



MEMORANDUM

TO: Mayor and Council Members

FROM: Spencer Cronk, City Manager *sc*

DATE: June 25, 2020

SUBJECT: **Phased Reintegration of City Employee Delayed**

The purpose of this memo is to provide an update regarding the phased reintegration plan of City employees.

At the end of May, you were provided with guidelines for a three-phase plan to reintegrate City employees back into the workplace. Recent trends in COVID-19 cases have understandably raised concerns and, after conferring with local health authorities, we are **delaying all three reintegration phases. Phase 1 reintegration, originally scheduled for June 29, 2020, will now begin July 27, 2020.**

The updated phases of reintegration are outlined below:

- **Phase 1 Initial Integration: Estimated July 27, 2020** – This initial step reintegrates employees back into the workplace. This phase will include employees whose job functions require them to be at the worksite to perform their primary job duties, interface with the public or other City employees to deliver services, and/or were assigned special projects or training to complete while teleworking. Some offices will be allowed to require appointments for in-person meetings based on the nature of the work. For those whose job functions require public interface in a stationary setting or between employees who are in close contact, we will work to install plexiglass barriers where possible. The City continues to promote telework and virtual meetings, as meetings in the workplace are discouraged. All employees are required to wear a mask. Employees are encouraged to continue to wash hands often, and clean and disinfect frequently touched objects and surfaces in their workspace.
- **Phase 2 Partial Integration: Estimated August 24, 2020** – Non-essential and essential employees will begin to reintegrate into the workplace. This phase includes roles that have some ability to telework but may need to be at the worksite for certain hours or days to perform specific job duties or deliver services to the public. Altered work schedules may be utilized to stagger schedules and start/end times. All employees are required to wear a mask. Employees are encouraged to continue to wash hands often, and clean and disinfect frequently touched objects and surfaces in their workspace.

- **Phase 3 Full Integration: Estimated September 21, 2020** – Workplaces are open. This phase will include reintegrating a majority of employees back into the workplace. This phase includes roles that can be done remotely to deliver services. As much as possible, telework should be used to replace in-person work. Employees who are currently utilizing telework may continue to telework if those employees' primary job functions can be done remotely. Employees should practice good hygiene, stay home if sick, wash hands often, and clean and disinfect frequently touched objects and surfaces in their workspace.

The safety and wellbeing of our workforce and the community continues to be our top priority. I have encouraged Departments to continue to ensure a safe and healthy work environment and to allow flexible work schedules for employees to ensure our essential functions are accomplished, while also allowing our employees to continue to telework when possible.