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**From:** CRAIG Linda on behalf of SMITH Mary Bridget  
**Sent:** Wednesday, March 18, 2020 4:17 PM  
**To:** \*Springfield Employees  
**Subject:** COVID-19 Update 6: Work Schedules  
**Attachments:** COVID-19 Update 6.pdf

Hello,

I am writing to follow up on my email to you this morning.

Attached are temporary rules to cover alternate work schedules, requests for leave, and worksite closures. Please review and if you have any questions send an email to [HR@springfield-or.gov](mailto:HR@springfield-or.gov). We are collecting all the questions in one place and then HR will send out updated FAQs based on your questions.

City Hall Employees:

The plan is for employees to report to work from home tomorrow. You will be paid per normal and are expected to be available to your supervisor and are tasked with determining what job functions you can do from home. City Hall will remain open with essential staff, security and employees present to answer the phones.

Employees can check their email on the web and use the GoTo Meeting function recently installed by IT. IT is also working on a remote access option called LogMeIn and there will be more information to follow. Instructions about how to access all three of these options will be sent to you in a separate email.

Ops/SPD/ESF Employees

The Chiefs/Directors for your respective departments are working on a separate plan for your work groups. Look to them for specific guidance for your department.

Thank you so much for your efforts.

Mary Bridget Smith  
City Manager Pro Tem  
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