



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: Reevaluation of Government Operations

DATE: March 23, 2020

This communication was sent via global email to all Howard County employees on Monday, March 23, 2020 at 5:39 p.m.

Dear Employees,

In light of the COVID-19 pandemic, Howard County has already taken drastic steps to minimize and reduce the risk of exposure to the virus, including declaring a County Declaration of Emergency, liberal expansion of telework and closing government facilities and buildings to the public. These steps were done with a focus on protecting the health and safety of every employee, while continuing to deliver services to the greatest extent possible for the residents that we serve.

Following the Governor's March 23, 2020 press conference, we are currently reevaluating the County's status of operations. The Governor's order on closings does not include government buildings and facilities. However, County Administration has directed Department Heads and Administrators to identify their agencies core functions (e.g., mission critical essential functions). The core employees tasked with performing these essential functions will be notified in due course.

Please note that the County is not closing but looking at reducing operations to only core functions to further contain the transmission of COVID-19 to employees and residents. Until we provide additional direction, please continue to telework as much as practical.

Thank you.