



From the Office of the  
City Administrator  
Trudy Lewis  
Phone: 972-225-6121  
Fax: 972-225-5559

---

## COVID-19 SAFETY IMPLEMENTATION PLAN

March 19, 2020

In accordance with U.S. President Donald Trump, Texas Governor Greg Abbott, Dallas County Judge Clay Jenkins, and Mayor Mario Vasquez, the City of Hutchins is currently under a Declaration of Local Disaster for Public Health Emergency. In an effort to minimize the impact of COVID-19 to the citizens and employees in the City of Hutchins, the following steps are being taken:

1. The Senior Center will cease at activities including serving meals, meal delivery, meal pick up and activities as of March 23, 2020.
2. All rentals of the Community Center are cancelled.
3. The Atwell Library will be closed as of March 19, 2020.
4. All board and commission meetings are cancelled.
5. All court trials are cancelled.
6. City Hall offices will be closed to the public as of March 23, 2020. Staff will continue to report to work and, in some instances, may work from home as recommended in provisions released by the Centers for Disease Control. Staff is available to receive and respond to calls, emails, and faxes. Customers can still drop payments in the drop box for Municipal Court and Utility Billing.
7. Animal Control will respond to emergency calls only with limited contact to the public.
8. Code Enforcement will respond to emergency calls with limited contact to the public.
9. The Police Department lobby is closed to public. **In the event of an emergency people should call 911.** For non-emergencies residents should call 972-225-2225.
10. The Fire Department lobby is closed to the public. **In the event of an emergency people should call 911.** For non-emergencies residents should call 972-225-3311.

These precautions will remain in place until further notice. The city's website ([www.cityofhutchins.org](http://www.cityofhutchins.org)) has additional information regarding the City's efforts in this regard.

Respectfully submitted,

Trudy Lewis  
City Administrator