Since the first two presumptive positive cases were identified in Florida on March 1, 2020, Governor DeSantis has proactively and aggressively prepared the state to combat Coronavirus Disease 2019 (COVID-19). The Governor’s top priority is the health, safety and welfare of all Floridians.

Governor DeSantis directed the Department of Management Service to provide the following direction to all employees in the State Personnel System:

**Business**
- All non-essential in-state and all out-of-state travel for state business is prohibited for the next 30 days.
- Florida National Guard, state Law Enforcement, state Emergency and Medical personnel are allowed to travel if the travel is deemed mission critical and is specifically approved by the agency head.
- Employees should avoid, when possible, attending large gatherings.
- Videoconferencing and virtual meetings are encouraged in lieu of travel.

**Personal**
- When on personal travel, state employees should follow CDC best practices for prevention and treatment of COVID-19, especially employees who are considered at-risk or who have dependents or care for those with underlying conditions or vulnerabilities.
- State employees who personally travel internationally will not be allowed to return to work for 14 days upon returning to the United States. Employees will need to utilize their available sick, annual or personal leave during this 14-day period. Employees who can work remotely may be able to so in consultation with their supervisor. Employees without available leave or access to a sick leave pool, and who are unable to work remotely, may be subject to leave without pay.
- State employees who personally travel on a cruise or to an area of the United States experiencing community spread of COVID-19 as identified by the Centers for Disease Control and Prevention or a state public health agency will not be allowed to return to work for 14 days upon returning home. Employees will need to utilize their available sick, annual or personal leave during this 14-day period. Employees who can work remotely may be able to so in consultation with their supervisor. Employees without available leave or access to a sick leave pool, and who are unable to work remotely, may be subject to leave without pay.

This travel policy applies to all employees of the State Personnel System, including the heads of executive agencies. Please consult your supervisor/HR Office and your agency’s telework and leave policies for guidance regarding your specific situation.

Thank you in advance for joining in efforts to reduce the spread of COVID-19. We will continue to closely monitor and evaluate available information and guidance as this is a rapidly evolving situation.

We appreciate your patience and commitment to protecting our communities.