I hope you had a good weekend!  I’ve spent a great deal of time in the last several days reading and discussing and reading some more.  While I feel we are taking excellent precautions in our organization and in our community, nothing in me causes me to believe ANY local, county, or state measures have been early enough or strong enough to divert some very difficult times in the near future.  I am confident each of you and your City team members will respond and we will get through this better than most.  The large majority of us don’t appear to be in the high risk demographic (65+ and underlying chronic health conditions).  However, there are a few things we need to do to support our people and insure we are doing all we can to protect our people and our families.  **Please carefully consider and act accordingly on the following:**

* **Please take some time to re-evaluate those in your department who could be working remotely, and that includes you.** You should give some careful thought to a plan for continuity of “chain of command” should you need to self-quarantine.  Possibly have at least one of your key people working from home at any given time so that someone is available to be here if you can’t.  **I’ve asked***(Assistant City Manager)***to work from home effective immediately.  He will be available by phone and can be reached should you have any operational questions or concerns that he could help resolve**.  I’ve also asked a couple others to consider following the HR Department lead by alternating your people in a way that works for their schedules.  The goal is to reduce the number of people in our offices and workspaces.  You might even consider a one week on, one week off plan where those at home are subject to call, must answer email etc., as though they are at the office working.
* I’ve also asked that we coordinate the **sanitization of all communal equipment in your work areas and break rooms**, i.e. coffee pots, refrigerator and microwave handles, door handles, etc.  I know that is already being done, but I’m sure there is a creative way to wrap some of those handles with a disinfectant wipe or put a practice in place that assures regular disinfecting.
* On a brighter note, we will be on **“Jeans Days” at City Hall for the duration of the emergency resolutions (currently through April 14)**.  I will send out an email later today.  If you are able to do that with some of your administrative staff in other City buildings, please consider doing so.
* **Please review COVID-19 email updates with your team members at all available opportunities. This is a time when it is important to be visible among your team members expressing care and concern while modeling social distancing and CDC guidelines as expressed in previous emails.**

**Please be present and listen to your people as they express their thoughts, fears, and concerns.  But also please reiterate your gratefulness that we all work in very secure positions with outstanding sick leave and health benefits.  These informal discussions and meetings are a priority right now.  You are their leader and they will follow your lead as you model a great attitude of positivity and gratefulness.**

Thank you for pulling together as we work through this.  I couldn’t be more pleased with how you are responding.