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**From:** SMITH Mary Bridget  
**Sent:** Monday, April 06, 2020 2:11 PM  
**To:** \*Springfield Employees  
**Subject:** COVID-19 Update 17 CDC Cloth Face Cover Guidance, Coworker Check Ins and a Thank You  
**Attachments:** DIY-cloth-face-covering-instructions (00015558xF5DC7).pdf

Hello,

As we start the new week, I wanted to reach out to you all about a few things.

This week we will send out a new temporary administrative regulation about using City computer equipment at home.

Also the CDC recently updated guidelines related to the use of cloth face covers in public settings where other social distancing measures are difficult to maintain (e.g. grocery stores and pharmacies). Because many carriers of COVID-19 are asymptomatic, it is advised to wear a face cover in public places even if you are not currently feeling symptoms.

Cloth face coverings can be fashioned from household items and if those aren't available, you can use a scarf or bandana. You can read more about the cloth covers at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> or take a look at the attachment.

Employees are welcome to wear cloth face covers while at work. The Emergency Operations Center (EOC) is working on getting cloth face covers for the workplace that do not interfere with the nationwide PPE shortage. It is critically important that N95 and surgical masks are reserved for medical care providers and first responders. Also keep in mind that face covers do not replace the need for other measures like washing hands, cleaning surfaces and social distancing.

I also have a request as you go about your week.

Please take some time to check in on your coworkers to see how they are doing. I know we are all getting better at remote meetings and social distancing, and that is important to keeping us all safe, but it can also feel isolating. Distant learning for school aged kids is kicking into gear and along with the other challenges like caring for an aging family member means that many of us are navigating how work and care for our loved ones during a seriously stressful time.

City Manager Office Hours are still scheduled for Fridays at 1:00. Please know that although we probably can't meet in person, I am available to hear your concerns and questions. I'm also happy to set up a specific time. Just email me and we will go from there. You can also direct questions to [hr@springfield-or.gov](mailto:hr@springfield-or.gov).

I want to close this email with an expression of my thanks to all of you for how you are serving our community during this crisis. To our public safety employees, I am truly grateful for your service and willingness to risk yourselves for our safety. For employees working out in the field and figuring out how to do your job in this new normal, I value you keeping the City going and giving the public of a sense of security by being out in the community. And to our employees that are working remotely, I know that the phrase 'working from home' sounds a lot better than the reality often turns out to be.

Take care of have a great week,

Mary Bridget Smith

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