

**From:** Steven Bergstresser  
**To:** All\_City  
**Date:** 3/15/2020 10:39 PM  
**Subject:** Mandatory Read - COVID-19 Update – Impact on City of Kettering Government Facilities

To All City Employees:

As new developments and stringent guidelines unfold regarding coronavirus 2019, it is important that we remain diligent in providing heightened safety measures for you and our residents. In doing so, we are implementing some temporary changes to our operations and procedures as an added layer of protection for everyone. **Through all of this, employees should report to work as usual.** Below is a list of changes in brief. A more detailed bulletin will be released as soon as possible.

**Beginning Monday, March 16, at 5:00 p.m. until at least April 30, the following temporary operational changes are in effect.**

### **City of Kettering Facilities**

**All parks, recreation and arts facilities will close until at least April 30.**

These include the Rec Center, Kettering Fitness & Wellness Center (Trent), Rosewood Arts Centre and Polen Farm. Our outdoor parks are not included in these closings. All regularly-scheduled programs and events are canceled. If unable to reschedule these programs, we will offer full refunds to registrants.

#### **Exceptions:**

- Voting polls at the Charles I. Lathrem Center will be open Tuesday, March 17, for Primary voting.
- Polen Farm will only be available for previously scheduled private weddings and receptions.

**All City of Kettering offices and facilities will be closed to the public.**

These facilities include:

- City Government Center (north and south buildings)
- Kettering Police Department
- Kettering Fire Department
- Tax Division
- Ask residents to use drop box
- Tax division employees will assist taxpayers via phone

Public Service Building

Employees should direct residents who normally visit our City buildings for

services to conduct their business online at [www.ketteringoh.org](http://www.ketteringoh.org) or by use of telephone.

Thank you for your continued patience and dedication to providing exceptional services to our residents. Each of us has an important role; and, together, we will navigate through as smoothly as possible with positive outcomes.

Steve

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*The City of Kettering invites people with disabilities to enjoy our programs, services, parks, and facilities.*

*Please call [296-2439](tel:296-2439) for more information about accessibility or to request a modification.*

*For TTY assistance, contact Ohio Relay Service at [800-750-0750](tel:800-750-0750).*

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*Unless a legal exemption applies, this message and any response to it will be released if requested.*