



## Office of the Mayor-President

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Parish of East Baton Rouge

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SHARON WESTON BROOME  
Mayor-President

**March 27, 2020**

**TO: CITY-PARISH EMPLOYEES AND DEPARTMENT LEADERS**

**FROM: MAYOR-PRESIDENT SHARON WESTON BROOME**

**SUBJECT: WORK ATTENDANCE GUIDELINES**  
**EFFECTIVE DATE: March 23, 2020 through April 13, 2020 (Unless Terminated Earlier)**

In an effort to prevent the spread of the pandemic Coronavirus (COVID-19), City-Parish buildings were closed to the public beginning Monday, March 23, 2020. Employees that were designated as non-essential by their appointing authority, were placed on Administrative Leave with Pay for their regularly scheduled work hours at the beginning of their shift on Monday, March 23, 2020 through April 3, 2020. In many instances, we have been maintaining skeleton crews in an effort to deliver basic services to our citizens. I am eternally grateful to all of our essential employees and especially our first responders that have continued to report to work during this time.

In light of the Governor's "Stay at Home" mandate, I am extending the closure of public buildings and these work attendance guidelines through April 13, 2020, unless terminated by the Governor at an earlier date. Employees should monitor the City-Parish web-site for potential updates. Unless notified of a change, employees should expect to report to work at the beginning of their regular shift beginning on April 13, 2020.

Once again, I want to thank you all for your public service during this time, and your willingness to do what is needed in order to help our community get through this time of hardship.