



Date: May 26, 2020
To: All City of Fremont Employees
From: Mark Danaj, City Manager
Subject: Telework and Return to Work Planning

Hello Everyone,

As we continue to manage the City's response to COVID-19, I want to share some updates with you regarding our telework and social distancing activities, as well as a new Emergency Telework Policy that will provide guidance to employees and supervisors regarding the rules and expectations around teleworking. In our shared commitment to reduce the potential exposure to COVID-19, Fremont has facilitated an unprecedented amount of virtual/telework. Throughout the pandemic, irrespective of where the work is being done, our Fremont team has been successful in maintaining a high standard of service to our community.

I anticipate that employees currently performing their duties via telework will continue to do so through the end of July with the potential to extend beyond that date, if necessary. The City Manager's Office will continue to consult with the City's health and safety professionals and will act cautiously when reviewing return to work plans. If staff begins to return to work at City offices in August, it is likely that the return will include a phased approach, with the intent to stagger work schedules and reduce staff overlap where feasible. In the meantime, Risk Management and Fire personnel are in the process of implementing engineering solutions to make City facilities safer by reducing the potential for employee exposure to each other and the public. Such solutions include changing building access points, installing plexiglass barriers and reorganizing office and cubicle space to enhance social distancing. We will continue to monitor local health and safety conditions and we will maintain the ability to adjust teleworking access as needed to protect the health and safety of Fremont employees.

In addition, I want to express my heartfelt gratitude to the employees who have been physically reporting to work to perform their essential job duties during these challenging circumstances. Your dedication and hard work are vital to keeping the community safe and the City of Fremont running. For employees who have been teleworking, please take a moment to review the attached policy and complete the accompanying Emergency Telework Agreement (ETA) for your department's management staff to review and process. Adhering to the City's new Emergency Telework Policy will help us effectively set uniform standards throughout the city and will help us manage the high volume of telework that we are currently able to offer.

The COVID-19 situation in our community is still very fluid, and will continue to require that all of us be flexible as we adapt to new challenges. I have confidence in our collective ability to meet these challenges as an organization.

Best,

Mark Danaj