

# Memo:



FROM THE OFFICE OF STATE REPRESENTATIVE LA SHAWN K. FORD

**For Immediate Release:**  
March 13, 2020

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To: 8<sup>th</sup> Legislative District Constituents

From: State Rep. La Shawn K. Ford

Effective Monday, March 16, our office will begin implementing a work from home policy for employees operating out of our Chicago and Springfield offices, which will be in effect until further notice, and the offices will be considered closed during this time. This step is being taken to protect the health and safety of our staff members and to mitigate community spread of the Coronavirus Disease 2019 (COVID-19).

Despite our offices being closed, the staff will be doing our best to continue to provide the level of service and support to the taxpayers that is expected. I would ask that you all recognize and appreciate the difficult circumstances we find ourselves in and to practice patience and understanding with my office staff. They will work within the best of their abilities and circumstances to meet your needs, but within the confines of keeping themselves safe and healthy. While my offices may be closed, my staff is committed to ensuring that we meet the needs of the 8<sup>th</sup> Legislative District.