

**From:** [Mayor](#)  
**To:** [Mayor](#)  
**Subject:** COVID-19 Update: Next 100 Days Plan  
**Date:** Tuesday, September 29, 2020 5:27:23 PM

---



A handwritten signature in purple ink, which appears to be "Valerie Woodward".

## The City of Spokane **COVID-19 News Update for Sept. 29**

*Information about Coronavirus Disease 19 (COVID-19) is evolving rapidly. We want to make sure our City employees have up-to-date information. We will provide this update, as needed, to communicate what you need to know, while we work to reduce the spread of this disease in our community and continue to provide critical public services.*

### **A Message from Mayor Woodward**

This year of unpredictability and uncertainty has taught us many things. Patience, understanding, and collaboration are high among the lessons we are drawing from daily. Perhaps most important for the City of Spokane is the need to be ready for anything. And that begins with planning and preparation.

Opportunities to take the next steps as an organization have surfaced through personal observation and conversations with organizational leadership. The time is right to improve our succession planning, continuity of operations, and leadership development, and better direct work and resources to the appropriate doers and levels within the organization.

We have developed a Next 100 Days Plan to begin addressing those needs and more.

We are piloting an organizational leadership structure that aligns to more traditional industry standards to prepare us to be flexible, innovative, forward-thinkers when the situation requires a different approach. The structure organizes City leadership more closely to strategic work in the areas of Public Safety and Health, Public Infrastructure, Resident Experience, Management and Budget, and Internal Services.

Growing the collaborative relationship between the City Council and Mayor's Office is also an important consideration for making this step.

Refinements will be limited to the senior leadership level. It will involve the shuffling of responsibilities without adding people. Our intent is to provide greater clarity, better continuity, and more room for creativity as we prepare to deliver on organizational commitments and meet the challenges – anticipated and unanticipated – that await us as an organization and as a community.

We are also clearly mapping out organizational priorities to provide clarity, leadership, commitment, focus, and collaboration internally and for the community during all that is happening in our world.

Change and the uncertainty that comes with it is hard. Our Next 100 Days Plan gives us the certainty and direction as an organization that will carry us as a community.

## Help out Businesses on West Main

Businesses on West Main Avenue are open! Consider visiting some of your favorites.

Spokane Transit Authority is proceeding with construction on stop locations for its Central City Line on West Main Avenue between Division and Bernard. While the work makes it more challenging to visit this area, the businesses need your support. Work is expected to continue for another 4 weeks or so until the end of October.

STA has been working with the City to mitigate the impact of this construction on the local businesses. The goal is to make it easier for customers to park in the area and reach their favorite businesses. There will be 10 minute curbside pickup parking spaces, more available parking during evenings and weekends when work isn't going on, and more.

## Flu Shots Available Starting Oct. 6

Annual flu shot clinics for City employees start Oct. 6 and run through Oct. 15. The shots are available at no cost to any employee eligible for health benefits. If employees are currently in a telework or remote work status, they can visit any City facility for a flu shot clinic. Employees may participate in City flu shot clinics during regular work, including those on telework or remote working. Access flu shots through non-City flu clinics is subject to the normal rules and conditions for sick leave. [Here is the full list of flu clinics available.](#)

The Washington state Department of Health says that people should consider [a flu vaccine “essential”](#) this year. With the ongoing COVID pandemic, getting a flu shot will help reduce strain on Washington's health care system, the DOH says.

## More Information to Assist Our Employees

*Here are some more resources from our Employee Assistance Program:*

- [Social Media Obsession and Anxiety](#)

Do you get anxious when you cannot check your Facebook or Twitter account? Believe it or not, that is a real disorder. *Social media anxiety disorder* is a mental health condition that is similar to social anxiety disorder. Anxiety disorders are the most common mental health disorders in the United States. It seems that the more technology we acquire, the more stressed out we become. According to the experts, almost 20% of people with social media accounts cannot go more than three hours without checking them. So, what is a social media anxiety disorder?

Most people who have social media accounts do not get nervous or stressed out when they are not able to check their notifications every five minutes. However, for those who have a social media anxiety disorder, just being away from their Facebook or Twitter accounts for a few minutes can cause severe anxiety.

- [Anxiety Disorders at Work](#)

Anxiety disorders are highly treatable, yet only one-third of those who suffer from an anxiety disorder receive treatment. Anxiety disorders are medical illnesses. They are chronic, relentless, and can grow if left untreated.

Most people feel a little anxious before a big speech, a job interview, or a visit to the doctor. Sweaty palms and butterflies in your stomach are normal reactions. Crippling fear, however, is not normal.

Having an anxiety disorder is not a sign of moral weakness. In fact, experts believe that anxiety disorders are caused by a combination of biological and environmental factors, much like physical disorders, such as heart disease or diabetes. The most common anxiety disorders are panic disorders, phobias, post-traumatic stress disorders, obsessive-compulsive disorders, and generalized anxiety disorders.

To access more topics related to COVID-19 visit: [EAPHelpLink.com](https://EAPHelpLink.com), using company code: **CITSPO**

**Employee Information Portal** ([covid19.spokanecity.org/](https://covid19.spokanecity.org/))

Remember, this Employee Information Portal is a great resource for employees to stay current on what's happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.