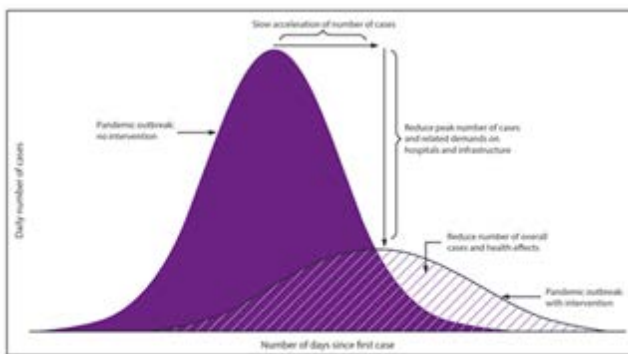


From: [Neukirch, Ghida](#)
To: [All Users](#)
Cc: [Neukirch, Ghida](#); [Taub, Emily](#)
Subject: New COVID-19 Workplace Policy & City Operations Update IMPORTANT
Date: Friday, March 13, 2020 11:53:18 AM
Attachments: [COVID-19 Workplace Policy - Mar 13 2020.pdf](#)
Importance: High

Good afternoon colleagues,

By now you have seen and heard a great deal of information regarding COVID-19. As you are aware, the City is continuing to take proactive measures to address the pandemic and control the spread of COVID-19 to the best of our ability. You may be wondering why the City is taking assertive action in our community. The following graphic from the CDC shows how early and appropriate intervention can help slow the growth of a pandemic. As noted, early and appropriate intervention can significantly reduce the number of overall cases and effects of a pandemic, and that is the goal of the actions taken by the City this week.



Source: Adapted from: CDC. Interim pre-pandemic planning guidance: community strategy for pandemic influenza mitigation in the United States—early, targeted, layered use of nonpharmaceutical interventions. Atlanta, GA, US Department of Health and Human Services, CDC, 2017.
Centers for Disease Control

In a continued effort to limit the effect of COVID-19 on employees and the community, effective Monday, March 16, 2020, City buildings except for the Police Department will be closed to the public. As of this time, critical emergency services will continue, and administrative service are being restructured based upon individual Department protocols as approved by the Department Director and City Manager. Please keep in mind however that circumstances are changing quickly with regard to COVID-19. This evolving situation will be continuously monitored and the status of City operations may change. Any further changes will be communicated to you as soon as possible.

Understanding that there are many questions and the unique nature of the COVID-19 pandemic, the City has developed the attached COVID-19 Workplace Policy. Please review the attached information and feel free to reach out to your supervisor, department director, or human resources with any questions. We understand these are unique times. Your hard work and dedication to the City of Highland Park is greatly appreciated.

Respectfully,

Ghida S. Neukirch, CM
City Manager



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