

From: [Mayor](#)
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Subject: COVID-19 Update: You are making a difference!
Date: Wednesday, April 15, 2020 4:52:12 PM
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Nadine Woodward

The City of Spokane COVID-19 News Update for April 15

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.

You Are Making A Difference; Keep it Up!

Each day, our community [reports on the number of new COVID-19 cases](#). The numbers have been going up more slowly in the last week or so, and that's good news. Our adherence to the guidelines under the Governor's "Stay Home, Stay Healthy" order is making a difference.

But those good trends don't mean our work is done. The current order in Washington state extends through May 4, and Idaho Gov. Brad Little today extended neighboring Idaho's stay home order through the end of April.

This is a critical time. We can continue on our current, good path—or if we let our guard down too soon, we can end up with new illness spikes and lengthen the time we need to stay at home. Gov. Jay Inslee emphasized that today as he also talked about how the state might transition back to more normal life. Social distancing as a community has to be successful in order to move toward recovery.

We appreciate our employees—those who are coming to their work places to complete their jobs in person and those who are working at home. We know that this time has been difficult, but through your actions, you continue to be a good role model for your friends, family, and neighbors.

Street & Public Infrastructure Investments

Today, [the City announced that we are proceeding with the 2020 Construction Season](#), and will add an additional \$10 million in street work to be done in 2020 and 2021. Also today, the City's Street Department began its annual grind and overlay work, with work starting on Northwest Boulevard. With traffic down significantly around the City, the Street Department will focus first on streets that normally have high traffic counts to reduce the inconvenience on commuters when the "Stay Home, Stay Healthy" order is reduced or lifted.

And the Parks Department is continuing work on projects in Riverfront and Manito Parks.

Public infrastructure construction will be an important part of our economic recovery. Every \$1 million in public infrastructure construction supports 10 to 20 good-paying jobs!

"Public infrastructure construction is an important component of our economy in any year—but City construction work is especially important now as we work to address significant economic challenges resulting from our work to slow the spread of COVID-19," says Mayor Nadine Woodward. "We will be putting dollars to work to put community members to work."

Tips for Online Meetings and Gatherings

With so many of our employees working at home, many of you have now experienced online meetings. And even if your job doesn't require many meetings, there is a good chance you have now experienced an online happy hour or birthday party. Here are a few things to think about if you're not very experienced!

Prep Your Tech

Test your link, download the software, test your video and audio quality and know your signal strength. Get very familiar with your mute/mic and your video buttons! You need to be quick on the draw if someone asks you a direct question. How does your name appear on your account? Adding a photo to your profile is a nice touch if you do a lot of your meetings without video.

Prep Your Space and Yourself

What's in the background behind you? Who might walk by as a cameo appearance? What are you wearing and not just from the waist up? What if for whatever reason you need to stand up? Have light hitting your face and not behind you. Expect awkward pauses and responses because of tech delays. Be yourself and know you're not alone in this new way of communicating!

Know Your Audience

If it's "happy hour" with your girlfriends, you can make a more memorable entry. If it's a meeting with 85

business leaders, come in on mute and dress professionally.

Meeting Do's & Don'ts

- DO: **Mute your mic** unless you are speaking.
- DO: **Pay attention**. Especially if your video is on.
- DO: Try to **be on video if you are hosting** or presenting.
- DO: Utilize the **chat box** during large group meetings **for questions**.
- DON'T: **Engage in inappropriate chat sessions**, they can be logged and shared. (And in the case of the City, they're a public record.)
- DON'T: **Never eat on video** in a meeting.

AWC launches COVID-19 dashboard; check out Spokane info



This week, AWC (Association of Washington Cities) launched [a new COVID-19 dashboard](#) to help community leaders better understand their local vulnerable populations and the potential impacts of COVID-19 on their communities.

The dashboard provides a central location for key metrics such as the number of care facilities within a city, the ratio of individuals with and without insurance, population over the age of 65, and much more. AWC will update this dashboard with other pertinent information as it becomes available. Check out the information on Spokane. It's very interesting.

Employee Information Portal (<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](#).