

Memorandum



CITY OF DALLAS

DATE May 22, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Return to Work Plan**

On June 3, 2020, staff will brief the City Council on our Return to Work Plan, which will be a multi-phased approach. To prepare, we are considering the health and safety of both our employees, residents, and visitors coming into City facilities, and re-thinking service delivery across the organization in the near-term and beyond.

As you know, reopening City facilities will be challenging. It is critical that we take the opportunity to get it right. To make progress toward a new normal, I have assembled interdepartmental teams to develop equitable and inclusive criteria to guide our Return to Work Plan, including but not limited to: protocols for high-touch and common areas, requirements for face masks, contactless processes, building capacity and density mapping to achieve appropriate social distancing throughout our facilities. We are also developing a robust communications strategy for internal and external outreach.

Buildings closed since March **may not all** reopen during Phase One, but we will carefully and thoughtfully increase access as soon and as safely as possible based on guidance from the CDC and health officials. These decisions will also be guided by data around use of the facilities, as well as the fiscal constraints due to revenue shortfalls both in the current fiscal year as well as the fiscal year beginning October 1, 2020.

In advance of the briefing, we are beginning to prepare library branches to receive checked out materials and the Library to Go Plus curbside services early next month. Sanitation will also restart the transfer station and landfill collection services effective May 26. Staff is preparing outreach materials and will share with you to ensure that residents are informed.

I am grateful for your support and leadership during this time. Your assigned executive liaison will reach out to you next week to share our reopening approach in advance of the June 3 presentation.

In the Spirit of Excellence!

A handwritten signature in black ink, appearing to read 'T. C. Broadnax'.

T. C. Broadnax
City Manager

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c: Chris Caso, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
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M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors