



Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

March 20, 2020

Dear City of Lowell Employees,

In recent weeks, the rapidly evolving circumstances related to coronavirus have presented unprecedented challenges. I would like to express my sincere gratitude and appreciation to all City of Lowell employees for your efforts during these uncertain times, and for adapting quickly to shifting conditions in order to maintain essential municipal services.

Beginning on Monday, March 23, 2020, we will begin to reduce the physical presence of employees at City buildings. Department heads and employees designated as essential by department heads will continue to report to work while all others will be asked to work remotely. All employees should check in with their respective department heads to determine what their duties will be during this period. While we have no indication at this time that employees will not be able to access City Hall, we ask that you gather any materials or equipment that you may need to perform your responsibilities remotely before leaving today.

I am announcing this measure pursuant to emergency powers contained in collective bargaining agreements, which can be invoked given Governor Baker's declaration of a State of Emergency on March 10, 2020. This measure is temporary, and does not permanently impact the responsibilities and duties of any employee.

As this national public health crisis continues, our role as a municipal government will remain critical. The decision to reduce on-site staff is an additional measure to protect the health and safety of our organization and to ensure that we are prepared to continue to provide essential services to Lowell residents in the event of a shelter-in-place order in Massachusetts, as seen elsewhere in the nation.

Thank you for your cooperation and your continued service to the City of Lowell.

Sincerely,

Eileen Donoghue