

Date: June 1, 2020
To: All City of Fremont Employees
From: Mark Danaj, City Manager
Subject: Work Status Update and Extension

City of Fremont Employees,

I want to provide a status update to the email that you received from Human Resources last night. Due to the ongoing civil unrest in the Bay Area and out of an abundance of caution, I am encouraging the City's management team to facilitate telework and, if that is not feasible, to approve paid administrative leave for many staff members through Wednesday June 3, 2020 on the same terms for which it was approved today. Due to the varying nature of your work, some staff members will need to physically report to work ***when necessary to support City of Fremont safety and health activities or to assist in the response to the COVID-19 emergency.***

To reiterate HR's guidance from last night, employees will generally fall in to one of the following categories:

- **Safety and Related Support Staff:** Police, Fire and the staff-members that support safety employees will generally need to report to work as usual. Other staff members may need to report in person for full or partial days to support the safety and well-being of the City. If in doubt, contact your immediate supervisor for more information about your status. As a reminder, we are all disaster service workers and you can and must report to work if deemed necessary to respond to an emergency.
- **Staff that Can Work From Home/Alternate Location:** Staff that have developed the ability to telework during the COVID-19 emergency will generally be expected to do. If you have been working from an alternate location full time, part-time or occasionally, generally expect to work from there through **Wednesday June 3, 2020**. Contact your department's management team if you are not sure about your status.
- **Staff that Cannot Telework:** Paid Administrative Leave will be extended to employees who are able and ready to work, cannot telework and who are not otherwise designated to support safety activities or perform other essential duties through Wednesday June 3, 2020. As a reminder, in order to qualify for paid administrative leave, you must satisfy the following criteria:
 - Stay local
 - Stay accessible by phone
 - Be ready to perform telework or report to work if notified that appropriate or essential work has been identified
 - All City of Fremont personnel are **Disaster Service Workers** and may be required to report to work at any time

Police Chief Petersen and the Police management team are monitoring this situation closely. There are potential protests being planned locally but we do not anticipate generally unsafe conditions in Fremont

at this time. Tuesday's City Council Meeting was already scheduled to be conducted virtually, which will further reduce the need for on-site staffing this week. I expect that our regular reporting schedules (subject to the new normal of our COVID-19 response) will resume on **Thursday June 4, 2020**. That said, this is a fluid situation and I will update you if conditions change.

Finally, I want to express my thanks to our Safety staff and to our other essential team members during this trying time. I am very proud of the work you are doing and to be a part of this organization.

Best,
Mark