



TO: H-GAC Staff
SUBJECT: Remote Work Program – Phase III
FROM: Chuck Wemple
DATE: March 18, 2020

The management team continues to monitor 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 continuing to accelerate our remote work program effective 8:00 a.m. Thursday March 19.

I appreciate everyone’s hard work to transition to the remote work environment this week. Let’s make a final push to get to 100% remote work.

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

All team members are required to work remotely unless approved in writing by the Executive Director.

Our goal is to be at greater than 95% by Friday morning (March 20) and 100% by close of business Friday (March 20).

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 propose limited, occasional access to the office for a very small number of team members with critical functions that can only take place at our building. Any proposal is subject to my approval.
- 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 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 site.
- 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 III

Phase III of our remote work program will begin at 8:00 a.m. Thursday March 19, 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

Please stay patient, focused, and flexible as we work through the challenges of remote working. We will provide tools to track productivity and assign work tasks by close of business Thursday March 19. 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.

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.