



The City of Lorain, Ohio
Jack W. Bradley
Mayor

To: All Elected executives and safety/service department heads
From: Mayor Jack W. Bradley
Subject: City of Lorain Emergency Declaration
Date: 03-17-2020
CC: Maximilian Upton, Safety Service Director

All,

As of this date the President of the United States of America has declared a national state of emergency and the Governor of the State of Ohio has declared a state of emergency for Ohio. Both declarations were made based upon the immediate health risks posed to the citizens of the country and state resulting from the existence and rapid transmission of the COVID-19 virus from person to person. The health risk resulting from the ongoing spread of the COVID-19 virus exists in the City of Lorain. Therefore, after consulting with the City's Law Director, **I hereby declare a State of Emergency exists in the City of Lorain.** This emergency declaration was necessary to achieve the following objectives:

1. Keep our workforce safe from further spread of the COVID-19 virus;
2. Provide a process by which the City employees will be able to perform required functions, reduce the health risks that exists from transmission of the COVID-19 virus among employees, and allow our employees to retain a reliable source of income;
3. Keep our citizens protected and ensure that we continue to deliver the essential services that our citizens rely on every day.

I am asking that all elected executives and Safety Service Department heads do the following by the start of business tomorrow:

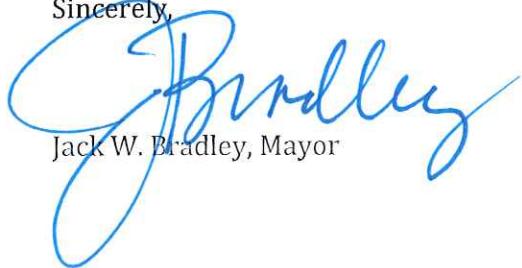
1. Develop a *critical personnel plan*. Critical personnel is generally defined as staff who are required to report to their designated work location, to ensure the operation of essential functions of the City of Lorain during an emergency.
2. Develop a phone tree and contact roster of all employees with information that will enable each employee to be contacted in the event the Appointing Authority (for those employees under the direction of each respective Appointing Authority) deems it necessary to contact staff members concerning their work assignments, hours of work or other work related matters when they are not physically working at a City facility. It is recommended, subject to the discretion of the Appointing Authority, that non-critical employees, to the extent possible, be authorized to work from home or to otherwise be on call during their normal work hours.

During this time, any employee who has been directed by their Appointing Authority to work from home shall report to their work location in the event they are instructed to do so by their Appointing Authority. Any employee, who has been instructed by their Appointing Authority to work from home, shall report to their normal work site when so instructed by their Appointing Authority. Each employee will be paid their regular salary as long as they remain working from home and available to work at their normal site when requested by their Appointing Authority. In the event that the Appointing Authority requires an employee to report to work at their normal work site and they are unable to do so, the employee will be required to use accrued paid time off (PTO) in order to be paid.

As your Mayor, I am committed to maintaining maximum flexibility during these unprecedeted times. The safety of our citizens and our workforce is my utmost concern.

This declaration is effective 3-18-2020

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Bradley".

Jack W. Bradley, Mayor