
Admins, please post for those who don't have email.

March 20 Update

Good morning,

I want to remind you that if you are sick, you need to stay home. In all cases, be in contact with your supervisor and HR if needed.

- If you are symptomatic of the COVID-19 virus (shortness of breath, fever, and cough) you need to seek medical advice immediately.
- If you are advised or required to be tested by a medical professional, medical advice as well as City policy is to stay home until a test returns negative.
- We will need a negative test result before you will be able to return to work.
- Do not risk the health of your coworkers and your community.
- If you have questions about what to do if you feel ill, please contact Leslie in HR. She can help you work through the process.

At the end of the day yesterday, [The Tennessee Department of Health](#) reported 154 cases in the state of Tennessee. Blount Memorial is in day three of testing. Since Blount County has now seen at least one case, we are implementing the actions of our Phase II plan.

Phase II Preparation

In preparation to close the customer service windows and other contact points, we are currently working to educate customers about ways to pay without physically coming to the building. Please familiarize yourselves [with these options](#) so you can help educate friends, family and anyone who may call you. We are also making payment options available outside the building with signage and supplies.

As always, you will receive your departmental directives and information from your Managing Director and Supervisors who will be receiving their directives from me. We will continue to update as often as possible.

Repeat: Contact Us

Remember, if you have questions or concerns, please let us know. We have established a comment form at the end of [this page](#) so that you can send us questions that we can address. Frequently asked questions will be posted on this page as we move through this situation. Talk to your supervisors, talk to the City Manager. We want to hear from you if you have questions. Additional resources are available on [this page](#).

Repeat, and we will keep repeating: DO YOUR PART!

Don't forget – wash your hands, keep 6 feet away, don't come to work if you are sick. [Follow the CDC guidelines](#) and let's be leaders in "[flattening the curve.](#)"

Repeat: Social Distancing Connectivity

Have some good ideas for easing coronavirus stress or anxiety? Send those to us. We would love to share **suitable for work** ideas! Any other fun Nutshell ideas? Send them [to Mary](#).

Thank you all for your professionalism. We'll be in touch (*again, from at least six feet away.*)

Greg