



March 7, 2022

To: All Agency Automotive Officers and Deputy Secretaries for Administration

Subject: COVID Vehicle Operations Update

In conjunction with the Governor's Office, the Office of Administration, and the Department of Health, we are herewith providing notice of the pending cessation of COVID vehicle operations guidance. These changes are consistent with recent workplace directives; with current CDC recommendations; and with pre-announced changes regarding mass transportation precautions.

- International and out-of-state travel restrictions related to COVID-19 transmission were relaxed on 2/24/22. Note that both still require Governor's Office approval in accordance with the directive posted on page 3.
- Indoor masking for employees, contractors, and visitors was made voluntary, effective Monday, 2/28/22. Reference a facsimile of the Office of Administration announcement on page 4 following this memo.
- Effective 2/25/22, the U.S. Center for Disease Control no longer requires wearing of masks on buses or vans operated by public or private school systems, including early care and education/childcare programs. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>
- On 3/18/22, the U.S. Transportation Security Administration's mask mandate for public transportation is expected to lapse. <https://www.transit.dot.gov/TransitMaskUp>

Given these developments, we are herewith lifting the requirement to mask in COPA vehicles on 3/18/22, consistent with expiration of the final federal public transportation mandate.

While we have pen to paper, allow us to further discuss the matter of rapidly surging fuel costs. Given that Spring is nearly upon us, history informs that COPA travel will begin to increase in frequency and distance. We urge all non-pursuing drivers to use an extra measure of economy in their driving habits to lessen the impact on the taxpayers who are picking up the tab. Please slow down; make sure that your tires are properly inflated; drive with a steady foot; try to anticipate and increase stopping/acceleration distance and time; and above all else, cut back on idling. These are some of the responsible techniques associated with "hypermiling", endorsed by Nationwide Auto Insurers. <https://blog.nationwide.com/7-hypermiling-tips-help-improve-fuel-economy/>

Thank you all for your adherence to our guidance these last two years and thereby protecting yourselves, your passengers, and the public that you might have come in contact with during the course of travel in the service of the Commonwealth. We look forward to your continued support and assistance in maintaining our reputation as safe and efficient travelling public servants.

Best regards,

Ken

Kenneth J. Hess | Deputy Secretary for Procurement
Department of General Services
555 Walnut Street, 6th Floor, Forum Place | Harrisburg, PA 17101
Phone: 717.787.5295 | Fax: 717.214.9505
www.dgs.pa.gov



COMMONWEALTH OF PENNSYLVANIA
OFFICE OF THE GOVERNOR
HARRISBURG

DATE: February 24, 2022
TO: Agency Heads under the Governor's Jurisdiction
Deputy Secretaries for Administration under the Governor's Jurisdiction
FROM: Nick Soccio, Acting Chief of Staff *Nicholas V. Soccio*
RE: Update to International and Domestic Travel Directives

This memo is to replace the COVID-19 travel directive memo published on March 11, 2020. The following directives are effective immediately and until further notice:

- International travel for official Commonwealth business is authorized contingent upon Governor's Office approval.
- All out-of-state travel for official Commonwealth business is authorized contingent upon Governor's Office approval.

Agencies must use the Commonwealth Out-of-State Travel Application (COSTA) to request approval from the Governor's Office prior to making any reservations or incurring any costs related to out-of-state or international travel. The policies above also apply to any non-commonwealth employees traveling on commonwealth business. Any questions on the above policies can be sent to the Governor's Office via email at ra-travelresponses@pa.gov. For more information on traveling on behalf of the Commonwealth please visit the Budget Office's [website](#).

Fri 2/25/2022 5:01 PM



OA, PA Office of Administration <ra-oapaofficeadmin@pa.gov>

To oa-copa-all@listserv.pa.gov

Effective 2/28: Masks Voluntary for Employees and Contractors

Effective Monday, February 28, 2022, all employees and contracted staff working in agencies under the Governor's jurisdiction are encouraged, but not required, to wear a mask indoors. Visitors to commonwealth work locations are also encouraged to voluntarily wear a mask. Employees and contractors who are covered by federal guidelines should continue to follow all applicable directives from the federal government.

Although the indoor mask policy for employees and contractors is being relaxed, we must not let down our guard against COVID-19! Please continue to take appropriate and proactive steps to protect yourself and others.

1. Consider masking voluntarily

Masks remain an effective tool to reduce the chances of being infected with COVID-19 and spreading it to others. Employees who have frequent contact with the public or coworkers are encouraged to wear a mask voluntarily.

2. Get vaccinated and boosted

Being fully vaccinated and boosted significantly reduces your risk of serious illness, hospitalization or death. COVID-19 vaccines are safe, effective and available at no cost to you. Find a vaccine provider near you:

- Search [vaccines.gov](https://www.vaccines.gov)
- Text your ZIP code to GETVAX or VACUNA (Spanish)
- Call 1-800-232-0233

Employees may use up to three hours of Administrative (ADMN) leave during their regularly scheduled work shift to be vaccinated or boosted at a site other than their commonwealth work location, inclusive of reasonable travel time. You must show proof of vaccine to your leave approvers to support the use of ADMN leave. Typically, a vaccine card is issued by the provider, although other documentation from a vaccine provider may also be acceptable.

Additionally, employees are eligible for [one day of paid Administrative Leave](#) as an incentive to get vaccinated.

3. Continue to monitor and test

Finally, you should continue to monitor yourself for symptoms of COVID-19 and stay home if you are sick or test positive. COVID-19 at-home tests are available for purchase at most grocery stores and pharmacies and for free by mail from the federal government. You can also find a testing site in your area:

- [Testing site locator](#)

Employees who are working or teleworking may take up to [10 days of paid sick leave for reasons related to COVID-19](#) from January 1, 2021, through June 30, 2022.

If you have any questions about the updated mask policy, leave for vaccination or absence due to COVID-19, please contact your HR office or supervisor.