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M E M O R A N D U M

TO: Agency Directors

FROM: Richard Eckstrom, Comptroller General

SUBJECT: COVID-19 Protocols

DATE: March 20, 2020

The Comptroller General's Office (CGO) has implemented Governor McMaster's Executive Order 2020-11 which he issued yesterday.

To implement the order, we have taken immediate measures to minimize all avoidable business contact between the CGO staff, other state agency personnel, and members of the public.

Accordingly, until further notice only essential CGO personnel are being allowed in our office. Most CGO personnel are telecommuting, thereby enabling us to continue providing agencies with uninterrupted Statewide Payroll, Vendor Payment, and Accounting Support services. The existing telephone and email contacts your agency has for CGO personnel providing these critical services are still available to deal with questions or issues that can be resolved by telephone or email.

Please be aware that we cannot allow agency couriers to pick up items from our office until further notice. Instead, we will be mailing or emailing any available items your agency courier would normally pick up.

We appreciate your understanding during these unprecedented times. If you have questions or need our assistance, please call 803-734-2121. Thank you and please stay well.