

We are facing unprecedented times and dealing with many first in our lifetime. Municipal Clerks are essential to the operation of any municipality. The work they perform is vital to serving the citizens of your community. However, The Mississippi Municipal Clerks and Collector's Association is strongly encouraging all municipalities (Mayors and Boards) to take every precaution possible to protect the Municipal Clerks and city employees during this time. Limiting, to the fullest extent, exposure to the public is vital to ensuring the safety and health of Municipal Clerks. We hope you will follow the lead of many municipalities in this state who have implemented measures to prevent the spread of COVID-19. Examples include:

- Closing City Hall to the Public.
 - Operating a Dropbox or Drive through only for any essential payments or transactions. This may require a need to build a temporary dropbox.
 - Posting Information on the City Hall door with instructions on who to call for services or assistance.
- Limiting the Opportunity for Exposure among Employees
 - Setting up a rotational work schedule. This could prevent all employees from becoming sick at the same time.
- Setting up the resources needed for employees to telework. This may require that equipment have to be taken home or purchasing a laptop to ensure operations continue.
- Conduct all meetings by teleconference.
- Ensure that the City is following all CDC recommendations for social distance guidelines in employee work areas and at any public meeting.

As we continue to work through this life changing event, let's remember that what we are doing now will either contribute to success or failure. This is new and we've never experienced anything like this before. When this is over (and it will be) we can evaluate all the actions and reactions, but until then let's work with the common goal of protecting our employees and our citizens.

Thank you for your help!

Jo Ann Robbins
President
Mississippi Municipal Clerks and Collectors Association