



Small Town. Real Life.

Office of the Mayor
Amy Ockerlander

MEMORANDUM

TO: All Personnel

FROM: Amy Ockerlander, Mayor

DATE: March 15, 2020

RE: Update to City Operations

Dear Valued City of Duvall Employees,

The past two weeks have offered a rapidly changing environment for all of us at work, home and our social lives.

As a City, we have services that we must provide to our community including public safety, waste water treatment and water.

We are in uncertain times, and we all must come together to support one another while carrying out our roles as public servants. In my view, we are fortunate to serve this community and I know that we will all pull together and get through this as a community.

The Covid-19 pandemic is something not seen before in our lifetime, but with appropriate measures we can help protect those that are most vulnerable and slow the spread of the virus. Without action, our hospitals will become overwhelmed.

The situation is fluid with rapidly changing conditions that make it difficult to communicate as much as we would like. Now that the immediate necessities have been taken care of, I hope to provide multiple updates each week until either the situation stabilizes or minimizes.

Today I would like to share with you a more comprehensive look at what we have done to date, and measures that will or may occur in the future.

To date, we have taken the following actions:

- Declared a State of Emergency

- Held Regular Meetings with the Riverview School District, Fire District 45 and the City of Carnation
- Implemented Social Distancing
- Declared that Sick Employees Will be Sent Home
- Closed Facilities to Walk-Ins to Reduce Risk to Employees
- All Inspection Requests are Now Pre-Screened for Existing Health Conditions to Protect our workforce.
- Implemented Extra Cleaning of Facilities that Employees Reside in
- Purchased Extra Cleaning Supplies for Each Building
- Purchased New PPE Equipment for Employees that May Need to Utilize Protective Measures
- Implemented Remote Meetings via Zoom and Skype
- Closed Indoor Communal Spaces to the Public
- Completed a Telecommuting Policy for Employees that May Work Remotely
- Purchased New Laptops to Facilitate Work from Home and Better Social Distancing
- Provided up to 3-days Paid Leave for Employees that Need to Arrange Childcare as a Result of the Statewide School Closure
- Drafted a Utility Billing Policy to Assist Residents that Have Trouble Paying Bills During the Pandemic
- Completed a Public Health Emergency and Pandemic Policy
- Drafted a Continuity of Operations Plan for City Operations
- Identified a Location to Stand Up our Emergency Operations Center
- Researched Locations for Employees that May be in Quarantine to Reside if Home is Not the Best Place For Them
- Implemented Phase I and Phase II of our Plans and Identified Phase III

This coming week as of Sunday, March 15th, we plan to:

- Receive Ratification from Council of the Emergency Declaration
- Request Council's Approval of Resolutions for the Public Health Emergency and Pandemic Policy and Utility Billing Policy
- Deploy Laptops as They are Available to Those Employees that can, and Will Need to Begin Remote Work for the Foreseeable Future
- Activate the EOC, Should Conditions Warrant
- Begin Telecommuting for Many Employees
- Issue a Long-Term Closure to the Public of All City Facilities

In addition, we have participated in countless conference calls with King County Emergency Management, the Washington State Department of Health and others.

Many of our businesses and non-profits are hurting. They are an integral part of our community fabric. In the coming weeks, we will be researching and working to develop policies that may provide some relief for them.

I have been working with the Chamber of Commerce to gather information on the early impacts of business reduction and shared that information with our congressional delegation. The state and federal government have approved funding and programs to assist these organizations, and we will gather and share that information with them.

Personally, I have spoken to the members of our Congressional delegation, participated on the emergency management calls and calls with the CDC, Governor Inslee and the White House. As most are also aware, the Governor has declared a state of emergency, closed all schools until April 24th, a prohibition of gatherings of 250 people or more, the President has declared a nation emergency and is rapidly implementing travel restrictions.

This morning, Dr. Fauci of the National Institute of Health stated that more restrictions need to be put in place to slow the spread of the virus.

It is still not time to panic – most individuals risk is low and the environmental and social restrictions are in place to protect those at risk. It is, however, important to take significant precautions and be a part of the solution. The measures are neither comfortable or easy.

Our primary goals are to keep you and your families safe and healthy. While there are still many unknowns about the Covid-19 virus, what is known is that it is easily transmittable and very dangerous to individuals over the age of 60 and/or have underlying conditions.

While most individuals will have no, or mild symptoms the actions we are taking are recommended to slow down transmission of the virus. Without action, our medical facilities will be overwhelmed, and outcomes will become worse, according to the nation's top epidemiologists.

If you are not one of the employees that has the option to telecommute, but have either an underlying health issue or reside with a member of the more vulnerable population, please schedule a discussion with your supervisor to identify the best options to allow you to continue work with modifications that reduce your risk further should the need arise.

I also recognize that many of you will experience financial and/or emotional strain as a result of potential lost wages in your households from others reduced work. Emotional strain is a completely normal reaction to what we are all going through. Some may experience fear, anger, sadness or anxiety. Some may feel it all.

For those struggling, or who may struggle at a later time, I strongly encourage you to utilize our EAP resources and talk to a licensed professional that can provide you with the resources to ease the stress. If you are comfortable, please discuss your concerns with your supervisor as well. They can help if they know what you are going through.

Moving forward, we will do our best to share resources with you as we continue mitigation, and start the process of moving to recovery.

If you have any questions or concerns, please feel free to reach out to me. Also, if there is information not included here that you would like to see in updates, please let me know and we will do our best to accommodate.

Thank you for all that you do to keep our City running.

Warm Regards,

A handwritten signature in black ink that reads "Amy Ockerlander". The signature is written in a cursive, flowing style.

Amy Ockerlander
Mayor