

**From:** [Mayor](#)  
**To:** [Mayor](#)  
**Subject:** COVID-19 Update: Creativity Needed!  
**Date:** Monday, April 20, 2020 4:50:42 PM

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A handwritten signature in purple ink that reads "Valerie Howard".

## The City of Spokane COVID-19 News Update for April 20

*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.*

### **The Importance of Creativity**

The Stay Home, Stay Healthy order has had different impacts on City operations. Many services are essential and are continuing to operate as close to normal as possible. Other services are more in demand than usual, while others are in less demand or not operating at all.

Human Resources is working with departments to get creative and keep our employees working. Today, two employees from Parking Services, which is mostly suspended during the COVID-19 response, reported to Park Operations to begin a temporary work assignment. Parks hasn't been able to add their normal temporary/seasonal crew for park maintenance because of COVID response and needs help.

The Parking Services employees have volunteered to do work similar to a Park Caretaker. Their assignment will continue until there is work available in their home department, currently anticipated for May 4, 2020, based on the current scheduled expiration of the Stay Home order by Governor Inslee.

Human Resources is on the lookout for other work opportunities to help employees who currently don't have work available in their home departments. A little creativity can result in great solutions!

### **A Continued Look at City Finances**

The City's Finance Division is keeping a close eye on revenues and expenses as we move through the response to slow the spread of COVID-19. They have asked departments for suggestions on how to reduce expenses and will share possibilities with the City's elected officials.

The largest revenues for the General Fund come from sales, property and utility taxes. Some actual revenue figures from March, when measures began being implemented to slow the spread of COVID-19, will take a while. Sales tax reporting from the state has a two-month lag, and property tax payments can be paid up to 45 days late, through a measure approved by the County Treasurer. A clearer picture of the City's budget, therefore, will take some time to come into focus.

Meanwhile, Finance will be working with departments to make sure they are tracking COVID-19-related expenses that might ultimately be reimbursable. The goal is to make sure the City is in a good position to seek repayment for such costs.

### **Mindfulness Practice from our EAP Program**

Does balancing your usual full-time job while in a new "work from home" environment while taking on the new role of full-time substitute teacher sound familiar? For many of us, despite being quarantined, it's still a busy world.

Throughout the rest of this week, join in a series of live, web-based sessions facilitated by an Aware specialist to engage in 10-minute mindfulness exercises that will help you focus, release tension, and reset for improved wellbeing. [Mindfulness practice can help us increase our ability to regulate our emotions and decrease stress, anxiety, and depression.](#) This is a FREE benefit being offered through the City's EAP

program to help you and your family stay well and well balanced.

To register, log on to [EAPHelpLink.com](http://EAPHelpLink.com) using your company code: CITSP0 – check out the Online Seminars section to find the available Aware mindfulness sessions this week.

### Smoking and Coronavirus

It may seem obvious. But the more health officials learn about COVID-19, the more they are finding that smoking can make it harder for you to recover and makes you more likely to get severely ill. Vaping may also dangerously damage lung health. Both the Washington State Department of Health and the Spokane Regional Health District emphasized this point today. Get free quitting support for Washingtonians at 1-800-QUIT-NOW or [doh.wa.gov/quit](http://doh.wa.gov/quit).

**Smoking/Vaping & Coronavirus (COVID-19)**  
*Give your lungs a fighting chance*

**How is your risk of COVID-19 increased?**

**SMOKING OR VAPING CANNABIS OR TOBACCO**

- Damages lungs
- Harms the immune system (body is less able to fight diseases)

COVID-19 Exposure

Infection is **↑ more severe**

**We can help you quit!**



**WASHINGTON STATE TOBACCO QUITLINE**  
1-800-QUIT-NOW

**SMARTPHONE APP**  
[doh.wa.gov/quit](http://doh.wa.gov/quit)

When you quit smoking or vaping, **your lungs and your immune system get healthier**

COVID-19 Exposure

Infection is **↓ less severe**

For more information visit: [tobaccopreventiontoolkit.stanford.edu](http://tobaccopreventiontoolkit.stanford.edu) or  or 

### More Earth Day Workshops through the Week

The City's Water Conservation Coordinator and Solid Waste/Recycling Educator held their first virtual workshop in their week-long series to celebrate the 50<sup>th</sup> Earth Day from home. Additional workshops are planned each day this week from 10 to 11 a.m. [Here is the information on how to get involved.](#) You have to download WebEx and register in advance for each session.

### 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.