

From: [Mayor](#)
To: [Mayor](#)
Subject: COVID-19 Update: Keeping track of COVID time!
Date: Tuesday, July 28, 2020 6:39:09 PM



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

The City of Spokane **COVID-19 News Update for July 28**

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.

A Message from Mayor Woodward

New statewide regulations take effect this week to slow the spread of illness in our community and protect our healthcare system from the growing number of COVID cases requiring hospitalization. The measures are frustrating and can feel a little discouraging. They are also an opportunity for us to regroup and recommit as a community to our health and safety.

We understand and share the disappointment, anxiety, pain, and fatigue you are experiencing after more than four long months of battling the virus. We have been in a crisis period as a community and are slowly making the shift toward the coping period that will carry us out of this situation. We support each of you and the disciplined behavior it takes to stabilize our health crisis and reopen our economy and schools.

We are extremely encouraged by the masking habits we are observing in retail and restaurant establishments and other workplaces; it is going to take maintaining that discipline in all aspects of our life to be successful as a community.

So, enjoy a change of scenery and a conversation at a safe distance.

- Gather outside in groups of 5 or less with a little more space than you usually might leave between you and someone you care about.
- Support your favorite businesses by being efficient with your trips to limit exposure.
- Soak in the weather and summer activities and share the good times and memories with others over social media.

We have to put our community in the best position to move through the phases as safely and quickly as possible; that's what we all want.

We can do this. Together.

Tracking Work Time Spent on COVID-19 Concerns!

As the City continues to respond to COVID-19 in our community, it is as important as ever for our

employees to track the time they spend working on this issue in the HRMS system. That might be creating and managing programs to help businesses and residents, revising operational plans and procedures, responding to questions and concerns, making purchases, distributing supplies, providing training, and so much more. Employees should be using the Activity Code 0096 on hours spend on such activities.

Keeping track allows the Finance team to seek reimbursement for that work, easing the strain on our local citizens. Revenues to the City are down, as you know. We are facing an anticipated General Fund deficit for 2020 of \$18.6 million, so the **time tracking is critical**.

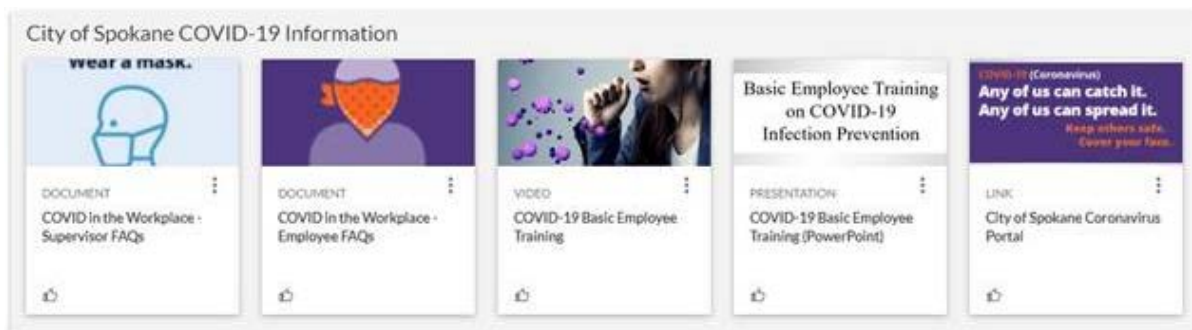
Meanwhile, employees who are telecommuting can stop filling out reporting information on their work locations in the HRMIS system. We have gotten the data needed on this issue through the last several months, and no longer need to collect that information.

City Employee COVID-19 Training

Employee education on COVID-19 is essential to preventing the spread of the illness and keeping employees safe. In addition to the **Coronavirus Help and Information** portal, the [Covid-19 Basic Employee Training](#) video is now also available on SharePoint:



Also available is our featured City of Spokane COVID-19 channel in our Skillsoft Percipio platform. Here, employees can access training, policy and FAQs related to COVID-19 in the workplace:



New to e-Learning? Login at <https://spokanecity.percipio.com/login.html#/> or contact your Skillsoft Administrator at erahrsa@spokanecity.org for assistance.

“Safe Start” Plan Modifications Aimed at High-Risk Activities

Gov. Jay Inslee and Secretary of Health John Wiesman last Thursday announced additional changes to “[Safe Start](#),” Washington’s phased approach to reopening. The changes target activities that data have shown provide a higher risk of COVID-19 exposure. Most of these changes are effective on Thursday, July 30. Here’s [a memo from today](#) listing the specifics of the new changes and changes that went into effect on July 20.

To combat the rising numbers, the governor and secretary changed [guidance and regulations](#) around restaurants, bars, and fitness centers, as well as weddings and funerals. The changes will also affect family entertainment centers, movie theaters and card rooms.

“We do not take these steps lightly. We know every prohibition is a challenge for individuals and business owners,” Gov. Jay Inslee said during a press conference. “But we know that if we fail to act, we expose people and businesses to even greater risk down the line.”

More Information to Assist Our Employees

Here are some more resources from our Employee Assistance Program:

- [Families Taking Charge: Talking with Your Spouse](#)

Issues related to finances, like issues related to sexuality, are often tough ones for spouses to communicate effectively. This is due in part to beliefs such as “you’re supposed to know all about that” and “adults should be able to take care of money matters,” and “you should be able to handle all your problems without seeking help, even from your spouse.”

- [Building Positive Self-Esteem](#)

Children form a *self-concept*, or picture of themselves, mainly from the messages they get from others. Because parents and family are usually the most influential people in the child’s life, their words are interesting. The picture of the self that forms in the past years will change throughout life. Still, the initial image is crucial because it lays the foundation for relationships and attitudes toward learning, which influences later development and education.

To access more topics related to COVID-19 visit: [FAPHelpLink.com](https://www.faphelp.com), using company code: **CITSPO**

Employee Information Portal (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.