

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the City Administrator

Rashad M. Young  
City Administrator



**CITY ADMINISTRATOR'S ORDER  
NO. 2019-3**

**DATE:** December 17, 2019

**SUBJECT:** Notification and Approval Process for Temporary Facility Closures and Other Temporary Changes to Agency Operations

By virtue of the authority vested in me as City Administrator pursuant to section 422(7) of the District of Columbia Home Rule Act, approved December 24, 1973, 87 Stat. 790, D.C. Official Code § 1-204.22(7), and Mayor's Order 2015-036, dated January 9, 2015, and in accordance with Mayor's Order 2001-168, dated November 14, 2001, it is hereby **ORDERED** that:

**I. PURPOSE AND SCOPE**

- A. The purpose of this Order is to ensure that District of Columbia ("District") government agencies provide appropriate notification of, and receives approval for, temporary facility closures and other temporary changes to agency operations.
- B.
  - 1. For the purposes of this Order, the term "temporary facility closures and other temporary changes to agency operations" means the closure of all or part an agency facility or a change to, or an interruption of, the normal operations of an agency based on any condition.
  - 2. The term "temporary facility closures and other temporary changes to agency operations" includes, but is not limited to:
    - a. The delayed opening or early closure of all or part of an agency facility or operational component of an agency;
    - b. The delayed arrival or early release of some or all of an agency's employees;
    - c. A utility outage, unsafe work environment (such as may be caused by extreme temperature or a gas leak), or any other condition that interrupts agency operations and/or the delivery of service to District residents;
    - d. Total or partial closure of an agency facility or a change to agency operations that affects the public due to an agency meeting (such as, but not limited to, "all hands" meetings);

- e. Activation of an agency continuity of operations plan.

## II. POLICY

### A. General Policy

1. An agency shall not implement a temporary closure of an agency facility or a temporary change to agency operations without providing notice, and receiving approval of the City Administrator, as set forth in this Order.

### B. Notification by Agency

1. An agency shall provide notice to the City Administrator and the agency's Deputy Mayor at least seventy-two (72) hours before a temporary facility closure or a temporary change to agency operations. If provision of seventy-two (72) hours notice is not feasible, the agency shall provide the required notice as soon as feasible.
2. The required notice shall include the following information:
  - a. A description of the proposed closure or change to agency operations;
  - b. The reason for the proposed closure or change to agency operations;
  - c. The impact of the proposed closure or change to agency operations;
  - d. The plan to reopen the agency facility and/or return to normal agency operations; and
  - e. The timeline to reopen the agency facility and/or return to normal agency operations.
3. If the reason for the temporary closure or change to agency operations is related to the condition of, or provision of services to, an agency facility (for example, a heating or cooling issue, utility or network interruption, or flooding), the agency shall also transmit the required notice to the Assistant City Administrator for Internal Services, the Deputy Mayor for Operations and Infrastructure, and the Director of the Department of General Services.
4. Notice may be provided through any standard communication channel, such as by telephone, text message, or email.

5. Chiefs of staff, deputies, and/or other senior staff should be included on the required notices to ensure that the notice is received by the City Administrator and other principals.

**C. Approval by City Administrator Required**

Except in the circumstances described in Section – of this Order, an agency shall not implement a temporary facility closure or a temporary change to agency operations unless the proposed closure or change has been approved by the City Administrator.

**D. Emergency Circumstances**

1. An agency may implement a temporary facility closure or temporary change to agency operations without the prior approval of the City Administrator only in emergency or exigent circumstances, such as an immediate risk to the health or safety of agency staff or District residents. This exemption to prior approval by the City Administrator is intended to apply in limited circumstances. Agency directors should make every reasonable attempt to provide advance notice to, and receive the advance approval of, the City Administrator before implementing a temporary facility closure or temporary change to agency operations.
2. Once the emergency or exigent circumstances have been addressed (for example, after a facility has been evacuated due to a potential fire), the agency shall immediately provide notice to the City Administrator and the agency's Deputy Mayor. (If the reason for the temporary closure or change to agency operations is related to the condition of an agency facility, the agency shall also transmit the notice to the Assistant City Administrator for Internal Services, the Deputy Mayor for Operations and Infrastructure, and the Director of the Department of General Services.).
3. The required notice shall include the information listed in Section II.B.2 of this Order
4. After the agency has provided the required notice, the agency director and the City Administrator shall determine the appropriate subsequent actions for the agency to take.

**D. Long-Term Closures and Long-Term Changes to Agency Operations**

An agency shall not close an agency facility on a long-term basis nor make a long-term change to agency operations that affects the public without the approval of the City Administrator.

**III. APPLICABILITY**

This Order applies to every District government department, agency, office, commission, and board under the direct administrative control of the Mayor (commonly referred to as subordinate agencies).

**IV. EFFECTIVE DATE**

This Order shall take effective immediately.



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**RASHAD M. YOUNG  
CITY ADMINISTRATOR**