



# Town of Forest Heights

5508 ARAPAHOE DRIVE  
FOREST HEIGHTS, MARYLAND 20745-1998  
(301) 839-1030  
Fax (301) 839-9236

Habeeb-Ullah Muhammad  
Mayor

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## MEMORANDUM

To: Department Heads & Management Staff

From: Linwood Robinson, Jr. Town Administrator 

Date: January 19, 2021

Subject: CONTINUED DIRECTIVE & OTHER PROTOCOL FOR STAFF ENTERING MUNICIPAL BUILDING DURING COVID-19 PANDEMIC

In response to the COVID-19 outbreak, on April 5, 2020 Mayor Muhammad issued a proclamation declaring a Local Emergency consisting of two main components. One, it closed the Municipal Building to the public and limited staff access to essential personnel. And two, it declared town parks and open spaces closed to assembly until further notice.

As a precautionary measure, on April 28<sup>th</sup> I issued a directive to essential employees requiring they wear a face covering while at work or on tour of duty as much as practicable. This directive included the time employees spend outside of the municipal building serving the public, as well as time spent inside the municipal building performing job duties. Said directive also encouraged employees to practice social distancing, especially while in the municipal building. These requirements and the directive were amended on August 7<sup>th</sup> and again on November 23<sup>rd</sup> of last year.

Effective today January 19, 2021, I am writing this memorandum to serve as a continuing directive to employees during the on-going pandemic including the following two amendments:

1. To carry out required job responsibilities, employees may return to the Municipal Building to conduct their daily job functions if they desire. Although, working from home or tele-working is still encouraged if possible.

2. The Municipal Building shall remain closed to the general public until further notice. However, employees carrying out job responsibilities that involve interaction with the general public may set up visitation with the public by “**appointment only**”. Employees should not allow individuals into the Municipal Building during such appointments as much as practicable. (In other words, you should conduct business while members of the public remain outside the Municipal Building as you tend to their needs and/or requests.)

Please remember that the protocol requiring all employees to wear face coverings and encouraged social distancing while at work shall remain in effect and apply to all employees at work in the Municipal Building and those working outside the building serving the public.

Additionally, department heads and managers are still encouraged to monitor employees for common symptoms associated with the Coronavirus, either reported to them or exhibited by their staff. Such employees should be sent home and encouraged to see a doctor. And, if deemed necessary the department head or manager should require the employee to provide medical clearance from their physician indicating that they have not been exposed to the Coronavirus or have tested negative afterwards, before returning to work.

It shall be the responsibility each department head to make sure this directive is carried out within their departments.

Please let me know if you have questions and thank you for your cooperation!

Cc: Mayor Habeeb-Ullah Muhammad  
Town Council President Calvin Washington