

Office of the Mayor  
Chokwe A. Lumumba, Mayor



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**MAYORAL PROCLAMATION OF EXECUTIVE ORDER  
CLOSING CITY HALL,  
NON ESSENTIAL CITY OFFICES AND CITY OWNED  
OR LEASED NON ESSENTIAL FACILITIES, REQUIRING  
NON ESSENTIAL CITY EMPLOYEES TO WORK REMOTELY, AND  
RESTRICING CITY EMPLOYEE TRAVEL**

**WHEREAS**, the Mayor of the City of Jackson, Mississippi, pursuant to Section 45-17-3 of the Mississippi Code of 1972, as amended, has declared and issued a civil emergency proclamation in the wake of the Coronavirus pandemic; and

**WHEREAS**, the Mayor of the City of Jackson, Mississippi, pursuant to Section 45-17-7, *et seq.*, of the Mississippi Code of 1972, as amended, has the authority to issue such other orders as are necessary for the protection of life and property and in the interest of public safety and welfare, after proclamation of a civil emergency; and

**WHEREAS**, to prevent the spread of the Coronavirus and flatten the growth curve of cases, authorities, all over the globe, are encouraging citizens to avoid nonessential close personal contact; and

**WHEREAS**, the Mississippi State Department of Health has advised the citizens of the State of Mississippi to practice social distancing measures and avoid large gatherings; and

**WHEREAS**, City of Jackson employees are affected by public school closures that are occurring due to the threat of the Coronavirus; and

**WHEREAS**, extraordinary measures related to the spread of the Coronavirus are necessary and expedient for the health, safety, welfare and good order to protect the public peace and preserve lives.

**NOW, THEREFORE**, I, Chokwe Antar Lumumba, Mayor of the City of Jackson, Mississippi, pursuant to the authority vested in me by Section 45-17-7, *et seq.*, of the Mississippi Code of 1972, as amended, and in the public interest and for the general welfare of the City of Jackson, do hereby issue this Proclamation of Executive Order Closing Non Essential City Offices and City Owned or Leased Non-Essential Facilities, Requiring Non-Essential City Employees to Work Remotely, and Restricting City Employee Travel.

**IT IS ORDERED** that City Hall, as well as, all non-essential City offices and City owned or leased non-essential facilities be closed.

- a. The Jackson Police Departments and Fire Departments and any other City of Jackson public safety personnel offices are not considered non-essential and will remain open.
- b. The Water Sewer Business Administration Office will remain open for essential business only (e.g., payment of bills and opening of accounts).
- c. All inquiries as to whether a facility or office is considered non-essential or closed shall be directed to the Chief Administrative Officer of the City

**IT IS FURTHER ORDERED** that all non-essential City of Jackson employees are required to work remotely – telework.

- a. All Jackson Police Department and Fire Department personnel, and any other City of Jackson public safety personnel are not considered non-essential.
- b. All inquiries as to whether a City of Jackson employee is considered non-essential shall be directed to the appropriate supervisor or Department Director.
- c. All City of Jackson employees engaged in teleworking must remain accessible to the appropriate supervisor and/or Department Director – at all times during regular work hours – via telephone, email, text, videoconferencing, and teleconferencing.
- d. No City of Jackson employees engaged in telework may remove confidential or proprietary information from the property or premises of the City of Jackson.
- e. Social distancing and stepped-up hygiene protocols, as recommended and/or required by the Mississippi State Department of Health or any other state official, must be adhered to by those City of Jackson employees who must physically remain in the workplace.
- f. City of Jackson Department Directors and Supervisors are to be flexible as possible in supporting employees who must physically remain in the workplace by offering same alternate work arrangements and staggered shifts to limit the possibility of exposure to the Coronavirus and to be sensitive to family issues arising from public school closures.

**IT IS FURTHER ORDERED** that all non-essential City-sponsored travel beyond the borders of the State of Mississippi by City of Jackson employees is prohibited. City employees must request and receive written permission from the Chief Administrative Officer of the City to undertake any City-sponsored travel beyond the borders of the State of Mississippi considered to be essential. City employees must report any personal travel beyond the borders of the State of Mississippi to the Chief Administrative Officer of the City, before such travel is undertaken.

**IT IS FURTHER ORDERED** that violations of this Proclamation of Executive Order may be subject to misdemeanor prosecution pursuant to Section 45-17-9 of the Mississippi Code of 1972, as amended and Section 86-1 of the Jackson Code of Ordinances.

**IT IS FURTHER ORDERED** that this Proclamation of Executive Order be: (1) promptly filed with the City Clerk; (2) distributed to the news media and other organizations calculated to bring its contents to the attention of the general public; and (3) distributed to others as necessary to ensure proper implementation of this Proclamation of Executive Order.

**IT IS FINALLY ORDERED** that this Proclamation of Executive Order is effective immediately and shall remain in effect through March 31, 2020 or until rescinded or superseded by another applicable Proclamation of Executive Order. A Proclamation of Executive Order rescinding the corresponding Proclamation of Civil Emergency will automatically rescind this Proclamation of Executive Order.

WITENSS MY HAND, this the 16<sup>th</sup> day of March, 2020 at 12 am/pm.



**CHOKWE A. LUMUMBA, MAYOR  
CITY OF JACKSON, MISSISSIPPI**

**ATTEST:**

  
CITY CLERK *Angela Harris*