



City of Dallas

February 18, 2022

Greetings City of Dallas Family,

Plans are underway for the City of Dallas employees to transition to Phase 4 of the Return-to-Work policy effective Friday, March 4, 2022. The City had to pivot and shift how we conducted City business since the pandemic started in March 2020. We learned that some of our employees could work remotely and still be effective in meeting the needs of our residents while safeguarding their health with limited interaction with the public. Others, considered essential personnel, continued to work in-person while taking necessary precautions to keep themselves safe and mitigate the spread of the coronavirus using Personal Protective Equipment (PPE). This hybrid formula has served us well, but now it's time to reimagine the future of work at the City of Dallas.

The hybrid formula of working remotely and in the office will continue as we transition to Phase 4 of the City's Return-to-Work policy. However, every employee, except for essential personnel, is expected to work in the office as well as remotely on a staggering schedule to be determined by your supervisor. It is important that the City is 100% operational and fully available to our residents during normal business hours.

In the coming weeks, your supervisors will work with each of you and provide an abbreviated schedule. This approach is best, given that we are still in a pandemic. I want you to know that your safety and wellbeing is our priority, and I am counting on you to do your part. I urge you to continue following the CDC's guidelines. Wear facial coverings, wash your hands often, practice social distancing, stay home if you are sick and utilize the many services available for COVID testing and vaccinations. Employees who are exhibiting symptoms, working on site and need a COVID test may contact **CareATC at 800.993.8244**, dallascityhall@careatc.com or find [other testing resources](#) at www.covidtests.gov. The City strives to ensure employees have access to the latest information regarding the COVID-19 vaccine. Be sure and visit our [COVID-19 microsite](#) on vaccinations as well as Vaccines.gov.

Lastly, when we begin Phase 4, limit in-person meetings and services, where social distancing can be maintained. Continue to utilize technology alternatives to in-person meetings, for such things as neighborhood and community town halls. Encourage our visitors at City Hall to abide by the CDC's guidelines.

As a reminder, Monday, February 21 is President's Day, a federal holiday where we reflect on not just the first president, but also the founding of our nation, its values, and the Constitution. Thank you for another great week of service and enjoy your 3-day weekend.

In the Spirit of Excellence,

A handwritten signature in black ink, appearing to read "TC Broadnax".

TC Broadnax
City Manager