



Dear Team Members:

Thank you for your continued commitment to serving the citizens of Missouri. By now you have received a message from Governor Parson telling us that, as recommended by the Department of Health and Senior Services, to reduce public foot traffic and improve social distancing, we are closing the Capitol and state office buildings to the public throughout the state. This will take effect Tuesday, March 24, 2020 until 12:01 A.M. Monday, April 6, 2020 unless extended.

It is important that we continue providing essential government services to Missourians.

Your department directors were asked to identify those people who need to be in the buildings working every day to continue the essential operations of government. Those are the only people who should be in the buildings working. If you are already working remotely nothing will change. You will continue to work at home. Those of you who are to continue reporting to your workplace will be contacted by your supervisor or your manager.

Some buildings across the state are leased and access is controlled by the department occupying the space. Access to these buildings will be consistent with this change except the individual department will control the access.

Anyone asked to stay home due to the building closure who cannot work remotely will use administrative leave. Please find attached to this email leave guidance for essential personnel who are asked by their departments to work from state office buildings and FAQs about the administrative leave as it relates to that. Both will be posted to our OA website at <https://oa.mo.gov>. If you have specific questions about your status or any other questions about leave you should ask your supervisor or your department's HR director.

Remember, even if you are one of those required to come to work, please stay home if you have a fever or you have one of the other health circumstances mentioned in the Leave Guidance Memo dated March 19, 2020. The best defense against spreading COVID-19 include commonsense steps like handwashing, cleaning work surfaces, not coming to work if you have a fever and practicing "social distancing."

Your directors have been working from the continuity of operation plans and adapting those plans to work for this situation. We want to make this transition as smooth as possible. OA tries to anticipate and answer questions you may have that's why we created a

COVID-19 Employee Resource webpage <https://oa.mo.gov/personnel/state-team-member-resources> posting information you may find useful.

Again, we appreciate you and your dedication to public service. These are the challenging times when we need to work together to help our fellow citizens.

Sincerely,

Commissioner Sarah Steelman

Office of Administration

- [Add Leave Guidance.pdf](#)
- [Buildings Closed Public FAQ.pdf](#)