



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: Guidance on Out of State Travel

DATE: March 10, 2020

This communication was sent via global email to all Howard County employees on Tuesday, March 10, 2020 at 3:55 p.m.

Dear Employees,

Given the rapidly evolving nature of COVID-19, we are canceling all official out-of-state travel for County employees effective immediately, unless an exception is made by the CAO. This ban will be in effect for the next 45 days to mitigate the spread of COVID-19 in Maryland. The cancellation will be reassessed at the end of the 45-day period or at any point should developments arise. Howard County does not currently have any confirmed cases of COVID-19. However, the Howard County Health Department continues to monitor the situation that continues to evolve in Maryland. Updates on the coronavirus can be found on the County website.