

# MANAGEMENT MEMO

NUMBER:  
**MM 2020-4**

SUBJECT:

DATE ISSUED:  
**3/30/20**

**COVID-19 RESPONSE - Rotation of Supervisors and Staff in City Hall during the COVID-19 pandemic.**

EXPIRES:  
**UNTIL RESCINDED**

ISSUING AGENCY:  
City Manager

## Purpose

This Management Memorandum (MM) announces a new procedure to provide for increased social distancing during the COVID-19 pandemic.

## Policy

During the COVID-19 pandemic, there will be a rotation of City staff on the first floor of City Hall.

## Procedure

During the COVID-19 pandemic, there will be a rotation of management staff in City Hall, until the pandemic status is either lifted or the City Manager approves the removal of the rotation.

Each department head should also attempt to rotate their staff during the pandemic or until further notice to meet and exceed current social distancing requirements and expectations.

On-site staff may contact employees out of the office by telephone to obtain information specific to jobs they are covering during staff rotations. We need all staff working off-site to respond to such phone calls to keep city services operational while still maintaining efforts to reduce exposure.


There will be a supervisor or designee assigned for on-site duty on the first floor of City Hall Monday through Friday.

## Application

This Management Memo applies to all City of Belgrade employees.

## Contact

For additional information about this management memo, contact Human Resources.



Ted Barkley, City Manager  
City of Belgrade

03.30.2020  
Date