



# MIKE DEWINE

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## GOVERNOR OF OHIO

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To: Cabinet Directors and Assistant Directors

From: Laurel Dawson, Chief of Staff  
Ryan Burgess, Director of Cabinet Affairs

Date: March 9, 2020

Re: State Employee Travel Restrictions

In response to the evolving situation regarding COVID19, today Governor DeWine will issue an executive order that includes reasonable and prudent restrictions for employees of state agencies, boards, and commissions who are traveling on behalf of the state.

Only travel that is in-state, pre-paid, and has been deemed mission critical by an agency director may proceed at this time. When considering pending requests for mission critical travel, agencies should exercise prudence and consider current Department of Health guidance. The Department of Health's [coronavirus.ohio.gov](http://coronavirus.ohio.gov) will remain updated with the most current guidance available. Travel that is in-state, pre-paid, and deemed mission critical may only continue if approved by agency directors.

All other travel must be postponed or cancelled. This includes pending requests and arrangements for both continental U.S. travel and international travel. This also includes non-essential meetings, gatherings, workshops, or training sessions. Waivers for continental U.S. and international travel will be evaluated on a case by case basis and will only be granted in cases of compelling public safety, public health, or public security reasons such as requests for mutual aid. Meetings that are required by law or statute to be held in public and/or at a certain time are deemed mission critical.

For purposes of this memorandum, travel is movement outside of what would be expected of a state employee on a normal workday. It does not include normal commuting from an employee's residence to his or her assigned work site or headquarters, or those positions that require state employees to move between multiple, regularly assigned job sites.

During this time period, agencies should maximize their use of phone conferences, video conferencing, webinars, and email to conduct business as much as possible. Additionally, as this situation evolves, agency directors are strongly recommended to postpone future plans for large gatherings of employees, stakeholders, or constituent groups such as conferences, in-service

trainings, and summits. In the coming days, the Office of Budget and Management and the Department of Administrative Services may issue additional technical guidance to agency fiscal officers and human resources administrators as necessary to effectuate this and other relevant guidance. Interim questions regarding state employee travel may be directed to Kathleen Madden at the Office of Budget and Management.