

From: [Mayor](#)
To: [Mayor](#)
Subject: COVID-19 Update: Employee Info Portal & Fill Out Child Care Survey
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The City of Spokane COVID-19 News Update for March 17

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.

Employee Information Portal (<https://covid19.spokanecity.org/>)

We are getting information out to our employees as efficiently and quickly as we can. We have done most of that via email, but we know that doesn't reach our whole employee base. Here is a link to an [Employee Information Portal](#) that 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, along with the updated HR Guidance, directions on how to use technology for telecommuting or virtual meetings, policy guidance, and more.

Budgetary and Procurement Guidance

The Mayor and City Administrator have sent out [guidance](#) about anticipated budgetary impacts. The City is preparing for a decrease in sales tax revenue of 3 percent to 8 percent, and we are asking department and division heads to start making changes now to enable the City to remain as strong as possible during this time.

It's also important to keep track of any [purchases or contracts](#) needed to respond COVID-19. Guidance on how to do just that also was sent out today.

Child Care Survey

Don't forget to fill out the Child Care Survey the City has put together to assess the need for child care among our employees. Here is the link to the online survey: <https://www.surveymonkey.com/r/L7RM9MT>. We are asking employees to respond **no later than Wednesday, March 18, at noon**. For employees without access to email, department heads and managers will reach out to their employees to gather this information. Human Resources has sent department heads the information they need to proceed with collecting that data.

Employee Gyms Closed

Consistent with the social distancing orders released by Gov. Jay Inslee, the City is closing the employee gyms in City facilities until further notice.

Help Our Community

While restaurants have been closed for social distancing, many of them are still open for takeout and delivery options. The City is promoting its new #OrderUpSpokane campaign, designed to encourage citizens

to take advantage of these services and help our businesses. Here is a [list of restaurants offering takeout and delivery](#).

Also, Spokane Public Schools announced they would distribute Grab-and-Go meals for kids who need them between 11 a.m. and 1 p.m. Monday through Friday at Arlington, Balboa, Finch, Garfield, Hutton, Lidgerwood, Lincoln, Heights, Longfellow, Moran Prairie, Mullan Road, Ridgeview, and Roosevelt elementary schools as well as Shaw Middle School, Rogers High School, Shadle Park High School, and Ferris High School. Share this information with those who need it.