



Andrew M. Cuomo
Governor

**MEMORANDUM
EXECUTIVE CHAMBER
STATE OPERATIONS
Room 207
(Phone) 518-486-9871**

TO: All State Agencies and Public Authorities

FROM: Director of State Operations and Infrastructure, Kelly Cummings

SUBJECT: COVID-19 Non-Essential Employee Guidance

DATE: March 15, 2020

In response to the public health emergency for the COVID-19 virus, this memorandum directs all non-essential employees for specified locations of State agencies and public authorities to not report to work for the next two weeks. This directive applies to all State employees who work within the following counties and boroughs:

- Rockland
- Westchester
- Bronx
- Manhattan
- Staten Island
- Kings
- Queens
- Nassau
- Suffolk

For the purpose of this directive, essential employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the COVID-19 emergency response. Non-essential employees are defined as anyone who does not need to be physically present to perform job functions, or they are not required to meet the core function and programs of their agency during this emergency response.

At this time, non-essential employees shall work from home, to the extent practicable. Where non-essential employees can be assigned to perform critical work outside of their normal state workplace, this is permitted. Employees will not be charged their accruals to fulfill this directive. Anyone designated non-essential shall call an agency contact no later than one hour prior to their regular start time, to ensure any change in status can be communicated.

Each agency or authority is responsible for working with their respective Deputy Secretary in the Executive Chamber to designate essential personnel, communicate to all employees their status and any expectations about expected work from home, or whether and where to report to perform essential

functions for COVID-19 response. Agencies that host functions for other agencies shall communicate any operational changes. Nothing in this directive shall prohibit agencies from recruiting volunteers or mandating staff to support the response efforts across the state for COVID-19.

Agencies and authorities may change an employee's designation as either essential or non-essential at any time and, as the operational needs of the response shift, the specific functions or locations may be modified accordingly at any time. Please distribute this memorandum to your employees and the employees of any agency you host.