



Colleagues,

As the country continues to respond to Novel Coronavirus, more commonly known as COVID-19, I am working closely with Dr. Box and her team at the Indiana State Department of Health (ISDH) as well as other state agencies that are playing key roles to coordinate state efforts. We are in frequent contact with federal and local officials as well as numerous employers and those running large events to stay on top of concerns and update guidance.



I am committed to ensuring we maintain a safe and healthy workplace for you. At the same time, our job is to provide essential government services that Hoosiers need now more than ever. Here are updates to our state operations:

- Beginning today, all official out-of-state and international travel will be limited for the next 45 days. Exceptions will be made for essential travel. Please discuss with your manager and HR to determine if your travel is essential.
- Follow the Centers for Disease Control & Prevention (CDC) and U.S. State Department guidance for your personal travel plans. We know spring break activities are beginning, and we advise you to be cautious.
- The CDC and State Department also have advised Americans to avoid traveling on cruise ships.
- Please ensure you keep your work stations clean, wash your hands frequently, and disinfect common areas.
- Employees are encouraged to stay home when they are ill. This is not a change from current practice.
- [Please review the attached guidance](#) from the Indiana State Personnel Department (INSPD) regarding the use of accrued leave and other workforce related guidance.

- Agencies may review remote work options for employees as appropriate for limited durations while ensuring that normal levels of service are available.

Please discuss questions and concerns with your manager and local HR representative. INSPD has also established a call center within the Employee Relations Division at 1-855-773-4647, Option 4 that is available during normal work hours for additional assistance.

This is a rapidly evolving situation and we will keep you informed as developments occur. Thank you for your efforts to provide excellent government service during this uncertain time.

Best wishes,

A handwritten signature in black ink that reads "ERIC HOLCOMB". The signature is written in a cursive, slightly slanted style.

Eric J. Holcomb