



This week, Brad and I met with all of the department directors to discuss plans for the coming year, and determine strategic goals that each department would like to focus upon. We encourage each of you to find some time in the next few weeks to discuss with your manager and your director your ideas and goals for the new year. This is also a good time to revisit the goals that you previously outlined in your performance review with your supervisor to determine

whether or not you are still on target or need to make course corrections based on changing circumstances. Review the City's [2020-2025 Strategic Plan](#) to help frame your conversations.

Updated COVID Prevention

Each city facility currently has a number of COVID prevention measures in place to ensure the safety of all of our employees. In addition to the typical precautions such as wearing facial coverings (even in meetings) and maintaining a six foot distance from others, it is vitally important to not enter any city facilities if you have a cough or fever. With flu season approaching, it will be even more important to stay at home if you do not feel well and to continue to be diligent with these precautions.

As a reminder, all employees must adhere to the Start of Workday Procedures outlined [here](#) that were updated today. Temperature stations are located at specific designated entrances of all City facilities. Only the designated entrance should be used by employees. Please go directly to the temperature station before you go to your workstation. Also, everyone should be maintaining their temperature screening log and sharing their log with their supervisor weekly. A fillable version of the log can be found [here](#).

Thank you for helping keep our workplace safe for everyone! If you have any medical related questions, please contact Chief of Emergency Services Frank Parra at (619) 336-4551. If you experience any issues with equipment at the temperate station, please contact Facilities Maintenance Supervisor Arturo Gonzalez at (619) 663-4585.

Prepare for Disasters & Stay Informed

September is National Preparedness Month and over the next bulletins I'll be providing information and resources on the following preparedness themes.

- [Make a Plan](#) ✓
- [Build a Kit](#) ✓
- [Prepare for Disasters & Stay Informed](#) ✓
- Teach Youth about Preparedness

1. Limit the impacts that disasters have on you and your family. Know the risk of disasters in your area and check your insurance coverage. Learn how to make your home stronger in the face of storms and other common hazards and act fast if you receive a local warning or alert. Know how to stay informed before, during and after a disaster.
 - Update your emergency contact information with Human Resources
 - Don't be caught off guard by a disaster. Register with AlertSanDiego to get evacuations and important information to your cell phone 📱 and email 📧 during a disaster in your area www.readysandiego.org/alertsandiego
 - Be Ready - Download the SD Emergency app to your Android or iPhone to get hazard information, emergency maps and updates, shelter locations and more in the palm of your hand. www.readysandiego.org/SDEmergencyApp

Together We Can! - Library Services

The Library has been adapting its traditional in-person offerings towards contactless by shifting its services, resources and popular programs to virtual alternatives and using the website as the primary path of interaction with library users. This includes curbside materials pickup, e-books, Zoom classes/tutoring sessions for literacy students, and video storytimes for kids and online activities for all age groups. Since March, the Library has issued 1,126 e-cards! The Library also was just awarded two grants to establish a laptop and hotspot loan program to literacy learners and tutors to advance digital inclusion and facilitating connectivity. Thank you to the Library staff for all of their work to keep the patrons informed and entertained during these trying times!



Mervin Jensen, Eugene Alcasid, Maria Marmolejo, Beatriz Esparragoza,
Ruth Cuevas, Minh Duong, Alex Neu, Mikki Vidamo
(not pictured) Andrew Vargas, Ruth Munoz, Lori Hemphill

October Birthdays

Help me send a birthday wish to all those employees celebrating their birthdays this month!
Please take a moment to reach out and wish them a very happy & healthy day. [October
Birthday List](#)