


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: All Sworn Personnel

FROM: Steve Conrad
Chief of Police 

DATE: April 20, 2020

RE: Short-Term Housing at the Galt House Hotel
Special Order #20-017

Louisville Metro Government (LMG) recognizes the stress and fears associated with being a first responder who provides services to the citizens of Louisville. Many first responders are afraid of being exposed to COVID-19 and carrying the virus home to their loved ones, especially if they live with individuals who are considered to be high-risk.

LMG has negotiated with the Galt House Hotel to provide lodging, food service, and housekeeping for **healthy** first responders for the duration of the current outbreak. This plan gives first responders the option to stay away from home and eliminate a possible exposure to family members. First responders who are symptomatic of COVID-19 will not be allowed to utilize the first responder housing facility.

Members may request to be housed in the Galt House Hotel to keep them from having to return to a home environment where others may be at-risk or may be a source of infection. A commute distance that is a burden, such as a member who lives over 20 miles from their reporting site, may also serve as a reason to request housing. Members who live in high-density housing, such as apartment buildings, or are unable to provide their own meals or cleaning may also qualify for this short-term housing option.

The Galt House has offered entire floors separate from other guests and LMG has generously agreed to pay for Galt House rooms. Members must adhere to the following rules and these services will be provided.

- First responders must obey the following rules to utilize temporary housing:

- Observe social distancing, hygiene practices, and all hotel-mandated public health protocols during the hotel stay.
 - No congregating in public spaces.
 - Only an authorized occupant of the room is allowed in the room.
 - Employees must sleep in their room each night. If the employee chooses to stay at home or elsewhere, at any time, their room is immediately forfeited and they shall reimburse LMG for nights that they were not in the room. The only exception is if the member's presence is required for a family emergency.
- The Galt House restaurant (Thelma's) and room service are available. The price of food is not included in the room, however, a daily limit can be set for food charged to the room. The per diem reimbursement rate for meals and incidentals is \$61.
 - Parking is available in the parking garage beneath the West Tower. PARC will provide parking passes for up to 75 first responders.
 - Housekeeping will operate as normal.
 - End of stay determinations will come from the first responder's chain of command. The first responder will check out and will settle the bill for any non-Metro-covered expenses.

A matrix has been devised that will allow employees to be scored based upon a variety of health and safety criteria as to whether or not they qualify to participate in this program. If a member or their supervisor believes they should participate in this program, the request should be made to their Division Commander. The Division Commander will then complete the First Responder Housing Plan Matrix and submit it to their Bureau Commander for processing.

The health of our first responders and their families is of paramount importance at this time, and we trust that the program will be a relief, both mentally and physically, to our employees.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure their personnel are made aware of this information.

This Special Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.