



KAY IVEY  
GOVERNOR


STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
RSA UNION BUILDING

100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL  
COMMISSIONER

## MEMORANDUM

**To:** ADMH Central Office and Regional Offices Staff  
**From:** Kimberly G. Boswell, Commissioner   
**Date:** August 17, 2021  
**RE:** COVID-19 Update (Telework Due to Childcare Issues)

Due to the lifting of the state of emergency, we have amended our protocols to comply with State Personnel's directive contained in the State Personnel Telework guidelines, which prohibits employees who are teleworking from providing dependent (child or adult) care while working from home, unless such care is necessary due to a declared state of emergency by the Governor. ADMH COVID Protocols have been amended as follows:

- Employees who cannot report to work due to school or childcare closing or schools utilizing virtual learning will be required to use annual leave.
- Employees who cannot report to work due to the need to provide care for someone in their household due to illness, will be required to use annual or sick leave.
  - The leave type is determined by the definition of immediate family member as defined in ADMH Policy 60-60: Sick Leave.
- Employees who cannot report to work due to a child who is quarantined will be required to use annual leave.

Please note that the state of emergency declared by Governor Ivey on Friday, August 13, 2021, does not impact these revised guidelines. As Governor Ivey stated, "there will be absolutely no statewide mandates, closures or the like. This state of emergency is strategically targeted at removing bureaucracy and cutting red tape wherever we can to allow our doctors, nurses and hospital staff to treat patients that come through their doors." Therefore, this state of emergency does not meet the criteria for a state of emergency as referenced in the State Personnel Telework guidelines.

Reference to this revised protocol can be found under Section IV: Telework due to Childcare Issues in the "Addressing COVID in the Workplace" Manual available on the Department's website and intranet. Should you have questions regarding COVID-19 Protocols, do not hesitate to contact Dr. Ileeia A. Smith at [Ileeia.Smith@mh.alabama.gov](mailto:Ileeia.Smith@mh.alabama.gov). Please copy Bryan Penn at [Bryan.Penn@mh.alabama.gov](mailto:Bryan.Penn@mh.alabama.gov) and Lynn Hubbard at [Lynn.Hubbard@mh.alabama.gov](mailto:Lynn.Hubbard@mh.alabama.gov) so your questions can be answered in the event Dr. Smith is unavailable.

Your continued support and diligence moving forward during the COVID-19 pandemic is appreciated.