Updated guidance from the CDC and the Coronavirus (COVID-19) Command Center, coupled with recent directives from Governor Baker involving school closures and social distancing, requires the issuance of new guidance regarding Executive Branch workforce matters. This guidance is informing Secretariat and Agency leadership efforts defining core functions to be delivered during this public health crisis and the accompanying response from the Executive Office of Technology and Systems Security (EOTSS) to accommodate expanded remote work. The following direction is provided to all Executive Branch agencies:

**Employees Working in Core Functions**

As of March 17, 2020, the process of validating core functions and associated technology needs for each agency will be complete. Employees working in these functions who were required to report on March 16 and 17, 2020 will continue to be assigned to work in these core capacities, remotely where possible, and onsite where necessary. Additional staff working in defined core functions, beyond those required to report on March 16 and 17, 2020, will be notified of the expectation for them to serve in this capacity, either remotely or onsite, by their agencies. Such communications shall be made by the agency by end of day on March 17, 2020. In coordination with the Telework PMO, Agencies and Secretariats will continue to work towards moving as many employees to remote work as possible.

**Please note:** These remote assignments, both new and pre-existing, will stay in effect until April 3, 2020, at which time all such arrangements will be revisited for extension or rescission.

It is clearly understood that not all core functions can or should be performed remotely. The absence of necessary technology and the unique demands of certain public service functions negate the possibility of extending remote work options to all employees serving in core functions. In collaboration with Agencies and Secretariats, the Telework PMO and EOTSS will continue to expand options for certain core functions, realizing that certain functions will always require a physical presence within our workplaces.
Employees working in Non-Core Functions
Effective March 18, 2020, non-core employees shall be assigned remote assignments and will be directed not to report to their work locations. These employees are to be engaged by their supervisors and provided materials consistent with at-home assignments in addition to information outlining steps to be taken to access required agency systems. This measure is necessary, in part, as a protective measure for those employees working in core functions who must continue to work onsite.

Agencies should commence notification to non-core staff of this immediately and encourage employees who can begin remote work immediately, without coming to the workplace, to do so. Given that many employees left work on Friday and have not yet returned, it is likely that many employees will have to return to work to pick up IT supplies and/or work materials. It is requested, where possible, that agencies structure pick up times so that employee time in the office is brief and staggered so as to maintain desired social distancing.

Please note: These remote assignments will stay in effect until April 3, 2020, at which time all such arrangements will be revisited for extension or rescission.

Temporary Waiving of Certain Executive Branch Telework Provisions
In order to afford secretariats and agencies additional flexibility to implement telework arrangements and maintain business continuity, the following provisions of the Executive Branch Telework Policy are waived immediately until further notice:

- Prohibition on providing dependent or adult care while working from home
- Requirement for secretariats or agencies to establish a Secretariat or Agency Telework Program for the administration of the Executive Department Telework Policy
- Requirement for managers/supervisors and employees to enter into a formal, written telework agreement with their Agency and to provide that agreement to agency HR

These waivers also supersede any corresponding secretariat or agency telework program provisions currently in effect.

For additional guidance regarding the Executive Department telework policy, please refer to [www.mass.gov/telework](http://www.mass.gov/telework)

Thank you.
Sincerely,

Jeff McCue
Assistant Secretary and Chief Human Resources Officer
Human Resources Division