

Subject Line: New Workplace Guidance Following Governor’s “Stay Home, Stay Healthy” Order

Dear City employees,

Earlier this week, the Governor issued a “Stay Home, Stay Healthy” order to help combat the further spread of COVID-19 in our communities. I understand that many of you have questions about what the order means for our City. I appreciate your patience as we evaluated the order and determined what comes next for the City.

We know our residents will continue to rely on our City for basic and essential services as well as help in this unprecedented time. Fortunately, the majority of our workforce has been successfully teleworking to continue their jobs – it is critical that any employee who can telework continues to work from home.

I also know that many departments have frontline employees, including many doing essential work as defined in the Governor’s order. To help to continue to limit the spread of COVID-19, I have directed every City department to activate its “Mission Essential Functions” protocol in the Citywide Continuity of Operations Plan (COOP), which will impact many frontline employees. The COOP identifies which City functions can be maintained to the extent it is possible to do so safely and identifies which frontline employee functions can be reduced or suspended. I have instructed departments to communicate their plans for operationalizing their COOP to each department within the next 24 hours.

Right now, many of us are doing jobs or work we didn’t expect three weeks ago. In the coming days, we may be asking employees at departments to help other departments in this time of need. As the City focuses on needs of our most vulnerable, some departments may need to reassign staff to help serve our workers, small businesses and most vulnerable. Our goal is to keep City employees productive and in a paid status working towards our shared goals of serving our city.

For employees who report to work downtown during the COVID-19 response, we are offering additional parking options. I know many families are struggling at this time. While parking availability is limited, the daily price of parking at Seattle Municipal Tower, SeaPark, and Seattle Central Library garage (as overflow capacity) will be reduced to \$7 for employees effective immediately and continuing until further notice. Employees will need to present their City identification to secure this rate. Please discuss with your supervisor if there are any barriers for you.

I want to thank you so much for the work you’re doing to advance the health and safety of our communities during this unprecedented moment in our history. We're living through uncertain and stressful times. But I know that working together, we’ll be able to see this through and continue to serve our community.

I am so grateful to have the best workforce in the country. Thanks for all you do.

Stay healthy and safe,

Jenny