



employees who are in CDC higher risk or special populations and are not telework eligible.

Even if employees are in CDC higher risk or special populations, state employees who are designated as essential, or mission-critical to the state's response to COVID-19, or are necessary to the continuity of operations of state government, may be directed to report to work as needed within the sole discretion of the Agency Head or his/her designee.

Agencies with questions regarding telecommuting should consult DSHR's guidance on it ([https://www.admin.sc.gov/dshr/model\\_policies](https://www.admin.sc.gov/dshr/model_policies)).

In response to the evolving situation concerning COVID-19, the Governor has also directed agencies to postpone all non-essential travel, as defined by the Agency Head or his/her designee, until further notice.

The Department of Administration will continue to closely monitor developments related to COVID-19 and provide additional guidance as needed. If you have questions regarding telecommuting or travel, please contact Karen Wingo, Director of the Division of State Human Resources (803-422-8645) or me.

