



Jim Justice
Governor of West Virginia

MEMORANDUM

TO: Governor's Cabinet Secretaries
Executive Branch Agency Heads
Commissioners

FROM: Mike Hall, Chief of Staff *MH*

DATE: March 13, 2020

RE: State Employee Travel Ban

Confidential Communication – Internal & Deliberative

Due to the current COVID-19 outbreak in surrounding states and countries, all official state business travel for state employees outside of West Virginia, including internationally, is suspended until further notice. We are also asking that all departments and agencies work to minimize the possibility of exposure by rescheduling large meetings or conducting them via video conference.

If you have additional questions or concerns, please do not hesitate to contact the Governor's Office.