

From: [Mark Stephens](#)
To: [everyone](#)
Subject: Business Operations for March 16, 2020
Date: Sunday, March 15, 2020 5:20:44 PM
Attachments: [Memo to the Board.pdf](#)

All,

The City of New Bern will operate under normal work hours tomorrow. However, steps are being taken to reduce public visitation to City facilities. Department Heads and Administration have been working on reviewing telework options for staff and will be meeting tomorrow to discuss the City's operations options for the remainder of the week. Your respective department heads will be updating you all based on the decisions made at that meeting.

Further, we must all do our part in minimizing the impacts of COVID-19 both to our citizens and our colleagues at work. If you have symptoms that could potentially be symptomatic of COVID-19, please stay home, self-isolate, and do not report to work. Please make sure and keep your workspaces clean and wipe down as necessary to help us prevent transmission of the virus internally.

Further updates will be forthcoming, so please stay in constant contact with your department heads.

Thanks,

Mark

Mark A. Stephens, PE
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federal and state laws.

From: [Michael Beckman](#)
To: [everyone](#)
Subject: Heat Risk
Date: Wednesday, July 3, 2019 8:12:46 AM
Attachments: [image002.png](#)

Hello,

It looks like we may have another HOT one today. We could reach the “High Risk” category by 2:00 this afternoon. Please plan your work accordingly and watch out for symptoms of heat related illnesses (remember to look out for your co-workers as they may not recognize the warning signs in themselves). AND HYDRATE, HYDRATE, HYDRATE!!!!

Michael J. Beckman, CSP

Safety Officer

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From: [Mark Stephens](#)
To: [everyone](#)
Subject: Important Internal Health Alert
Date: Saturday, April 11, 2020 10:19:14 AM

All:

It's important that you know, Friday evening we learned a member of our city staff has tested positive for COVID-19. Because of this diagnosis, we have taken measures over this holiday weekend to ensure the continued safety of our employees to the greatest extent possible. We are diligently deep sanitizing the building the employee worked in as well as determining the levels of risk fellow co-workers may have or had based on the level of exposure with said staff member. Additionally, we are following all health department protocols and guidelines for such exposure.

If you would like to learn more about the guidance for risk assessment, please review this article shared by the CDC: [Cdc.gov/Coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html](https://www.cdc.gov/Coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html). This information is being shared by health care professionals to people with potential exposure.

We want to be clear: It is very possible many of us may have the virus, been in contact with the virus in our daily lives and may not be displaying any symptoms as further information from the CDC indicates that people can have the virus and be asymptomatic. It is crucial we all continue to practice social distancing, frequent sanitization of workspaces and working from home. Obviously, not all work at the City can be done from the comfort of our homes and may require being out in the public to continue our duties as public servants. If your position is an essential function and you are feeling healthy and well, please continue your great level of service to keep our city turning. If you feel sick, stay home and use your vacation or sick leave hours.

We know there may be questions and concerns as we navigate through this process. Please visit our internal employee COVID 19 resource guide for more information on COVID FAQ and our City procedures. These documents can be found on the City's Sharepoint Site.

I encourage you all to continue your great efforts providing our citizens the high level of service they demand from us. We will get through this and be a stronger even better prepared organization in the end.

Thanks,

Mark

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Sent from my iPhone

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