

JAY INSLEE  
Governor



STATE OF WASHINGTON  
Office of the Governor

**TO:** Interested Stakeholders

**FROM:** Governor Jay Inslee

**DATE:** May 13, 2020

**SUBJECT:** Resuming Professional Services – Proclamation 20-25

This memorandum serves as the criteria for resuming Professional Services under Phase 2 and is effective as of May 13, 2020.

After consulting with stakeholders, we have developed the comprehensive Phase 2 – Professional Services COVID-19 Requirements. These requirements apply as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

This memorandum supersedes any conflicting provision in the Appendix to Proclamation 20-25, “Essential Critical Infrastructure Workers” and stands in the place of any other omission from the document.

For purposes of this memorandum, “professional services” includes:

- Accountants, attorneys, architects, engineers, financial advisors, information technologists, insurance agents, tax preparers; and
- Other office-based occupations that typically serve a client base.

Professional-service operations include those that were *previously authorized*, like services necessary to assist in compliance with legally mandated activities and those related to critical sector services. Professional-service operations also include those that are *newly authorized*.

**Newly authorized professional-service operations may operate immediately if they can meet and maintain all requirements, including providing materials, schedules and equipment needed to comply. Previously authorized professional-service operations must implement all requirements under Phase 2 – Professional Services by May 27, 2020.**

**Telework remains strongly encouraged. Please consult Proclamation 20-46, [“High Risk Workers – Workers’ Rights,”](#) for further information regarding telework.**

- **General questions about how to comply with safety practices** can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- **All other violations related to Proclamation 20-25** can be submitted at <https://bit.ly/covid-compliance>.