

From: [Mayor](#)
To: [Mayor](#)
Cc: [All Police](#); [All City Users](#); [All SFD](#); [Municipal Court](#); [City Probation](#); [City Prosecutors](#); [Chanse, Andrew](#); [Amanda Donovan](#)
Subject: COVID-19 Update: Employee Support Survey
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Attachments: [employee support survey 8-2020.pdf](#)



Gabrie Woodward

The City of Spokane COVID-19 News Update for Aug. 18

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

Last Friday morning, a brush fire ignited near the Sunset Highway, apparently started when a pile of dry leaves spontaneously combusted under just the right circumstances of high temperatures and low humidity. The fire moved quickly with the aid of warm winds.

Spokane Fire Department crews responded immediately. They were joined by firefighters from multiple agencies. Evacuation orders were issued for about 25 homes in the area. By dinnertime, the fire was completely contained.

Certainly, the fire required an emergency response and added some stress to the day, as I found out during my visit to the site. But that kind of short-term stress is mostly manageable and sometimes helpful. It's what gets us through an interview for a new job or an important test. And it helped our firefighters respond effectively.

Long-term stress is another story. Coping with the impact of chronic stress can be challenging. And that's what we're all doing with the COVID-19 pandemic. As the weeks roll by, we all need to recognize the need for a little self care. Mental health experts tell us there are practical ways to manage stress and reduce negative health effects:

- Get regular exercise.
- Try a relaxation or meditation session.
- Stay connected with your friends and family – in a safe way.
- Talk to health professional or other person trained to help.

Washington state has launched a new free service to do just that called "[Washington Listens.](#)" Anyone in the state can call the toll-free number—1-833-681-0211—to receive support.

The Washington Listens service provides callers with support to manage elevated stress and cope with the changes due to COVID-19. They can also receive connection to community resources in their area. The program is anonymous.

So, while you care for others by wearing your mask and maintaining physical distance, schedule some time to care for yourself, too. And don't be afraid to ask for help.

[Employee Support Survey](#)

This year has been full of unique challenges for all City employees, especially employees with school-age children. Plans to reopen school in distance learning models and other school changes might be a concern for some of you. We are actively looking for unique and creative ways to support employees as they navigate and adapt to school reopening plans.

Over the last few months, the City has offered Emergency Paid Sick Leave, Emergency Paid FMLA Leave, telework, and alternate work schedules to assist with needs created by school delivery changes. If you are interested in one of these options going forward, please talk to your supervisor or Human Resources.

If you have a school-age child/children and unmet needs or concerns about your ability to maintain your current work schedule that can't be addressed using the above tools, please take a few moments to respond [to our current survey](#). Your participation in this survey will help us gain a greater perspective on what the current need is and how we can better support you.

The deadline to complete the survey is Wednesday, Aug. 26, at 5 p.m. For employees who don't have a City email account, the link to the survey will be added to the [Employee Portal for COVID-19](#), and a printable copy of the survey also is attached for supervisors to share. Physical Surveys can be scanned and sent to Human Resources Employee Communications at erahrec@spokanecity.org.

Washington State Paid Family & Medical Leave (PFML)

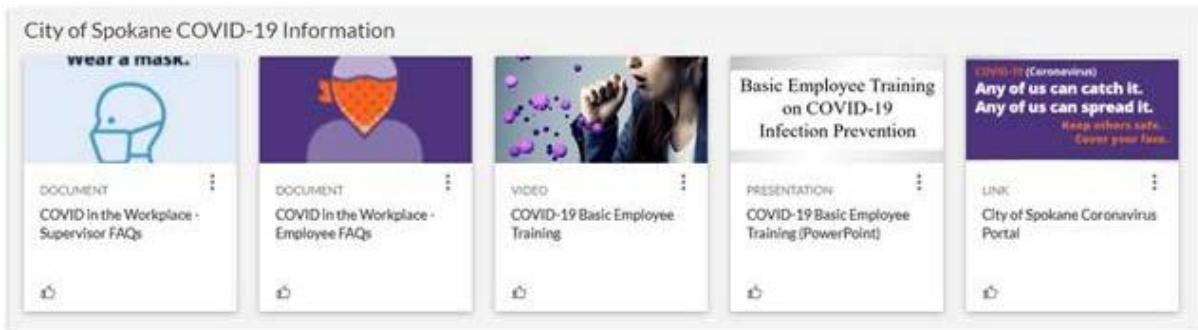
Washington has created a new program to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons. These benefits became available on January 1, 2020. The City has evaluated the program and provided a [new policy](#) and [Frequently Asked Questions](#) to help employees understand the program and how it might apply to them. Additionally, more information on this benefit is available on the state's Employment Security Department's web site at <http://www.paidleave.wa.gov/workers>.

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 Skillssoft Administrator at erahrsa@spokanecity.org for assistance.

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](https://covid19.spokanecity.org/) 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.