceburg, KY 41179  
606-796-2632

**Buffalo Trace District Health Department**

130 E2nd Street  
Maysville, KY 41056  
606-564-9447 ext. 103

**Bracken County Health Department**

429 Frankfort Street  
Brooksville, KY 41056  
606-735-2157

**Gateway District Health Department**

730 West Main Street  
Morehead, KY 40351  
606-784-8954

Northern KY District Health Department and Green River District Health Department are Gravity partners and may be willing to test but they have additional questions before they can confirm.