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MAGA'HÅGA • GOVERNOR



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GOVERNOR'S CIRCULAR NO. 2020-06

DATE: March 13, 2020

TO: All Department and Agency Heads

FROM: Lourdes A. Leon Guerrero, Governor of Guam 

SUBJECT: ADVISORY ON GOVERNMENT TRAVEL AND LEAVE RELATIVE TO COVID-19

Effective immediately all travel requests shall be routed to the Governor's Office via the Deputy Chief of Staff for review and approval until further notice. Additionally, all executive branch agencies are instructed that government-related travel will not be authorized. Agency heads and any approval authorities are responsible for screening any travel requests to ensure that this prohibition is enforced.

Throughout the duration of the current COVID-19 concern, the government has a community responsibility to maintain normal services and also quickly provide the needed response to the changing circumstances. Therefore, agency heads and approval authorities are instructed to carefully review all personal leave requests to ensure that operations are optimally staffed. Take note that approval of sick leave, unlike personal leave, is not discretionary. Further, all employees are encouraged to delay any personal travel plans.

Finally, please communicate to employees the importance of protecting not only their own health, but also to protect the health of their colleagues. To that end, any persons who are exhibiting signs of any sickness are encouraged to request sick leave and stay home until healthy. Any persons who have recently traveled abroad may use sick leave to voluntarily quarantine themselves for the recommended 14 days.

Si Yu'us Ma'ase.