



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2171

Voice/Relay

Lonnie R. Robbins, Chief Administrative Officer
lrobbins@howardcountymd.gov

FAX 410-313-3051

TO: Howard County Employees

FROM: Lonnie R. Robbins
Chief Administrative Officer

SUBJECT: COVID-19 Employee Update

DATE: March 16, 2020

This communication was sent via global email to all Howard County employees on Monday, March 16, 2020 at 2:59 p.m.

Dear Employees,

As you may have heard, Howard County now has confirmed cases of Coronavirus, also known as COVID-19. The County Executive and the administration continue to work to mitigate the spread of COVID-19 in Howard County by cancelling or postponing large events or meetings, closing senior centers and recreation facilities to the general public, increasing social distancing through telework and liberalizing leave policies. The County continues to look at ways to conduct business differently in order to increase social distancing. The County Executive has declared a State of Emergency and has used those emergency powers to close the Mall in Columbia, movie theaters and the Shops at Savage Mill.

Howard County Government remains open for general county business, however we continue to evaluate how we deliver our services to the public. We are following the guidance of the County Health Department and the CDC. I ask that you work with your fellow employees by also following the CDC guidelines, maintain social distancing, regularly wash your hands, and staying home if you are sick.

Department Directors, managers and supervisors are working with the Department of Technology and Communication Services to increase the number of employees who may be able to telework, how public interaction can be modified to limit direct contact, how to increase virtual meetings and teleconferences and other ways that we can deliver our services to the public. Some services are being reduced or even suspended during this period. This is a constantly evolving situation and we will continue to monitor and make changes as necessary to insure the safety of our employees.

I ask that all of you continue to be vigilant. If you are sick, stay home. If you have symptoms related to COVID-19, call the Health Department Coronavirus information at X6284. If you are otherwise healthy, the Health Department may direct you to stay home until you are symptom free for 24 hours without medication. Most likely, if you are otherwise healthy, you will not be tested for COVID-19. If you are at risk or have an underlying medical condition they may advise that you work with your physician to determine if you require additional care or should be tested for COVID-19.

The above information is rapidly evolving, to stay informed on coronavirus updates, please follow social media for the [Center for Disease Control](#), the [Maryland Department of Health](#), the [Howard County Health Department](#), the [Howard County Government](#), and [Howard County Executive Calvin Ball](#).

The safety of our employees and are citizens is of the utmost importance to all of us. We are all in this together and will all get through this together.

Thank you.