



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
OFFICE OF THE STATE EMPLOYER  
LANSING

LIZA ESTLUND OLSON  
DIRECTOR

Dear Colleagues:

We've been preparing for the impact of COVID-19 in Michigan. It is the State's mission to contain the virus and provide timely, accurate information to Michigan residents to keep them safe. While this is an unsettling time, we as public servants must continue to provide services to Michigan citizens, and that includes you.

Some of you have asked about expectations related to work. In addition to taking steps to protect members of the community, it's important that we protect ourselves. With that in mind, I want to stress: If you do not feel well, do not come to work.

If you are well, we ask you to continue performing your responsibilities on behalf of Michigan's citizens. At the same time, we are taking active steps to mitigate risks. While there will be more guidance to come, for now I ask that all of us take the following precautions.

Office practices:

- Effective Monday, March 16, 2020 Departments are implementing telework and working from home options when feasible, particularly for individuals at risk of severe illness and the medically vulnerable. This may include teleworking from your current work location by using teleconference, videoconferencing or other resources available from DTMB that encourage social distancing as much as practicable. Your manager will be working with you on this.
- For the next 60 days, all large gatherings, such as conferences, trainings and conventions are cancelled or postponed.
- Unless absolutely necessary, there should be no large work-related gatherings (e.g., staff meetings and after-work functions). Use conference calls and videoconferences instead.
- Limit internal and external in-person meetings to those that are necessary. Make greater use of phone, emails, text, Skype or Teams.
- All in-state non-essential work travel is prohibited. For the next 60 days, all out of state travel is cancelled.
- Use resources available at [michigan.gov/coronavirus](https://michigan.gov/coronavirus) including the [posters](#) to raise awareness of steps that can be taken.
- Use [resources available](#) from DTMB to assist your telework efforts.
- DTMB has increased the frequency with which public areas of state office buildings are sanitized. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones and light switches within your offices.

Personal protections:

- If you think you have been exposed to the Coronavirus contact your healthcare provider.
- Communicate and reinforce proper handwashing practices and appropriately covering coughs and sneezes.
- Frequently wash your hands for 20 seconds with warm water and avoid touching your eyes, nose, and mouth.
- Use hand hygiene supplies which are readily accessible throughout the workplace.
- Social distancing means 6 feet away from others where practicable.
- Eliminate handshakes and other social norms that include touching (i.e. fist bumps, hugs, etc.).

### Public Engagement

- Whenever possible, encourage customers/clients to use the online services that are made available, instead of coming into the office. If a member of the public needs to reach a person, encourage them to use the phone.
- If a customer/client comes into the office showing symptoms, encourage that person to contact their local medical provider *immediately*.
- Where feasible, set up a separate space in a waiting area for individuals who remain present and are showing symptoms of illness while they wait to be served.
- You should refer questions about COVID-19 from the public to the DHHS [COVID-19 website](#). It has the latest information about the virus.

FAQs are included with this memorandum. We are committed to continuing to meet our responsibilities to the public while mitigating the spread of illness and protecting state employees.

We will provide updates as appropriate. Thank you for your continued service to Michigan.

- [COVID-19 Employee FAQ.pdf](#)