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ALL AGENCY MEMO 2020-15

June 25, 2020

To: All Agency Directors

From:  Susan Brown, Director

Subject: REVISED Travel Guidance in Response to 2019 Novel Coronavirus (COVID-19)

As Nevada progresses through the phases of the Nevada United: Roadmap to Recovery plan, the following revised guidance on travel for state employees is being put in place as of the date of this memorandum.

Only essential travel is authorized at this time. Heads of Executive Branch Departments and Agencies are authorized to determine what travel meets the essential threshold. If agencies do not already have a policy requiring agency leadership to review and approve in-state travel, essential travel should be reviewed in the current circumstances. When determining whether in-state travel is essential, agency heads should consider factors such as:

- If the purpose of travel is to perform essential duties related to the protection of life and property; or
- If the purpose of travel is for an essential employee to perform his or her duties;
- If the travel is for systems or equipment inspections integral to security, safety, or proper functioning of the mission; and
- Whether the employee can reasonably perform his or her duties via phone or video conference in lieu of travel.

Although air travel is permitted, where possible, it is recommended that approved travel occurs by agency vehicle, rentals from Fleet Services, or state-contracted private car rental services such as Enterprise or Hertz. Finally, personal vehicles may be used and may be reimbursed at the higher mileage rate for the State's convenience.

At this time, the Governor's Office continues to recommend that, where possible, meetings are conducted via phone or video conference (where social distancing can be accomplished).

All out of state and international travel must receive written approval from the Director and Governor's Office.

Before traveling away from their local communities, employees should consider the following:

- Is COVID-19 spreading where you're going? You can get infected while traveling.
- Is COVID-19 spreading in your community? Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- Will you or those you are traveling with be within 6 feet of others during or after your trip? This increases your risk of getting infected and infecting others.
- Are you or other travelers at **high risk** of becoming hospitalized from COVID-19?
- Do you live with someone who is at high risk of becoming hospitalized from COVID-19?
- Does the city or county where you live or visit require you to stay home for 14 days after traveling?

Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.

[The Centers for Disease Control's webpage](#) has more information about travel.