

MEMORANDUM

TO: All City Employees
FROM: Mayor Lyda Krewson
DATE: 3/31/20

On March 21, 2020, the City's Director of Health issued a mandatory stay at home order. The order will remain in effect until 6:00 p.m. on April 22, 2020, unless it is extended, rescinded, superseded or amended. That order permits essential businesses to stay operational. That includes the City of St. Louis to provide essential services to the citizens of the City.

The goal is for the City to provide essential services while protecting the health and well being of City employees and the general public. Departments/divisions that can provide essential services with fewer employees at the worksite have been directed to do so. In many cases, employees are working remotely providing essential services. Further, safeguards are being taken at work sites to protect those employees providing essential services.

Until at least April 17th, employees who are not working at their normal job site or at home, will continue to receive paid leave, which is your normal rate. Employees will not be charged leave for absences from work due to the fact that they have been directed to not report for duty. Employees who are required to be at the job site and/or telecommute must continue to do so.

Employees may fall within the provisions of the Emergency Paid Sick Leave Act or the Emergency Family and Medical Expansion Act which are effective April 1, 2020. Information regarding the provisions of these acts will be issued by the Department of Personnel. Effective April 1, 2020 eligible employees who fall within the provisions of either act and who are unable to work or telecommute due to a need for leave to care for a son or daughter in accordance with either act will be compensated in accordance with the provisions of said act(s).

If an employee has exhibited any symptoms of the COVID-19 virus they **should not go** to the work site but should immediately contact his/her health care provider or the Department of Health at (fill in telephone number) to determine if they can safely go to the work site or not. Employees shall then contact their appointing authority or his/her designee by telephone or email. Further, employees who have been advised by a health care provider or the Health Department to self quarantine or who are subject to a federal, state or local quarantine or isolation order related to COVID 19 should not report to the work site but must notify their appointing authority.

I want to thank all of the dedicated employees who are ensuring that the City is providing all needed essential services during this time.

Sincerely,



Mayor Lyda Krewson