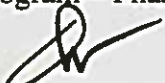




TO: H-GAC Staff
SUBJECT: Remote Work Program – Phase I
FROM: Chuck Wemple 
DATE: March 13, 2020

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

Widespread school closures provide a unique challenge for some of our team members. We also need to consider accommodations for our colleagues that may be at higher risk of serious illness from COVID-19.

Team Members Eligible for Phase I

Team members meeting the following criteria are eligible to be part of the first phase of our remote work program.

- If you are directly impacted by school closures and unable to obtain dependent care, you are eligible to work remotely. Please coordinate with your Manager and Director to create a plan to assess your workload and identify remote work activities.
- If you are at higher-risk of serious illness from COVID-19 due to underlying health conditions as identified by the Center for Disease Control and Prevention and local health authorities, you are eligible to work remotely. Please coordinate with your Manager and Director to create a plan to assess your workload and identify remote work activities. Your information will be kept confidential. Specific information about the high risk category can be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>
- Other team members may be eligible based on special considerations and will be determined on a case-by-case basis for approval by the Executive Director. Please coordinate requests via your Manager and Director.

Duration of Phase I

Phase I of our remote work program will begin at Noon on Monday March 16, 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. In the meantime, I'll be holding a brief Staff Meeting to review this memo and take any questions you might have on Monday, March 16 at 10:30 a.m. in Conference Room 2A/B/C.

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.