

Team –

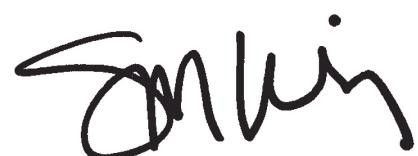
During this uncertain situation, the DEC executive team and I recognize and understand that our employees are concerned. We are instituting precautions recommended by our public health officials to protect the health and safety of our employees. We are encouraging employees who are ill to please stay home, so that you can care for yourself and prevent sharing your illness with your co-workers.

I encourage employees to pay attention to the COVID-19 information and prevention messages that will be shared at the beginning of each work shift. We have provided cleansing supplies at each work station, please use these at the beginning of your shift. I have asked supervisors to minimize employees moving from workstation to workstation.

Some other prevention activities include:

- DPW is performing daily deep cleaning of the building using CDC guidelines
- No visitors will be allowed in the 911/ECC building in the immediate future. Exception being contractors performing mission-critical maintenance and repairs.
- Administrative and Technology employees will be telecommuting to further limit the number of people accessing the building.

I appreciate the sacrifice that you and all our public safety responders make to provide services. As always, we appreciate everything that you do to help keep Richmond safe.

A handwritten signature in black ink, appearing to read "Tom Wilkins".