

From: [Mayor](#)
To: [Mayor](#)
Subject: COVID-19 Update: City Employees Doing their Part
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The City of Spokane

COVID-19 News Update for March 31

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.

Our Employees and Our City Are Helping our Community!

It's what we do, right? City employees provide the services that our citizens rely on every day. Our work is amplified even more as we respond to COVID-19. We are finding creative ways to make a difference.

Here are a couple of recent examples:

Yesterday, a temporary shelter to create social distancing during this health emergency for those experiencing homelessness opened at the closed downtown Spokane Public Library. The temporary space at the downtown **library adds physical capacity to the system to accommodate social distancing for those currently using a shelter.** The downtown library is currently closed for planned renovation.

The space was desirable because it was available to be re-purposed quickly, had a large open space and restrooms, and is not currently shared by healthy populations or services. We even added shower space.

Today, we worked with the Project Share and U-Help programs to announce **a new partnership to raise funds to assist those who need help paying their utility bills.**

Here's how the program works. Citizens can provide a donation in any amount over the next six weeks. For every dollar donated by the community to help people with their utility bills, the City of Spokane and Avista will each match it. That means for every \$1 donated, \$2 more will go to support their neighbors.

Community members can donate starting today at <http://spokaneutilityhelp.org>. Those who need help can contact SNAP at (509) 456-SNAP to request support.

Working together, we are supporting those who need us most. You should be proud of the work that all of you are doing for our citizens.

Report When You Telecommute

Many of us are working differently these days—meeting by teleconference, working from home, staggering work days. The City is trying to keep track of **where people are working** to be able to understand how the COVID-19 response has changed how we do business. The Finance team sent out directions on how to [report in the PeopleSoft system that you're telecommuting](#) and another guide to [make those telecommuting reports for other employees](#) in that same system. Please help Finance in their tracking efforts. Some of this may be very helpful if we are able to seek reimbursement from FEMA or other agencies in the future.

Updated Information on the Families First Coronavirus Response Act

Guidance on the Families First Coronavirus Response Act continues to evolve as the federal government provides additional information on the intent of this act. [An updated poster](#) from the US Department of Labor condenses the information, providing a helpful overview.

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.

