



*"Organizational change involves moving from the known to the unknown"*  
-Unknown

## Teamwork Matters

A message from  
the City Manager  
Jason Stilwell



After being forced to close to the public in March due to the pandemic-induced Health Orders, our City departments are finally closer to reopening. I appreciate the efforts made by all departments and employees to learn and accept the new City policies and procedures for reopening, we are seeing that they are keeping us safe, and am counting on you to remain vigilant.

We recently completed Safety Inspections for each COVID-19 Department's Safety/Reopening plans. All Departments are updating their plans to include:

- How each Department will conduct training and documentation on the Safety Plan,
- How they will conduct internal service and inform Departments receiving their service,
- How they will receive external service with contractors, deliveries, etc. and how each Department will inform the external service of their safety plan,
- Front lobby operations including signage,
- Disinfectant of vehicles,
- Disinfectant stations and instructions on how to reorder supplies,
- Break rooms, conference rooms, etc. signs reflecting capacity to accommodate social distancing, disinfecting guidelines and mask requirements,
- Common area signs and disinfectant stations and schedule to include additional cleaning to be handled by staff,
- Any other Department specific items that were discussed during safety inspection.

Prior to sending the revised Safety Plan to employees to review, train and document, our Risk Management Division (**Mellissa Guerrero and Alex Valadez**) will add hyperlinked information for employees for streamlined access to the most current information about our COVID-19 related policies. I encourage all employees to continue to review the [Coronavirus tab](#) on the Intranet.

As discussed at Safety Inspections, Mellissa will conduct inspections quarterly or if any of the following occur: exposure, change in Health Order that effects your operations or City wide operations, or if a Department's Safety Plan changes. If any revisions are made to Department Safety Plans, they will need to be reviewed by Mellissa (Risk) prior to sending out to employees for training and documentation.

REMINDER: Employees will not report to work if they have tested positive for COVID-19 and will need to follow the Interim Guidance provided on the Intranet Coronavirus tab. All Departments should make every employee aware of all the hyperlinked information described above. Supervisors must read and understand all guidance.

These reopening plans have been in the works for months. They continue to evolve and respond to successive health orders. We are excited to be able to further reopen and provide these much-desired community services.

On a related note, you will notice a fence outside the City Attorney's Office. The Finance Department, including Utility Billing, will be relocated into the former offices used by public safety dispatch. This project is funded by a Federal grant to ensure social distancing for staff and our customers.

Supporting employees' physical, mental, and emotional well-being is a priority.

*Jason*