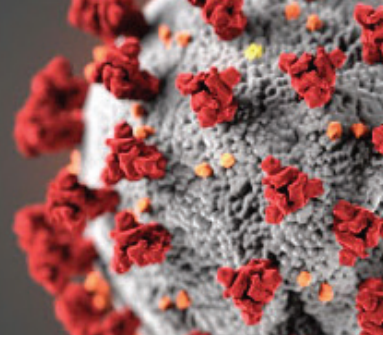




CITY OF FORT LAUDERDALE UPDATE ON CORONAVIRUS March 13, 2020



To: All City of Fort Lauderdale Employees
From: Chris Lagerbloom, CM City Manager
Subject: Suspension of Employee Travel
Date: March 13, 2020

Effective immediately, all work related employee travel for City business is suspended. This suspension will remain in effect for 30 calendar days, at which time we will evaluate conditions to determine if this suspension will be extended.

All employees scheduled for business travel (conferences and other work-related events) between now and April 12, 2020 are directed to cancel travel arrangements and obtain refunds where possible. Any exceptions must be approved by the City Manager.

We understand that these measures may appear to be drastic, but in light of health and safety concerns, this directive is for the benefit of our workforce and community.

Thank you