



**TO:** H-GAC Staff  
**SUBJECT:** Remote Work Program – Phase III, Phase IV, and Phase V  
**FROM:** Chuck Wemple   
**DATE:** April 28, 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. As you know, the situation is dynamic and continues to evolve; our guidance may change.

Our return to the office is more complicated than our departure. I am working with the senior management team to ensure that when we begin our return, we do so in a manner that is considerate of and safe for our team members.

I have scheduled an all employee Staff Meeting for Monday, May 4 at 1:00PM to discuss this guidance, update you on additional H-GAC activities, and take questions from the team. Watch your inbox for a calendar invitation and link to the meeting.

Key Dates

- Staff Meeting to discuss this guidance – Monday May 4
- Phase III – Remote Work - extended through May 15
- Phase IV - Limited Return - May 18
- Phase V – Expanded Return – June 1

Phase III – Remote Work - Extended through May 15

Phase III has included all staff working remotely. Several of our team members have expressed a desire to return to the office to ensure they remain productive and focused. We will begin the first step in returning to the office by transitioning from Phase III to Phase IV on Monday May 18.

Phase IV – Limited Return - Launches May 18

**The vast majority of you will continue to work from home during Phase IV.** This initial stage of our return will be voluntary and small, limited to between 20 to 40 team members, and will not exceed 10 people per floor on any given day. The senior management team is developing a series of policies and procedures to ensure an orderly start to Phase IV. We are also procuring the necessary supplies to ensure a safe return to the office. We will be focusing on personal hygiene, social distancing, limited access to most common areas, certain types of personal protective equipment, and appropriate sanitation. More details on this process will be presented at our staff meeting on Monday, May 4 and in our forthcoming *Return to the Office Manual* (available on May 11).

Phase V – Expanded Return - Commences June 1

Phase V will include an expanded return to the office and include team members who are not directly impacted by a lack of dependent care, and/or are at a high-risk of serious illness of COVID-19 or live with family members who are in the high-risk category. Team members in the above referenced situations will continue to work remotely.

Phase V will include a mix of office time and remote work. We will also be using staggered work schedules to maintain appropriate social distancing and continuing personal hygiene and common area practices.

The future of work at our agency will include a variety of in-person meetings, field work, office time, and working remote. We will be looking long-term and developing criteria for equipment, technology, and productivity tools.

#### Office Access

Currently, access to our floors is restricted. Badges have been deactivated. If you need access to the building, please contact your Manager or Director to seek approval from the Executive Director. Directors have received approval for a small number of employees to have access. This is for limited, occasional access to the office for critical functions that can only take place at the building.

We will continue to limit workshops and committee meetings to remote access only. We will also limit access to our workspaces and not be accommodating stakeholder, contractor, or other external visitors to our workspace until further notice.

#### Patience and Focus

Please continue to stay patient, focused, and flexible as we continue our Remote Work Program. Continue to practice personal hygiene and be considerate of each other. Our goal is a safe and productive team. Data Services will still 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. I have scheduled an all employee Staff Meeting for Monday, May 4 at 1:00PM to discuss this guidance, update you on additional H-GAC activities, and take questions from the team. Watch your inbox for a calendar invitation and link to the meeting.

We will issue our *Return to the Office Manual*, which will contain specific details, on Monday May 11.

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.