



# 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: Reduction of Government Operations to Core Functions

DATE: March 26, 2020

**This communication was sent via global email to all Howard County employees on Thursday, March 26, 2020 at 1:40 p.m.**

Dear Employees,

As I noted on Monday, March 23, 2020, plans were to re-evaluate the County's status of operations. This Administration has been monitoring the ever-changing COVID-19 landscape. We have executed best practices and recommendations to minimize and reduce the risk of exposure to and spread of the virus. These preventative steps were undertaken to protect the health and safety of every employee and to continue services to the greatest extent possible to the residents we serve.

After careful review of the County's status of operations, Howard County Government will further reduce its operations to core functions defined as mission critical essential work. This will go into effect on Friday, March 27, 2020 at 5:00 p.m. Department Heads and Administrators have identified the core operating functions that will continue and will communicate this information to employees. The employees tasked with performing these core functions will be notified by Friday, March 27, 2020 at 5:00 p.m.

Please note that the County is not closing but reducing operations to only core functions to help further contain the spread of COVID-19. Staff will perform core functions to allow operations to continue albeit at a reduced capacity. If your Department or Office has identified you as an employee who is required to work during this period, you will report to work, or telework. For those employees supporting core services where continuous telework is not possible, the County will continue implementing previously issued guidance to minimize the risk of exposure. Additionally, core services may include occasional office support functions (timekeeping, check and mail processing, or other administrative support) that requires the employee to report in to work for short periods. Your appointing authority will further advise if your Department or Office will be implementing off-setting shift hours or days.

All employees who are not required to report to work and/or telework, shall be placed on paid Administrative Leave. By being placed on Administrative Leave, the County expects that you will maintain contact with your department and respond timely to any work-related communication or phone call. This is a rapidly evolving situation that the County will continually assess. As such, you will be notified if you are required to report to work, work remotely or if your job duties can be realigned during this period.

During this period of reduction to core functions, there will be no disruption or change in employee benefits. This reduction in operations is effective through Friday, April 10, 2020. The County will continue to closely monitor the situation and employees will receive an update prior to this date.

**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.