



CITY HALL
21000 Hacienda Blvd.
California City, CA 93505

760-373-8661
www.californiacity-ca.gov

Charles P. McGuire
MAYOR
Don Parris
MAYOR PRO TEM
Nick Lessenevitch
Ron Smith
William Smith
COUNCIL MEMBERS

Anna Linn
CITY MANAGER

To our amazing city employees:

This is an unprecedented time in our city, in the nation, and in the world. We are so grateful for your service and for your understanding that we provide the most essential services to our community to get through this health crisis. The extraordinary events surrounding the COVID-19 pandemic have put local governments both on the front line of dealing with this health crisis and in taking steps to address the needs of their employees. We are considering every option available to balance protection of you and your families and the important statutory role we all serve as disaster service workers. As staff of the City of California City, as disaster service workers, we are responsible for protecting our community.

In order to continue to serve our community, it is paramount that we protect our employees. As of Wednesday, March 18, 2020 City Hall and City facilities are now closed to the general public until further notice. The City needs those of you who have a higher risk from COVID-19 to confidentially advise Human Resources so that you, your families, and co-workers can be protected; and the community as much as possible. If you have chronic conditions which make you more vulnerable to COVID-19, such as heart conditions, lung conditions, or if you are immune-compromised from a chronic health condition or from chemotherapy or other cause, CDC and California Department of Public Health guidance indicate that you are greater risk for COVID-19. [\[CDC COVID-19 Who is at higher risk?\]](#)

In light of the national emergency and in order to fulfill our obligations to our employees and to the public, we are directing those of you who fall into this category to contact Human Resources to advise that you are in a higher risk group. You need not tell us why you may be more vulnerable, only that you are. Please provide medical verification from your doctor within 72 hours for supporting documentation. We will begin to work on accommodations that may be necessary to protect you and allow you to continue to perform your essential functions as we assist our community through this pandemic. **Please contact HR at (760) 373-7182.** Thank you for your patience and understanding.

The range of potential accommodations is still being identified, but could include telecommuting, staggering shifts, on-site alternative work-spaces, personal protective measures, and such other steps as may be necessary to secure your personal safety and our ability to continue to provide essential services to our City.

Your communications with our Human Resources team will remain confidential. Be assured that we would never ask for this information if it was not essential to protect you and your families and our ability to continue our critical role as public servants and disaster workers. We truly all are in this together, and your welfare and minimizing risk to other employees are our top priority as we continue to serve the community in this national emergency. We will get through this.

Respectfully,

Anna Linn

Anna Linn
City Manager