

## Leslie Scott

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**From:** Governor Jay Inslee <Governor.JayInslee@governor.wa.gov>  
**Sent:** Tuesday, March 10, 2020 11:42 AM  
**Subject:** Note from the governor on COVID-19

Dear fellow state employee,

As we respond to COVID-19, I am working closely with state and local health officials to ensure that we are providing for a safe and healthy workplace where we are able to continue to provide vital services to Washingtonians. Today, I want you to know of some specific steps we are taking that may impact you.

### **Expansion of Remote Working Arrangements**

For regions of the state significantly impacted by COVID-19, I have asked agency leadership to think creatively so that employees are able to continue working even if they are not able to come into the workplace. This expansion of remote working arrangements is in recognition of the current emergent circumstances and not intended to be a right going forward.

### **Expansion of Leave and Paid Status for Impacted Employees**

I am directing State Human Resources and agency leadership to administer leave practices in a way that acknowledges the impact the spread of COVID-19 has on employees and families. In response, State Human Resources is initiating the adoption of emergency rulemaking that addresses instances where employees are directed to self-quarantine.

For the small number of individuals who meet the CDC requirement for self-quarantine, but are otherwise healthy and able to work, I am asking agency leaders to work closely with the employee to find meaningful state work to be completed from their homes under mobile work arrangements.

In those instances where a mobile work arrangement is not feasible, employees who are self-quarantined will be released from work with no loss in pay during the time of self-quarantine for no longer than 14 days.

Additional details will be released to your agencies and where appropriate, labor organizations. This release from work with pay would be a very rare outcome and we will explore all options short of this step.

I make this decision with the understanding that we are asking for the public's trust to administer this in a responsible way that does not unnecessarily impact core services. We will closely monitor the use of this arrangement and will call for modifications if necessary.

### **Application by our Agencies**

Each of our agencies have unique circumstances dictated by differing working conditions and core functions. Accordingly, there can be slightly different approaches we will need to take to respond to the unique situations of you and your colleagues. These actions will be taken with the understanding that these are extenuating circumstances and will not necessarily be continued after circumstances change.

If you have questions about these policies, please speak with your immediate supervisor or HR representative. Please remember that these provisions are new to all of us and we appreciate your patience and

understanding as our agencies work through the best solutions to assist you, your families and your colleagues.

As I said last week, we know these are challenging times. But I know Washingtonians are coming together to help their communities and I thank each of you for your commitment to meet our fellow Washingtonians with understanding and empathy.

Thank you for all you do for Washingtonians, today and every day.

Very truly yours,

Gov. Jay Inslee