

From: [Mayor](#)
To: [All City Users](#); [All Police](#); [All SFD](#); [City Probation](#); [Municipal Court](#); [City Prosecutors](#); [Chanse, Andrew](#); [Amanda Donovan](#)
Subject: COVID-19 Update
Date: Friday, March 13, 2020 4:30:31 PM
Attachments: [COVID-19 Employee FAQ 03132020.docx](#)



The City of Spokane

COVID-19 News Update for March 13

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. This chart, from the Washington State Department of Health, provides a look at the levels of a health emergency and indicates where we are as a community. (Currently, we are at Level 2.)

Current Level				
Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> • Increase handwashing and use of alcohol-based sanitizer • Respiratory Hygiene/ Cough Etiquette • Keep distance from others (>6 feet) • Frequently clean and disinfect personal surfaces (doorknobs, phones, keyboards, etc.) • Remain home through the duration of respiratory illness 	<ul style="list-style-type: none"> • Voluntary isolation of sick persons • Voluntary quarantine of contacts of sick persons 	<ul style="list-style-type: none"> • Involuntary isolation of sick persons • Involuntary quarantine of contacts of sick persons 	<ul style="list-style-type: none"> • Order cancellation of major public and large private gatherings • Order closure of schools, childcare facilities, workplaces, and public buildings 	<ul style="list-style-type: none"> • Prevent non-emergency travel outside of the home • Establish a cordon sanitaire

Source: Washington State Department of Health (DOH) Nonpharmaceutical Intervention (NPI) Implementation Guide

A Note from the City Administrator

Things are happening so fast; we want to make sure we are getting you accurate information timely. We continue to plan for the expected needs of our community. But, we can't serve our citizens if we, the City employees, become ill or unable to work. We will continue to do our best to keep you informed as possible as this situations develops. You are the core of our community, and we are going to get through this together.

Today's Big Announcements

- Governor Jay Inslee [cancelled K-12 school from March 17 to April 24](#) throughout the entire state of Washington.
- Spokane Regional Health District Medical Director Bob Lutz ordered that all events with 250 people

or more be cancelled. [See the Health District update for today.](#)

- And President Donald Trump [declared a national emergency](#) over COVID-19.

Human Resources Guidance

Our employees and managers have been interested in getting information on how to access leave banks and related questions as they seek to understand how to manage illness, quarantine, and caring for family members. This information is even more important today, as the Governor announced this afternoon that all K-12 schools will be closed effective Tuesday, March 17, through April 24.

Attached please find a question and answer document prepared by Human Resources that details information on use of leave, employee travel, telecommuting options for some employees, and tools and tips to limit in-person meetings.

Child Care Needs

With the school closure announcement today, our employees are concerned about caring for their children while still providing the City services that our community relies on. We will be sending out a survey to employees to find out about their child care needs and how the City might be able to help. Please help us by replying to the request for information timely.

A Note on Payroll

With changing conditions, Payroll provides this information: If you are self service for payroll (that means you enter your timesheet), you need to put in a time off request, or you need to approve timesheets, you can access [peoplesoft from this link](#) with any computer that has access to the internet.

This is very important for the upcoming week so there are no delays in processing timesheets and payroll next Friday and the following week.