COVID19 BUSINESS DAY CALCULATION NOTICE
ATTACHMENT TO EXHIBIT “A”
RELEASE TO REQUESTOR

In response to COVID19, the City of Grand Prairie closed its physical offices, including its administrative office, at 5:00pm on Friday March 20, 2020. The City remains closed at this time. The City continued to provide necessary governmental functions with a skeleton crew during the closure. Those staff members who were physically present were working on the COVID19 response or essential governmental functions, such as police and fire response. Although many staff members worked remotely during this time, staff did not have access to most City records. In addition, during this time staff working remotely could not receive incoming mail, so awareness of new requests was limited. Your website was updated to provide extra guidance on the calculation of business days as it relates to COVID19. Specifically, it stated that:

- Holidays observed by the governmental body are not business days.
- Weekends are not business days.
- Skeleton crew days are not business days.
- A day on which a governmental body’s administrative offices are closed is not a business day.
- If a governmental body has closed its physical offices for purposes of a public health or epidemic response or if a governmental body is unable to access its records on a calendar day, then such day is not a business day, even if staff continues to work remotely or staff is present but involved directly in the public health or epidemic response.

In addition to some days during the closure being weekends, during the time of the closure, the City operated with a skeleton crew, closed its administrative offices, closed its physical offices for the purposes of a public health or epidemic response, and the City was unable to access all of its records as only limited records are accessible remotely and those physically present were involved directly in the public health or epidemic response.

The City also contacted your office via phone for guidance as to whether the processing of those limited open record requests which could be processed during this closure would cause your office to later rule the days during the closure were business days. Although it was communicated that an official response could not be given, the guidance from your office was that it would not be held against us to respond to those requests we could. It was expressed that the hope is governments would respond to the extent they could during this time to prevent a significant backlog upon being reopened even though the days during the closure would not be considered business days. As such, the City contends March 21, 2020 through the date of enclosed letter requesting an opinion are not business days for the purpose of calculating the timeliness of the request.