



HOWARD COUNTY OFFICE OF COUNTY EXECUTIVE

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TO: Howard County Employees

FROM: Calvin Ball
County Executive

SUBJECT: COVID Telework Update

DATE: November 12, 2020

This communication was sent via global email to all Howard County employees on Thursday, November 12, 2020 at 11:30 a.m.

Dear Employees,

As a county government, we have responded to this pandemic over the last eight months with great urgency, flexibility, and patience while maintaining excellence in our day-to-day operations and service to the residents, businesses, and visitors to Howard County. I continue to offer my sincerest gratitude to you, along with your families, for your dedication to Howard County.

On Tuesday, Gov. Larry Hogan tightened statewide restrictions after a week of Maryland recording 1,000 or more new coronavirus cases daily coupled with increased hospitalizations rates. In the same vein as my November 5th email to you, Gov. Hogan stressed continued vigilance, the continued wearing of face masks, discouraged large family gatherings, advised against out of state travel, and warned against the dangers of becoming lax due to "COVID fatigue."

To continue protecting every employee's health and safety while providing critical services to the residents we serve, we have instructed our Department heads and Administrators to review their operational needs to determine where and how we can maintain operational capacity and encourage telework as needed. You will receive guidance from your appointing authority in the very near future.

With the COVID-19 surge and flu season upon us, it is mandatory to wear face coverings while walking throughout County buildings, in elevators, and interfacing with other employees or the public. Each of us has a responsibility to protect one another - our colleagues, our families, and the residents we serve.

Again, thank you, and please continue to look after your mental and physical health, communicate with your supervisors and managers, utilize any resources and support from our Department of Human Resources and continue to be mindful and caring of your fellow co-workers. We will get through these tough weeks ahead with the same collective action we have exhibited all year.

Warm regards,

Calvin Ball
Howard County Executive