



COMMONWEALTH OF KENTUCKY
OFFICE OF THE GOVERNOR

Andy Beshear
GOVERNOR

Capitol Building, Suite 100
700 Capitol Avenue
Frankfort, KY 40601
(502) 564-2611
Fax: (502) 564-2517

MEMORANDUM

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators
Property Valuation Administrators

From: J. Michael Brown
Secretary of the Executive Cabinet
Governor's Designee

Date: March 16, 2020

Re: Cancellation of In-Person Government Services to the Public

For the purposes of maintaining social distancing under the CDC guidelines and to promote the health and well-being of the general public to reduce the community spread of disease, and as a follow-up to prior protocols ordering government agencies to reduce staffing and Governor Beshear's Executive Order 2020-215, declaring a State of Emergency in response to 2019 Novel Coronavirus (COVID-19), and pursuant to KRS Chapter 39A, and to ensure that persons and groups disperse from the scene of the emergency, and to promote and secure the safety and protection of the civilian population, please be advised of the following:

As part of our continuing efforts to confront and limit the spread of COVID-19, **all Kentucky Cabinets are required to cease providing in-person government services to the public beginning at 5:00 p.m. on March 17, 2020, with limited exceptions.** In order to carry out this directive, all Cabinet Secretaries and agency heads shall adhere to the following protocol:

- To the extent possible, all in-person state government services shall be provided by the following methods: mail, fax, email, videoconferencing, any internet-based methods, or telephone;
- **All buildings and sites providing state government services, except for Kentucky State Parks, shall be closed to the public, except in emergency or life-threatening circumstances, or to provide food, water, medical assistance;**
- Employees are prohibited from providing nonessential in-person state government services outside of government buildings or sites;

- In the limited circumstances where government in-person services are still provided, all state government employees should engage in social distancing as defined by the CDC.¹

The Personnel Cabinet is available to provide guidance and assistance to agencies with implementation of this directive. Please ensure the website for your Cabinet or agency is updated to reflect these directives and to make clear how the public can access state government services.

For more information, visit [Kycovid19.ky.gov](https://kycovid19.ky.gov).

¹ Social distancing means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.