



HOWARD COUNTY OFFICE OF COUNTY EXECUTIVE

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TO: Howard County Employees

FROM: Calvin Ball
County Executive

SUBJECT: Message from County Executive Ball to Employees; COVID-19

DATE: June 29, 2020

This communication was sent via global email to all Howard County employees on Monday, June 29, 2020 at 3:02 p.m.

Dear Employees,

I want to start by thanking you for your heroism and resiliency throughout this pandemic. You have selflessly focused on keeping your families, colleagues, and the general public safe. I am so proud of how you adapted to the rapidly changing landscape. Your dedication to your job and our community persisted, and that is evident as we have continued to operate during the pandemic.

On our end, Howard County took many preventative steps to protect the health and safety of every employee while continuing to provide critical services to the residents we serve. Throughout this ordeal, we have continued to take the necessary steps to ensure the safety, including closing County government buildings to the general public; offering expanded telework for employees; providing appropriate face coverings and/or personal protective equipment for employees who have continued to work onsite, and performing appropriate cleaning treatments on County facilities.

We have spent the past few months preparing to ensure a safe return to the workplace. To do so safely and effectively, we have consulted with our Health Department, neighboring jurisdictions, and national professional associations, to ensure that we have best practices in place for your safe return while maintaining necessary physical distancing to prevent the spread of COVID-19.

As we begin to increase our operational capacity, you will be notified in the upcoming week how your work schedule will change. You will receive guidance from your appointing authority about COVID-19 training, self-screening tools, and, if applicable, our interim telework agreement for employees continuing to work remotely.

For the time being, County buildings will remain closed to the public. However, we are currently making building preparations with your safety in mind. This includes installing plexiglass shields, adding hand sanitizing stations, and posting additional signage in County

facilities to promote handwashing, physical distancing, limiting conference room, and common kitchen area usage, and other relevant COVID-19 information. Building air filters have also been upgraded to the CDC recommended level.

I also want to reiterate the importance of wearing face coverings while walking throughout County buildings, in elevators, and interfacing with the public. Each of us has a responsibility to protect the vulnerable members among us - our colleagues, our families, and the residents we serve. Wearing face coverings and physically distancing ourselves is still the best-known way to maintain our public health.

The past four months have been challenging, and I want you to know how much we appreciate your hard work and commitment to each other's safety.

All the Best,

Calvin Ball

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