



Date: March 17, 2020
To: All City of Fremont Employees
From: Allen DeMers, Human Resources Director
Subject: City of Fremont COVID-19 Staff Update March 17, 2020

Hello Everyone,

As an update to the telework and partial closure of City Hall notice you received on Sunday, March 15, 2020, please note that the closure, telework and service reductions are now expected to continue through **April 7, 2020**. This date is consistent with the rules set in place by Alameda County Public Health Department with input from the Centers for Disease Control and Prevention. The important takeaways from this update are as follows:

- **Essential Personnel:** If your management team has made special changes to your schedule or work practices to address this emergency, expect those changes to remain in place through at least April 7, 2020 or longer if they have already identified an implementation schedule.
- **Teleworking Personnel Through April 7, 2020:** If you are currently teleworking
 - o Expect to continue to telework through April 7, 2020
 - o Stay flexible as assignments may change and new responsibilities may be identified
- Check in with your manager regularly and start developing schedules and regular virtual working practices if you haven't already done so
- **Personnel on Paid Administrative Leave Through April 7, 2020:** Paid Administrative Leave will now be extended to employees who have been directed to stay home through **April 7, 2020** on the same terms described in the City's original announcement. As a reminder, paid administrative leave carries with it specific responsibilities:
 - o Stay local
 - o Stay accessible by phone
 - o Be ready to perform telework or report to work if notified that appropriate or essential work has been identified
 - o Stay at home so that you can self-quarantine as mandated by the new County order
 - o Remember, all City of Fremont personnel are Disaster Service Workers and may be required to report to work if conditions change

Please review Fremont and Alameda County's Press Releases (attached to this email). The full Shelter in Place Order can be found here: <http://acphd.org/media/559658/health-officer-order-shelter-in-place-20200316.pdf>

We will continue communicating with you as conditions change and we settle into this new situation. Please share this email with any City staff members who you believe may not have access to their City email account.

Thank you,

Allen DeMers | Human Resources | City of Fremont

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