

Memorandum



CITY OF DALLAS

DATE September 18, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Return to Work Phase III Implementation – Delayed**

Yesterday, Governor Abbott stated that he will be allowing businesses to expand pandemic limitations on capacity in most of the state due to the decline in COVID-19 hospitalizations. The order allows for 75% capacity in restaurants, retail stores, office buildings, gyms, libraries and museums beginning Monday, September 21st. Currently, it is management's decision to remain in Phase II for the remainder of the month. As restrictions are relaxing around the state, we want to remain diligent about opening gradually. Our priority is the safety of our residents and ensuring they are receiving the services they need.

Dallas County's COVID-19 Risk Level is currently at Extreme Caution and we would prefer to see an additional 14 days of improvement in these indicators, before implementing Phase III. If the metrics are met for another 14-day period, the level can be safely downgraded from orange to yellow. The complete Dallas County COVID-19 Related Health Guidance for the Public can be found [here](#).



We will continue with virtual committee, City Council, and briefing meetings. As previously communicated, City staff has been working hard to ensure you feel safe returning to the workplace. Following guidance from the Centers for Disease Control (CDC) and State direction, we decided to reopen in a three-phased approach. Phase 1 began on June 8th, Phases II on September 8th, and we will continue to monitor the amount of cases before a decision is made about the Phase III reopening. Below are the updates for Phase III.

Phase III

100% employees able to work combining on-site and remote to include:

- Abbreviated schedules and workdays, staggered shifts and hybrid working arrangements
- Implement cashless and contactless payments
- Access and reimagine employee fitness offerings
- Codify enhanced remote work capabilities

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We are encouraging directors to be open and transparent with employees about all changes. If employees have questions related to their health, our HR Cares Team is available to help and provide guidance.



T.C. Broadnax
City Manager

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| Chris Caso, City Attorney | Joey Zapata, Assistant City Manager |
| Mark Swann, City Auditor | Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer |
| Billierae Johnson, City Secretary | Dr. Eric A. Johnson, Chief of Economic Development & Neighborhood Services |
| Preston Robinson, Administrative Judge | M. Elizabeth Reich, Chief Financial Officer |
| Kimberly Bizer Tolbert, Chief of Staff to the City Manager | Laila Aleqresh, Chief Innovation Officer |
| Majed A. Al-Ghafry, Assistant City Manager | M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion |
| Jon Fortune, Assistant City Manager | Directors and Assistant Directors |