



**City of Dallas**

City of Dallas Family,

The love for the great city of Dallas is shown in critical times like these. When each one of us made the choice to work for the City, we signed up to Serve. I am proud of the work you are doing to continue delivering vital City services to our residents, even in these challenging times. I want to especially thank our first responders who continue ensuring the health and safety of residents during this unprecedented time.

Yesterday, the Mayor issued a new set of emergency regulations to allow Dallas County's stay-at-home provisions, which went into effect at 11:59 p.m. on March 23 through 11:59 p.m. on April 2, 2020.

The COVID-19 pandemic is an emergency unlike any other we've seen. Many of you continue to work in your roles across the city, while others work from home. In addition, there are still many who have continued to work in non-essential roles onsite within city facilities. **As COVID-19 continues to accelerate across diverse populations, effective at 12:00 p.m. today, I am directing all Department Directors to send every non-essential city employee home and to instruct them to avoid reporting to city facilities in person.** This measure will provide added protection to ensure physical distancing and safety.

During this time, employees who have been approved to work from home (telework), will continue in that status. Non-essential employees will be placed on Leave With Pay through April 2, 2020. After this period, non-essential employees, not working from home, may be redeployed to a different job in support of vital, essential City services, or be granted additional leave under the new Family First Coronavirus Response Act. For those of you in essential City functions and those that are being redeployed to support the essential work of the City, I thank you for your commitment and your support of the needs of our City. **I will continue to evaluate the need for additional support from non-essential employees to perform essential responsibilities during this critical time.**

Please see the attached updated COVID-19 FAQs that provide answers and pertinent information that you need to know relating to your current role as a City employee. Specifically, questions 33-40 provide additional information and clarification on leave scenarios.

This is an ever-evolving situation and there is plenty of uncertainty right now. If you're feeling stressed or overwhelmed, I encourage you to check in with loved ones and/or other support systems. I also encourage you to talk to your direct supervisor if you have any questions. Don't be afraid to ask for help.



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Our top priority is you and your family's safety and wellbeing, and we will continue to take appropriate measures to make sure you remain healthy. I encourage you to visit the City's webpage for the latest information and to sign up for updates during this pandemic.

Dallas is a resilient city. When we work together, we can overcome anything – Together!

**In the Spirit of Excellence!!**

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

T.C. Broadnax  
City Manager