

---

**From:** SMITH Mary Bridget  
**Sent:** Wednesday, March 25, 2020 5:30 PM  
**To:** \*Springfield Employees  
**Cc:** Manager Eoc; LAY Markus J; BROWN Monica D  
**Subject:** COVID-19 Update No. 11  
**Attachments:** Guidance Working in City Facilities (00015477xF5DC7).pdf

**Importance:** High

Hello All,

I'm writing to provide an brief update.

Employee Communication:

We are receiving additional information about COVID-19 often. Please look for emails with the subject line "**COVID-19 Update No. X**" for citywide updates. HR will start sending updated policies, IT may also push out some instructions on remote work and I'll continue to reach out with information as well.

If you have questions, please use the email at [hr@springfield-or.gov](mailto:hr@springfield-or.gov) even if it is just a request to have someone call you about a specific situation or question. We want to hear your concerns, questions and ideas, so please don't be shy or worried that someone has already asked your question.

City Hall Lobby

The City Hall lobby will be closed to the public except by appointment starting tomorrow. The public is encouraged to do business online or over the phone. FedEx and UPS deliveries are being sent to Ops. If you have personal deliveries sent to City Hall, please stop them ASAP. City Hall will be opened for specific things like appointments, bid openings, public meetings and to receive certain documents.

Employees are still able to access the building using their proximity cards. If you do come to City hall or report to work at another City facility, you are required to follow social distancing guidelines. Please see attached document for specifics.

The Springfield Wellness Center is still open, just use their separate entrance.

I want to take a minute to recognize how great everyone has been. I've seen people pull together and serve our community in ways I could not have imagined a few weeks ago.

Keep up the good work.

Mary Bridget Smith

City Manager Pro Tem, City of Springfield; 225 Fifth Street, Springfield OR 97477;541-744-4061 (Relay711) [mbsmith@springfield-or.gov](mailto:mbsmith@springfield-or.gov)

Please contact me to request this email or its attachments in an accessible format.  
This communication may be subject to disclosure under Oregon public records law.