

Dear E-Team Members & Elected Officials,

The Board of County Commissioners has closed all county facilities to the public effective Tuesday, March 17, 2020 through at least March 27, 2020. The Board of County Commissioners public hearing will still be held. This is consistent with guidance issued by the [White House](#). There are a number of county services that will be available [online](#); county operations will continue during this closure.

Department Directors and Offices should communicate to their employees the following information (feel free to forward this to your division managers to share with employees as appropriate):

- The county will continue to provide essential services to the public.
- All employees should plan on reporting to their offices tomorrow as they typically do to receive further direction on how their continuity of operations plans (COOP) will be implemented.
- Each department shall have sufficient staff on site to perform or support essential services. Each department or office will determine the frequency and need tomorrow based on their COOP.
- All employees who are not required to work on site and are authorized to work remotely will be required to do so.
- Beginning Wednesday, all employees who are unable to work remotely or on site will code their time to “Building Closure;” if you are working, you will code your time as you normally do.
- Remote work guidelines related to this pandemic have been established as well as information on how to access the county remotely. [Click here](#) for more information.
- Employees who are ill, on an FMLA plan, or have an established out-of-office plan already should engage with their manager to confirm next steps.
- If an employee exhibits symptoms of any illness or are high-risk, they need to follow previously [established guidelines](#).

Departments and offices should view Tuesday, March 17, 2020, as a “transition day.” By 10 a.m. Wednesday, March 18, 2020, departments and offices should update their work status tracking sheet (link to be provided tomorrow) for the two-week period to dsash@arapahoegov.com. Please also provide a bulleted list of what services and programs are being run remotely vs. skeleton crew vs. not at all during the next two weeks to mhalstead@arapahoegov.com for reporting data to the BOCC and other elected officials.

Building closure information is being communicated this evening through a variety of channels, including social media, county website and news outlets. Hard signage for each facility also will be distributed and posted prior the morning.