



AGENCY OPERATIONAL STATUS	
Airport	5k-10k Fun Run Cancelled; Air Show Cancelled; Arsenal of Democracy Postponed to the fall; All applications for Gate Cards will be done on-line, no gate card applications will be taken in person; Call before coming to the office; The Freedom Museum is closed ; Aviation Adventures Flight School is closed. ; U.S. Customs and Boarder Protection is open to clear flights at the Airport; Emailed businesses asking them to let Airport know open/closed/operation status; The Terminal Building is closed to the public, assistance provided via phone & email
City Attorney	Monitoring recommendations from Attorney General on changes to meetings, specifically in regards to Virtual meetings
City Clerk	Notary Services suspended; call before coming in for all other matters
City Manager / Communications	Declaration of Local Emergency; Coronavirus updates placed on City website; Monitoring website and social media to disseminate to the public & press; Created Mayor's Video Message to community on COVID-19 & disseminated ; City Buildings have been closed to the public and will be reevaluated weekly
Commissioner of Revenue	Normal operations; asking residents to register motor vehicles through email or online; file and pay business licenses, meals, lodging and transient occupancy tax online or through postal mail; Assessors working remotely
Community Development	
-Development Services	Normal Operations with Modified Services for Inspections; drop-off/pick-up box outside City Hall for large plan submissions ; modified services for inspections including drafting procedures for virtual inspections ; all meetings are now virtual; Still conducting inspections and code enforcement
-Planning & Zoning	Normal Operations with Modified Services for Inspections; all meetings are now virtual ; Still conducting inspections and code enforcement
-Parks Culture & Recreation	Museum has closed until April 14 April 24 ; outdoor parks will remain open but restrooms will be closed until April 14 April 24



Economic Development	<p>Economic Development: Communicating information to and soliciting feedback from businesses; assessing potential resources and assistance; Will be sending survey to businesses to ask issues they're encountering</p> <p>Tourism: Halted all Tourism advertising; closed Visitor Center; assessing potential resources and assistance; working closely with HMI</p>
Engineering	Normal operations
Finance	
-Accounting	Normal operations; Rotating eWork schedule implemented; Instructed relevant departments to track charges and hours related to COVID-19 separately
-Budget	Normal operations
-Purchasing	Normal operations
-Information Technology/ GIS	Working on ordering additional laptops and developing eWork options; Increased number of loaner laptops with VPN capabilities to enable more staff to eWork; Rotating eWork schedule implemented; Additional laptops have been received and VPN licenses increased
Fire & Rescue	Activated the Pandemic Operations Plan; EOC is monitoring; No significant change in call volume at this time; Stations on lockdown to public; Fire Marshal suspended general inspections, only performing required building inspections; Need departments to submit PPE requests as they become known
Human Resources	Developing eWork Policy and Pandemic Sick Leave Policy Pandemic Policy implemented; Office is on eWork status – employees should call or email, and are encouraged to email or fax any paperwork; processing merit increases and payroll changes for April 3rd payroll; addressing COVID-19 questions and situations; preparing for Families First Coronavirus Response Act implementation; working with vendors to revise open enrollment planning; in-person interviews suspended; processing eWork requests; working with VRSA regarding exposure process & procedures



Police Department	Asking citizens to call non-emergency line vs coming to lobby; suspending fingerprint services March 16 through March 30; Working closely with Health Department; Protection to include gloves/masks/eye protection
Public Works	
-Building & Grounds	Working in small crews for social distancing; Increased frequency of cleaning in City of Manassas facilities, high traffic areas and touch points increased to several times a day
-Refuse & Recycling	Normal operations for garbage and recycling collection; Manassas Transfer Station has suspended all public events until further notice; Our refuse service provider has cancelled all bulk waste pick up until further notice
-Streets	Working in small crews for social distancing
-Vehicle Maintenance	Normal operations, limiting public contact; Changing staffing and shifts; Separating staff into two shifts starting Mar 30; Service will be available M-Sat
Social Services	Asking citizens to call in instead of coming to offices, working with Virginia Department of Social services on updated guidance for in-home visits Social Services is closed to the public except by appointment or emergency. CPS/APS are continuing to investigate allegations of abuse or neglect and perform removals when necessary. Foster Care visits are mandated, but are being conducted virtually when possible. Staff who are interacting with the public are wearing masks and gloves (CPS/APS are donning protective gear AFTER initial contact is made at a distance to lessen potential trauma). 50% of Social Service employees are working remotely at least half of the time, with a goal of 90% by end of week. Workers have been relocated to separate floors to avoid groups of more than 8. Employee childcare issues have been addressed on a case-by-case basis and employees have been allowed to work weekends, early mornings, and evenings to keep their hours. All-staff and outside meetings and in-house trainings, with the exception of management meetings and one-on-one supervision with the Director, are being conducted virtually. Management staff are conducting supervision with staff virtually whenever possible. Social services is seeing a dramatic increase in Benefit applications. State is mailing benefit cards. Working with State on instructions of how to handle the possibility of where to place a child being removed from a house with a positive COVID-19 case



Treasurer	Asking citizens to pay their bills in non-face-to-face means, drop box out front of City Hall
Utilities	Alternating some shifts; Making provisions for operators to stay overnight if necessary; Construction continuing as usual; In process of transitioning some employees to eWork
Customer Service	Asking citizens to pay their bills in non-face-to-face means, drop box at 8500 Public Works Drive; no cut offs in immediate future
Electric	Working in small crews for social distancing; Remote Operations Center on Church Street set up with laptop so can remote in, separate from IT
Water-Sewer	Working in small crews for social distancing
Voter Registration	Normal operations, call before coming in Voter Registration is closed to the public with a sign directing any voters to call if they need assistance. Deputy Director is teleworking and Director is coming into the office. The Electoral Board will be meeting soon to discuss the June 2020 Dual Primary; Will need to look at possibly getting gloves & masks for June Primary