

From: [Pamela Reece](#)
To: [Dept Heads](#)
Subject: COVID-19 Planning
Date: Wednesday, March 18, 2020 1:53:01 PM
Importance: High

Department Heads:

I had a meeting this morning with a small group of the leadership team to gather information about operations and continuity of operations. It was not my intention to leave anyone out but rather to respect social distancing and still get direction on some pressing issues. NFD, NPD, Legal, Clerk, Finance, Admin, PW and FM met on a few matters. Beth Whisman will be serving as the lead coordinator for Communications during our COVID-19 response.

We discussed some policy modifications to present to you on Friday for reaction.

My primary concern is that we proceed with municipal operations in a planned, thoughtful way in order to best ensure we have adequate staffing levels into April and May. We are proceeding under an Epidemic/Pandemic emergency response – which means we need to consider this HIGH RISK, HIGH PROBABILITY and HIGH VULNERABILITY.

While we are all working on COVID-19 issues, please note the following:

1. We plan to meet on Friday, as a leadership team as scheduled. 9:30 am in the 4th floor MULTIPURPOSE ROOM.
2. Please be prepared to discuss your continuity of operations plan – where you've identified "essential" positions/employees and how work will get done in the event we need to minimize operations or experience massive absences
3. Please serve as an example of best practices and demonstrate social distancing, effective hygiene habits (no hand shaking, use sanitizer, etc.) and require that employees do the same
4. Please respect the confidentiality of our planning processes – we do not need to share information with employees, vendors or public before it has been vetted and signed off by Council or directed by Admin; it is up to you to plan effectively yet avoid "rumor mills". I don't want to be surprised by employees or others "knowing" what we plan to do before we have officially declared our plans!
5. I will be issuing an emergency directive today that allows unlimited carryover of vacation leave to next fiscal year. Employees will not need to ask me for permission to carry over an excess amount.
6. I will be seeking approval from the City Council to make other emergency modifications to our personnel code. One example is I am seeking permission to temporarily allow sick leave use for child care. There will be parameters placed on it, presuming Council approval, but since this is contrary to the Personnel Code, I need to ensure Council supports this possible benefit change.
7. Facilities Management will be making changes to the office cleaning procedures. Please be mindful of this and control your office spaces appropriately. Information about their changing practices is forthcoming in communication to all employees.
8. Please begin tracking all expenses and operations changes that are related to COVID-19. From this point forward, we will need each department to maintain records of the impact of this pandemic. The City Clerk will be the contact person for record-keeping if you have any questions.

Again, please be cautious about conveying initial information to your employees before we have

thoroughly vetted these issues and garnered necessary policy approvals from the City Council. I will be in contact with Council via email for direction and will have more information as things progress.

Thank you!

Pam

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