

## An Important Message from the County Executive

Please be advised that the March 16th guidelines – namely, keeping Racine County buildings and facilities open to provide essential services, but limiting access to buildings and in-person services – will remain in effect through Tuesday, March 31st. A determination will be made and shared with all employees (via email and posted at [www.racinecounty.com](http://www.racinecounty.com)) on Monday, March 30th, whether the continuity plan will remain in effect for another week. The following guidelines apply:

- *All essential employees are expected to continue reporting to work as scheduled unless showing signs of being symptomatic. Note that schedules are subject to change as directed by your supervisor to reduce the number of personnel on-site (e.g., separating staff by off-setting shift hours or days and/or social distancing) as we continue to follow guidance from the CDC, as well as State and local health officials, regarding strategies to limit disease spread.*
- *All other employees should continue to work remotely when possible and focus on mission-critical functions. In-person, non-mandatory activities are delayed until the resumption of normal operations. Nonessential employees whose job duties are not conducive to working from home should continue to stay home and not report to work through March 31<sup>st</sup>.*