

Memo

State Government Travel



Date: March 16, 2020, last update September 25, 2020

This guidance will be updated, as needed, by the Department of Personnel & Administration.

As we continue to make efforts to limit the spread of the COVID-19 virus it is important that State government lead by example and do everything it can to maximize the effects of social distancing in its day-to-day operations. Consequently, for agencies under the purview of the Governor the following applies. We encourage others to adopt similar measures.

Employee Travel

1. State government employee travel for all agencies has been limited effective immediately due to the current COVID-19 virus efforts.
2. Out-of-state travel is permitted only:
 - a. In order to assist other states or political subdivisions with emergencies;
 - b. By Colorado Department of Corrections Parole Officers for the sole purpose of extradition transports;
 - c. Related to a subpoena; and
 - d. On a limited basis as expressly authorized by the State Personnel Director.
3. In-state travel is permitted only if necessary. Work with your supervisor on any alternatives that may be available.

State Fleet Vehicles

1. Prior to returning, cars obtained from the Denver State Motor Pool (1525 Sherman Street) should be taken to Water Works Car Wash, located at 276 Broadway, Denver, for a "State Vehicle Cleaning Service". This will clean the exterior and interior high touch points throughout the vehicle. Water Works will invoice the state for the service.
2. Motor pools located outside the Denver-metro area should have similar local protocols in place. Check with your motor pool manager for established local procedures.
3. Please take precautions to exercise cleanliness guidelines should you be traveling. Wash hands thoroughly when using shared transportation resources such as a motor pool car or public forms of transportation.

such as working remotely, using teleconferencing and video conferencing, and taking advantage of remote technology solutions to continue to do the people's business.

4. For information on best practices, please review the guidance from the [Colorado Department of Public Health & Environment](#) and the [Center for Disease Control](#).