



State of Idaho

DIVISION OF HUMAN RESOURCES


Executive Office of the Governor

BRAD LITTLE
Governor
SUSAN E. BUXTON
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Mark Holubar
Sarah E. Griffin
Amy Manning
Nancy Merrill

March 26, 2020

TO: Directors, Agency Heads, HR Leadership

FROM: Susan E. Buxton 
Administrator
Idaho Division of Human Resources

CC: Zach Hauge
Chief of Staff
Office of the Governor

SUBJECT: Guidance Regarding Essential Government Services

In consultation with the Governor's Office, DHR clarifies the March 25, 2020 Order to Stay Home (March 25, 2020 Order) for the State of Idaho that requires: "all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others working for or to support Essential Businesses" and are "categorically exempt" from the Order. The Order further states, "nothing in this order shall prohibit any individual from performing or accessing 'Essential Government Functions.'"

- **"Essential Government Functions"** means all services needed to ensure the continuing operation of local, state, federal, or tribal government agencies and provide for the health, safety and welfare of the public. All Essential Government Functions shall be performed in compliance with Social Distancing Requirements, as defined in Section 8.j. of the order, to the extent possible."

For State of Idaho executive branch entities, this means all state government functions shall continue to be performed in accordance with the March 25, 2020 Order which states the following:

- All individuals anywhere in the State of Idaho are to stay at home – except for certain essential activities and work to provide essential business and government services or perform essential public infrastructure construction, including housing.
- Under any of the limited circumstances in which individuals are allowed to interact in person outside their residence, the Director orders individuals to abide by the following requirements:
 - Maintain at least six feet from other individuals, wash hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer, cover coughs or sneezes, and not shake hands;

- For people with medical conditions, regardless of age, that put them at higher risk of serious complications should they contract COVID-19, and other than health care workers and other essential providers, avoid leaving their homes to the extent possible;
- No individual who is sick may go to the workplace or be outside the home except as necessary to seek receive medical care in accordance with guidance from public health officials.

Using the above guidelines, agencies need to identify staff that can telecommute as much as possible while still ensuring all essential services and business remain available and which staff will report to the office.

If you have further questions, please consult trusted resources such as: coronavirus.idaho.gov and the Idaho Division of Human Resources website (dhr.idaho.gov) for state executive branch workforce questions. As always, call your DHR contact as well.

Posted on the DHR Website on March 26, 2020.