



**CITY OF DISTRICT HEIGHTS**  
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COMMISSIONERS

Carol Blake  
Harryette Irving  
Cynthia Miller

**MEMORANDUM**

**To: City of District Heights Employees and Community AT Large**  
**CC: Commissioners Carol Blake, Harryette Irving, and Cynthia Miller**  
**From: Johnathan Medlock, Acting Mayor**  
**Date: March 23, 2020**  
**Subject: City Response to Public Health Crisis COVID-19 Pandemic**

Over the last several weeks all levels of government have been working together to take steps to help limit the spread of the COVID-19 virus across the nation and here in Maryland. This public health emergency has affected Maryland and Prince George's County specifically.

It is our responsibility to work with the public health experts and the state and federal government to further protect the health, safety and well-being of our residents. As such, the City of District Heights is taking additional steps and implementing policies to help slow the spread of the COVID-19 virus and help combat this crisis by closing city facilities, parks, playgrounds, trails and other outdoor spaces while directing work for employees.

This memo formalizes discussions last week related to city responsibilities of essential and non-essential employees. As of Tuesday, March 24, 2020 all city facilities are closed to the public which means that residents will need to call or email, to submit service requests for assistance. The City Manager has communicated that teleworking will occur for the City Manager and City Treasurer, Staff Accountant, Department Heads and Supervisors as appropriate. The Police Department will work as scheduled and Public Works will work rotational shifts with a modified workforce from 8:00 a.m. to 4:00 p.m. Monday - Friday. Public Works will remain on call 24 hours a day. All other non-essential personnel are to either work from home or will be off work until further notice.

Please note, due to the conditions that have now arisen related to the COVID-19, any activities and meetings related to the City of District Heights are postponed until further notice. This includes commission meetings and Spring cleaning.