

Steve Sisolak
Governor



Laura E. Freed
Director

Colleen Murphy
Deputy Director

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0299 | admin.nv.gov | Fax: (775) 684-0298

MEMORANDUM

September 8, 2020

TO: All Agencies

FROM: Laura E. Freed, Director
Department of Administration

SUBJECT: **Where to Access All Administration Guidance Memos Related to
Coronavirus**

Since the start of the pandemic, the Department of Administration has issued over 30 guidance memoranda covering such issues as administrative leave, purchasing of Personal Protective Equipment, notification procedures for cases of COVID-19 within your agencies, and other related topics. As a reminder, employees can find all these memoranda in one place on the Department of Administration website:

<http://admin.nv.gov/Policy-Directives/>

All employees are encouraged to stay abreast of the policies outlined in these memoranda, especially as the circumstances of the pandemic continue to change.

Additionally, the Department has received a few clarifying inquiries regarding the distance learning/childcare memorandum issued on August 27, 2020. Though the memorandum discusses “day care” for children not yet of school age, the memo should be read to include all dependent children who are unable to care for themselves. Furthermore, though the memorandum does not specify “parents” and only refers to employees with children, certain agencies have read the memo to mean parents only. The guidance should be read to include parents and legal guardians of school-age children and non-school-age children who require care and supervision.

Please feel free to contact the Department of Administration if you have any questions about the guidance memoranda previously issued.