



Small Town. Real Life.

**Office of the Mayor**  
**Amy Ockerlander**

**MEMORANDUM**

**TO: All Personnel**

**FROM: Amy Ockerlander, Mayor**

**DATE: March 12, 2020**

**RE: Update to City Operations**

Dear Valued Team Members:

As most are now aware, today Governor Jay Inslee announced that all schools in Snohomish, King and Pierce Counties, are directed to close, until April 27, 2020. I realize that this decision will affect many of us, as we have children in school, and are now facing childcare challenges.

As a parent, I empathize with everyone in this situation. I hope to lessen some of your stress and concerns by affording all of you the opportunity to stay home with your child(s) and families, so that you may work toward a viable solution to your childcare needs. If you already have plans in place, I encourage you to continue coming to work, as usual.

Effective today, at 5pm, I will permit you to stay home through Wednesday, March 18, 2020, with full pay and benefits. The expectation is that you will take this time to work on and put in place the necessary measures for your children, moving forward. Unless you are told differently, you will be expected to return to work, at your regular time, on Thursday, March 19, 2020.

Please reach out to your Department Director, to request this time off, if you need it. Should you need additional time off, you will need to reach out to your Supervisor, for discussion.

Additional time off, if approved, will require you to utilize your accrued sick, vacation, or comp time.

I want to end by thanking you all for everything you do to make our City great and assure you that we will get through this together.

Sincerely,

Amy Ockerlander

Amy Ockerlander  
Mayor