



Date: June 30, 2020  
To: All City of Fremont Employees  
From: Mark Danaj, City Manager  
Subject: City of Fremont – COVID -19 Employee Resource Guide

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I am pleased to share the attached [COVID-19 Employee Resource Guide](#) which outlines rules and resources intended to make the workplace as safe as possible for you. The guide compiles and summarizes some of the best and most useful material that City staff has generated or commissioned since the crisis began. You may already be familiar with some of the information, like the Emergency Telework Policy or the Families First Coronavirus Relief Act benefits. Please note that the guide also includes a new Emergency Administrative Regulation detailing the City's expectation for mandatory temperature testing and the wearing of face coverings to maintain a safe working environment for all employees. All of the material is relevant and, whether you are teleworking, in the field, or have been social distancing in City facilities all along, there is guidance in the document to further assist us in keeping each other safe at work.

As you read through the guide, you will find new City Facilities Social Distancing and Safety Guidelines. Our Risk Management team partnered with a professional workplace hygienist to develop a Fremont-specific plan that guides workplace safety rules in various workspaces like offices and cubicles, staff common areas like breakrooms, and general public access areas. In the weeks and months ahead, the hygienist will also be providing site-specific training to employees that are physically working on site. These guidelines are intended to be flexible enough to work in any City facility.

We know all too well that this is a dynamic situation and that our response must also be dynamic. Staff will be updating this guide when appropriate to ensure we are providing you with all the latest information and guidance available to keep our workforce safe. I am committed prioritizing your safety and that of the Fremont community. Thank you for your continued hard work and dedication through this difficult time!

Best,

Mark Danaj