



**CHIEF ADMINISTRATIVE OFFICE  
CIRCULAR MEMORANDUM NO.20-07**

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**TO:** All Department Directors  
**FROM:** Gilbert Montaña, *Chief Administrative Officer*  
**DATE:** March 22<sup>nd</sup>, 2020  
**SUBJECT:** Operational Changes Due to COVID-19

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**I. PURPOSE**

This Circular Memorandum is issued to announce the implementation of operational changes to City government in order to protect the health and safety of employees and the public in response to COVID-19.

It is critical that Appointing Authorities follow directives and communications from City Leaders. Remember that the City's response to COVID-19 remains fluid and policies and procedures will be updated to reflect the developing situation. This guidance updates and supersedes any prior guidance issued on the topics referenced herein.

**II. BACKGROUND**

On March 11<sup>th</sup>, 2020, the State of Louisiana and City of New Orleans declared a Public Health Emergency due to COVID-19. On March 16<sup>th</sup>, 2020, the Mayor further prohibited gatherings, and on March 20<sup>th</sup>, 2020, the New Orleans Health Department issued Mayoral Proclamation guidance mandating Orleans Parish residents to stay home and avoid gatherings except for critical activities.

On March 22<sup>nd</sup>, 2020 the State of Louisiana issued a "Stay at Home" Order. This order goes into effect on March 23<sup>rd</sup>, 2020 at 5PM. This order directs all businesses throughout the state to reduce operations while continuing to provide critical services to the public. This includes minimizing public contact and practicing social distancing.

**III. CHANGES TO CITY OPERATIONS**

In an effort to keep City government open, operational and accessible to the public during the COVID-19 outbreak, the City of New Orleans will transition to "limited operations." As such, City Hall will limit all in-person visits. However, the public will have the ability to access City services using technological capabilities and will be guided as necessary (phone, e-mail, and web services). Appointing authorities must ensure that

government operations continue in a safe and operational way to protect both the public and our employees.

Appointing Authorities must take measures to limit the number of personnel that are required to report to work in-person daily while ensuring that the public is still able to access and obtain City services.

Beginning March 23<sup>rd</sup>, 2020, Appointing Authorities must:

- Ensure that only employees identified by department heads as critical to keeping City government operational report in-person for work;
- Allow all employees who are remote-eligible to begin working remotely;
- Place any employee who is non-critical and non-remote eligible on Civil leave until further notice.

#### **IV. INQUIRES**

Should you have any questions, please contact the Personnel and Training Division of the Chief Administrative Office at (504) 658-8607 or via e-mail or [chamilton@nola.gov](mailto:chamilton@nola.gov).