



COUNTY ADMINISTRATOR

220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645

March 15, 2020

To: All Washtenaw County Staff

From: Gregory Dill
Washtenaw County Administrator

Re: Coronavirus/Continuity of County Operations

Good afternoon everyone,

My team and I continue to evaluate the Coronavirus situation, we are working closely with our elected officials and with our Health Department. We are paying attention to what others around us are doing to reduce the spread of this pandemic, and we are listening to the advice of our governor as well as that of our president. We are working to balance the needs of our most vulnerable with your safety, and that of the general public. So, with that being said, effective today:

All Washtenaw County buildings and non-essential departments/services will be closed until April 5, 2020. Normal operations and office hours will resume on Monday, April 6, 2020.

Staff who have recently traveled or have travel plans in the foreseeable future are asked to contact Human Resources as soon as possible by emailing Monica Boote, bootem@washtenaw.org.

Departmental leadership will be contacting all staff to clarify if they are mandated to work from home, or if they simply must stay home. **Regardless, it is critically important that everyone stay home and help to avoid the spread of this illness.**

All staff who are ordered to stay home will be paid their regular salary for the duration of this mandate. Staff who are deemed 'essential' will be paid in accordance with their collective bargaining agreement.

Please note: Working status of staff may change as the needs in our community change and based upon recommendations from our health professionals. Departmental Leadership will work with my office should a change be necessary.

In a press release to the media (attached), we have indicated that many services will be performed at a reduced capacity, by employees who have been identified as 'essential'. We have asked all county communicators to update their respective pages on Washtenaw.org to reflect the duration of the closure and the reduction in serviceability our customers may experience.

As the safety net for our community, we have many services that may not be considered mandated but are critically important for our most vulnerable populations. Those services include, but are not limited to:

- Sheriff and Jail Operations
- Metro Dispatch
- Community Corrections
- Children's Services (Juvenile Detention)
- Community Mental Health
- Building Inspection
- Clerk/Register of Deeds
- Arraignments, Preliminary Exams and Emergency Hearings
 - Prosecuting Attorney
 - Public Defender
 - Limited Court Staff
- Finance
 - Payroll
 - Accounts Payable
 - Accounting
 - Purchasing
 - Budget
- Health Department
- Washtenaw Health Plan
- Office of Community and Economic Development
 - Human Services/Emergency Services
 - Homeless Sector
 - Senior Programs
 - Foster Grandparents
 - Senior Nutrition
 - Barrier Busters
 - Home Rehab Emergency Services
 - Other services, as identified by Department Head
- Office of Infrastructure Management
- Treasurer's Office
- Veterans Affairs

Again, I want to stress, the above referenced departments are operating at a reduced capacity, where available, and departmental management will be contacting staff who are identified as essential and providing direction on the completion of essential work during this time. It is also vitally important that we continue to offer safety net services

such as food distribution and shelter – the contingency plan for these services has already been implemented.

A guide for employees working from home:

- It is expected that all staff will:
 - Check in with their supervisor as directed
 - Have their County issued phones with them, on and answering as they receive calls
- Computers and phones should be utilized, and appropriate charging should occur.
- Computers and access should be utilized following county protocol
- Complete any/all required documentation as necessary
- Due to the closure of the county, FOIA deadlines will be extended, please email [Corporation Counsel](#) for direction

You have received volumes of information on Coronavirus, from our experts at the Health Department, from your community partners, the media and my office. We are all navigating through this uncertainty the best we can, and I thank you in advance for your patience as we adapt and adjust to emerging directives. My team and I are holding virtual meetings every morning so we may regularly evaluate the situation and work to maintain public safety, for all. I will continue to send daily operational updates, so you are informed of what we're doing.

Please stay home, stay safe and remain calm –

My best,

Greg

Gregory Dill
Washtenaw County Administrator
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