




TO: H-GAC Staff
SUBJECT: Remote Work Program – Phase II
FROM: Chuck Wemple 
DATE: March 17, 2020

The management team has been monitoring COVID-19 announcements from the Centers for Disease Control and Prevention, the Governor’s Office, federal government, local officials, and health agencies. The situation is rapidly evolving and fluid. This guidance is subject to change.

Given recent announcements in our region and at the federal level, we are accelerating our remote work program effective noon today.

Team Members Eligible for Phase II

All team members are eligible for the second phase of our remote work program.

Let’s work together to make this an orderly transition from office-based work to remote. We will need to be fully aware of everyone’s status.

You are required to coordinate your transition to remote working with your Manager and Director.

Here are a few things to be aware of:

- Directors may elect to retain a small crew of voluntary team members to transition operations and fulfill essential duties.
- In addition to your ongoing work, we will be in touch daily to keep our team spirit. Each Program or Department will host a daily remote meeting via Teams.
- We will hold an agency-wide remote meeting at least twice per week via Teams (more frequently if needed). Notices will be sent via outlook and email. Our first agency-wide Teams meeting will be Thursday, March 19 at 11:00 a.m. Details to follow.
- Use this time to do great work and learn from each other. I will be sending links to a few of our regional plans and reports that will increase your knowledge of our work and opportunities to serve the region. You may also receive specific articles or research projects from your Manager and Director.
- We will keep updated resources regarding our policies and other important information related to COVID-19 on our intranet and share file (information to be sent via Data Services)



- If you find yourself in a situation where remote working is not feasible, we will work with you one-on-one regarding leave.

Duration of Phase II

Phase II of our remote work program will begin at Noon today, Tuesday March 17, 2020 and run through March 31, 2020. I will revisit the duration on or before March 31 and inform the team of any potential extension.

Patience and Focus

We have gone from the remote work simulation to implementation more quickly than anticipated. Please stay patient, focused, and flexible as we roll this out. We will provide tools to track productivity and assign work tasks over the next few days. Continue to practice personal hygiene and be considerate of each other. Our goal is a safe and productive team. Data Services will be available to assist you if technology issues arise at home by calling 713-993-2471.

Keeping our Team Informed and Updated

We'll update you as more developments occur. Our first agency-wide Teams meeting will be Thursday, March 19 at 11:00 a.m. Details to follow.

If you have suggestions or input, please send your comments to your Manager and Director or Human Resources and we will take them into consideration.