
From: CRAIG Linda on behalf of SMITH Mary Bridget
Sent: Friday, March 13, 2020 4:28 PM
To: *Springfield Employees
Subject: COVID-19 Update 3: COVID-19 School Closures
Attachments: COVID - Temporary Rules Changes.pdf

Importance: High

Hello All,

Additional direction from the Governor's Office was released last night calling for [school closures](#) effective Monday, March 16, 2020.

We recognize this may directly affect some of you who are not able to find childcare. If you anticipate being absent from work, please notify your supervisor as soon as possible so that we can assess service impacts and make adjustments as needed.

We understand this is a challenging situation and have made some temporary changes to support employees through this. Please review the attached Temporary Rules Changes document. Unless otherwise noted, all City policies remain current so please take a moment to review your contracts for how your time off should be applied.

In order to have greater access to information both on and off your work time, we are moving employee resources about COVID-19 to the Human Resources webpage at <https://www.springfield-or.gov/city/human-resources/>.

Please remember to send your COVID-19 questions and comments to hr@springfield-or.gov and put COVID-19 in the subject line.

Thanks,
Mary Bridget Smith
City Manager Pro Tem
City of Springfield | 225 Fifth Street, Springfield OR 97477 | 541-744-4061 (Relay711) mbsmith@springfield-or.gov

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