



Andy Schor, Mayor
Linda Sanchez-Gazella, HR Director

CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES

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Safety/Selection/Training
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MEMO

To: All Employees
From: Linda Sanchez-Gazella, Human Resources Director
Date: March 12, 2020
Subject: Temporary Suspension of Nonessential Business Travel

Due to City of Lansing's commitment to employee safety in light of the COVID-19 (coronavirus) outbreak, effective immediately, all nonessential business travel outside of Clinton, Ingham and Eaton Counties will be suspended until further notice. The City of Lansing will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

Travel Cancellation Procedures

If nonessential business travel has already been booked, please work with the Finance Department, Point of Contact: Jeff Scharnowske at jeff.scharnowske@lansingmi.gov, to properly receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing with other external partners to replace the in-person meetings, if possible. Please make sure your manager knows the status of all cancelled meetings due to this temporary suspension.

Essential Travel

Essential business travel should be limited to those situations where business and/or training cannot reasonably be conducted without face-to-face interaction or visits to specific locations. The Human Resources Director and the Finance Director must approve all travel (including trips that were previously approved) until further notice. If you have previously booked essential travel and not secured the approval of both directors, please contact the director whose approval is lacking.

Procedures Upon Return from Travel

Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the Department of Human Resources for direction as soon as possible.

This memorandum is in effect until further notice. Please contact the Department of Human Resources with any questions or concerns.

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