

Dear Colleagues,

As you may know, Santa Cruz County, along with counties throughout the Bay Area, has extended their Shelter in Place order through May 3rd. Consistent with this order, we will also be extending our reduced services to the public through May 3rd. To learn more about the County's extended Shelter in Place order, be sure to visit to following site:

<https://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/March%2031%20Health%20Officer%20Order%20FAQ.pdf>.

During this time, we will continue to have a reduced workforce with a focus on essential services critical to the health and well-being of the community. These essential services include, but are not limited to, police, fire, water, wastewater, building inspections, and trash collection. Please continue to check our website www.cityofsantacruz.com/coronavirus and your email regularly for City-wide and departmental updates. If you have any concerns regarding your specific duties at this time, please contact your supervisor directly. As a reminder, being designated or non-designated, and on-site or off-site remain fluid as the situation changes.

Updated Leave Guidance from HR:

On April 1, HR published clarifying information regarding employee leave and usage of the Families First Coronavirus Response Act (FFCRA). Attached is the Frequently Asked Questions associated with FFCRA and how it impacts you as a City of Santa Cruz employee during this time. Please take a moment to review this document. Updates and changes in leave practices will be published if necessary.

Your Role as a Disaster Service Worker:

As a City of Santa Cruz employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation that you may serve as disaster service workers. You may be called upon as a disaster service worker during this closure. Be prepared, regardless of your initial designation to report to work any time if called upon to do so during this closure. This video is a great refresher for all staff: <https://www.youtube.com/watch?v=ZhzlZOYPtU&t=2s> .

Stay Informed / City Manager's Message:

Your safety and the safety of our community remains our top priority. During these uncertain times, I know you are all balancing demands at home and at work. Please continue to take this health order seriously, and take the necessary steps to keep yourself and your family safe and healthy. For additional updates on how we are responding to this outbreak as a City, please read my latest message to our community: [City Manager's Message](#).

Thank you,

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