



Date: December 1, 2020  
To: All City of Fremont Employees  
From: Mark Danaj, City Manager  
Subject: City of Fremont Employee Update

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To: City of Fremont Employees

After assessing the latest data and safety conditions in Alameda County and the Bay Area, the City of Fremont will be extending emergency telework agreements and non-essential facility closures **through February 26, 2021**. Staff members that can complete their work remotely are **required** to do so. Only essential staff members that are required to physically attend work should be reporting to City facilities. Managers should work with their teams to clarify each employee's teleworking status (if in doubt) and generally should seek to reduce unnecessary facility visits and exposures.

Please be aware of new regional rules and safety practices that have been recently implemented. These rules supplement and, when they are more restrictive, supersede the City's existing safety rules and measures outlined in my email below. I want to call particular attention to the following:

- [State of California's updated face covering guidance](#): Staff members who are indoors in open work areas (such as cubicles, break rooms and common spaces) with one or more coworker(s) must wear face coverings at all times. **Only employees working alone in a walled office or enclosed room may remove their mask** per the updated State guidance.
- [Santa Clara County Health Officer Mandatory Directives](#): Santa Clara County residents are subject to new rules that reduce the number of customers allowed in stores at a given time, limit hotels to only essential travel **and require travelers coming into Santa Clara County from distances greater than 150 miles to quarantine for 14 days**. They also temporarily prohibit youth, collegiate, and professional contact sports in Santa Clara County. The new rules went into effect yesterday and do not apply retroactively. On a go forward basis, staff members who live in Santa Clara County are subject to the order and, if those employees voluntarily travel outside of the 150 mile radius, they will be subject to the quarantine period outlined in the rule. This could require subject employees to use their own accrued personal leave to complete the quarantine period. While health officials in neighboring Bay Area counties say they haven't reached the same critical point as Santa Clara, they may also have to take similar actions soon.

In summary, it appears that the COVID-19 situation in the Bay Area will get worse before it gets better. While I remain proud of the work we have done together to maintain high safety standards, I am concerned that some staff members have let their guard down over the past several weeks and that a few City of Fremont employees have engaged in unnecessary behavior that puts our larger team at risk. I implore every City of Fremont employee to be rigorous in your adherence to the health and safety rules we have in place for your own sake and for that of your family and your coworkers.

Best,

Mark