



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Voice/Relay

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TO: Howard County Employees

FROM: Lonnie R. Robbins  
Chief Administrative Officer

SUBJECT: Extension of Operations Reduction to Core Functions

DATE: April 6, 2020

**This communication was sent via global email to all Howard County employees on Monday, April 6, 2020 at 2:47 p.m.**

Dear Employees,

On Thursday March 26, 2020, I sent out an email reducing County Government operations to core functions. The original period of reduction to core functions was effective through Friday, April 10, 2020. All employees should be following the direction of their appointing authority as to who is required to report to work. At this point, I am extending the reduction until further notice. I will continue to keep our employees informed of any changes or updates to our operations.

**Note: If you are a State-Authorized Exempt Employee that works for any of the following agencies, please contact your Agency Director for information regarding essential functions, as the directives included in this memorandum may not necessarily apply: Office of the Sheriff, Office of the State's Attorney, Soil Conservation, and the District & Circuit Courts.**

Thank you.