



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 Update

DATE: November 5, 2020

This communication was sent via global email to all Howard County employees on Thursday, November 5, 2020 at 1:48 PM

Dear Colleagues,

This year has been like no other we have seen in our lifetimes. Over the past eight months, as we have dealt with the impacts of the COVID-19 pandemic, I have been so proud and impressed by your hard work, diligence, and dedication to the residents, businesses, and visitors we serve. As all of us continue to get used to our "new normals," balancing work and home lives that may be different and more stressful, I encourage you to take care of both your mental and physical health and look after one another.

Thank you all for being an example of how good government works. We will maintain our current status for now and do not plan to open our buildings to the general public or expand the number of employees physically on-site as long as we can continue to maintain this high level of service.

As we enter the Fall and Winter seasons and as more activities move indoors, I wanted to remind everyone to stay vigilant and follow the Center for Disease Control guidance and the County guidelines for staying safe and preventing the spread of COVID 19. Wearing face coverings, maintaining physical distance, and regular hand washing and sanitizing continue to be our best defense against the spread of this virus.

As a reminder, all employees are required to wear a face-covering when interacting with other employees or the public and when walking through a County building, on the staircases, in the elevators, and in common areas. Even with face coverings, employees should maintain physical distance (six feet is recommended) from others unless this prevents the county business's safe operation. Finally, regular handwashing and sanitizing is recommended, especially prior to and after touching common surfaces. The County has provided hand sanitizer and sanitizing stations throughout County buildings.

As you take care of yourself and your families, I encourage you to also look after your fellow coworkers as well. By assisting each other, supporting each other, and uplifting each other, we will get through these tough times together.

Thank you again and be safe!

Calvin Ball