



## State of New Mexico Office of the State Auditor

CONSTITUENT SERVICES  
(505) 476-3821

### MEMORANDUM

Date: March 24, 2020  
To: Stakeholders of the Office of the State Auditor  
From: State Auditor Brian S. Colón, Esq.  
Re: Office Closed Until Further Notice; Mandatory Telework for All Employees

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Dear Stakeholders,

Governor Michelle Lujan Grisham and New Mexico Department of Health Secretary Kathy Kunkel announced a new public health emergency order effective at 8:00 a.m., Tuesday, March 24, closing all businesses and nonprofit entities except for those deemed essential, and further restricting mass gatherings (limiting groups to no more than 5 people) due to the COVID-19 pandemic. As a result, **the office is closed to the public and all employees effective immediately.**

The OSA's employees are working from home until further notice, and we encourage our stakeholders to communicate electronically with the OSA to the fullest extent possible as we continue to serve the public. Further, the OSA's receipt of hard copies of documents may be delayed, so we encourage e-mail for all communications to ensure prompt service. Although any hard copy required under the Audit Rule remains a requirement, to facilitate prompt receipt and review, we request simultaneous submission of electronic copies of all correspondence while the office closure is in effect.

My directive of complete office closure and mandatory telework for all employees is consistent with the current Public Health Order and the OSA's Telework During Emergency Policy, which provides the "State Auditor, or designee, retains the right to determine work schedules and locations." The OSA is doing its part to protect New Mexicans by limiting social contact, and in turn limiting the spread of COVID-19 to the extent we can.

If you have any questions do not hesitate to ask. The OSA is available and willing to discuss any concerns. We will continue to provide updates as more information becomes available and appreciate your understanding during these unprecedented times.

Thank you.