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*Susanne R. Young, Secretary*

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**To: All State of Vermont Employees**  
**From: Susanne Young, Secretary, Agency of Administration**  
**Date: May 15, 2020**  
**RE: Be Smart, Stay Safe**

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State of Vermont Employee:

Thank you for all your continued efforts in following the March 13 Stay Home, Stay Safe guidance from the beginning, to quickly slow the spread of COVID-19 and keep our health care system from being overwhelmed. [State data and modeling](#) indicate the spread of COVID-19 continues to slow, and Vermont now has one of the lowest 3-day and 7-day growth rates in the country. This has enabled the State to move forward, and Governor Phil Scott today signed [Addendum 14, a \*Be Smart, Stay Safe\* order](#) to extend the State of Emergency to June 15 and update previous emergency orders to reflect staged re-opening of the economy and eased restrictions [announced in recent weeks](#). In addition, the new *Be Smart, Stay Safe* order encourages continued vigilance in physical distancing, staying close to home, mask use in public settings, washing hands and more.

The updated *Be Smart, Stay Safe* guidance will continue to be equally applied to State government functions, operations and employees, and as the Governor opens the spigot, we will gradually be opening more in-person State facilities and services. For example, Vermont State Parks, along with campgrounds, marinas and lodging facilities will be permitted to re-open May 22 for Vermont residents only, or those who have met the 14-day quarantine requirement, and will be subject to strict health and safety standards and [guidance from the Agency of Commerce and Community Development](#).

However, *Be Smart, Stay Safe* doesn't mean employees will be returning to offices settings, and those who can telework will be expected to continue doing so unless told otherwise by their agency/department. As we do gradually reopen facilities, the overriding concern will be to do so safely and to prevent the spread of the virus, and we will continue to be guided by the science and the data and the Governor's orders. As always, employees will be expected to follow all safety, hygiene and screening protocols including wearing masks when at the workplace and in the presence of others.

Remember -- *Be Smart, Stay Safe!* Vermonters and your families depend on you.