



**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE  
Budget Division**

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**ALL AGENCY MEMORANDUM #2020 – 17**

August 24, 2020

To: All Agencies

CC: Agency Directors

From:   
Susan Brown, Director

Subject: Telework, PPE and Social Distancing Requests from the Coronavirus Relief Fund

In the last few months, Nevada State agencies have been gradually reopening, while also focusing on protecting the health and safety of all Nevadans, including State employees. Per the Governor's directives, reopening efforts have focused on allowing staff to safely return to work to perform vital job functions, promoting the effective use of telework where possible, and creating physical distancing among employees and the public to prevent the spread of COVID-19.

The Governor's Finance Office (GFO) recognizes there may still be a need for State agencies to purchase additional operational equipment to effectively address teleworking, social distancing, Personal Protective Equipment (PPE), and sanitation needs in public offices due to the COVID-19 pandemic. Departments should have already been contacted by the Division of Emergency Management to coordinate an initial supply of PPE; however, more may be needed in the coming months.

The Coronavirus Relief Fund (CRF) federal assistance covers costs to "improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions". It also provides for "expenses for disinfection of public areas and other facilities" and "expenses of actions to facilitate compliance with COVID-19-related public health measures", which includes improving social distancing and procuring PPE supplies. At this point, much of the CRF has been allocated towards emergency public health needs, urgent K-12 assistance, providing food security, and offering homeowners, rental and small business assistance. As a result, the CRF is very limited and can only be used for the most essential State agency operating requests.

To determine the greatest needs statewide, the GFO would like each agency to submit a list of essential teleworking, PPE and social distancing items required to operate effectively in the coming months as we continue to navigate through the COVID-19 pandemic. This list is due by close of business September 4, 2020 and will be used to coordinate purchases and CRF use across state agencies.

It should be emphasized that this request is to identify only what is essential to have the State workforce back to full capacity through December 30, 2020. If an agency is currently operating effectively with existing supplies and equipment, that agency will not submit a request. Agencies that require additional equipment or supplies will fill out the attached spreadsheet and provide the following detail to the GFO by close of business September 4, 2020:

- Specific PPE/Sanitation Supplies required
  - Number of items per employee per week
  - Number of items for public per week
  - Number of weeks supplies will cover
  - Locations the supplies will be used for
  - Cost
  - Reason the PPE is needed for positions to fully function
- Specific teleworking equipment
  - Type and number of devices (e.g. laptop, monitor, teleconferencing)
  - Type and number of software licenses (no monthly subscriptions)
  - Other equipment (e.g. cables, cords, hard drives, etc.)
  - Specific positions that will use the devices
  - Locations the equipment will be used
  - Cost
  - Reason the devices are needed for positions to fully function
  - What will happen if devices are not acquired
- Specific social distancing items required
  - Type of equipment needed (e.g. physical barriers, plexiglass shield)
  - Description of equipment
  - Quantity needed
  - Office locations equipment will be used
  - Cost
  - Reason equipment is needed for positions to fully function
  - What will happen if the equipment is not acquired

By September 11, 2020, GFO will have a full assessment of the State's operating equipment needs and will work with agencies directly to coordinate which items can be purchased from the submitted list using the CRF. Executive Budget Officers will reach out to agency fiscal staff directly to coordinate. *Please do not submit any teleworking, PPE, sanitizing or social distancing equipment requests using the CRF Expenditure Reimbursement portals. They will be denied as these requests must follow this process.*

Thank you for your continued leadership and commitment to ensuring Nevada State agencies are reopened and serving our citizens while also allowing staff to return safely to work.