



Dear City of Dallas Family:

We are now closing out another tough week in our COVID-19 relief and recovery efforts. The progress that we have made in reducing the spread of the virus must continue to be our focus. More than ever, we need you to remain strong. I urge you to keep doing your part to stay healthy and safe.

With Governor Abbott's announcement Monday of the State's May 1st partial reopening, I want you to know we are making careful plans to maximize our chances of bringing many of you back to work in the coming weeks. **But, this will not all happen at once.** We have a responsibility to ensure that the City of Dallas leads by example. We are working with our County health authority officials, medical experts, and our leadership team to identify all the necessary steps needed to protect your well-being and health in the workplace before reopening any of our city facilities.

A careful reopening will require new realities for everyone – protecting our most vulnerable colleagues by allowing those with high risk health factors to work from home if needed, while the rest of us are able to return to our various work locations in a prudent, planned way. In heavily populated departments, we are considering alternating work days to continue social distancing without service interruption to our residents. We will also take every opportunity to socially distance ourselves in common spaces and avoid large gatherings.

I know this may cause some anxiety, but we are working incredibly hard — planning and preparing for every possibility. Based on current information, I am anticipating that reopening key city facilities will take place between now and June 1st. **This means: If you have been working remotely or on mandatory paid leave, do not show up for work in-person at any city facility unless you have been instructed to do so by your direct supervisor. We will continue to update you on our progress.**

Last week, I shared that we are facing severe economic challenges as COVID-19 has impacted our City in ways that we never imagined. Next Wednesday, May 6th, we will brief the City Council on revenue shortfall estimates — including an anticipated \$25 million shortfall in the current fiscal year and between \$73 million and \$134 million in the upcoming fiscal year that begins October 1st.

I also shared with you that all non-essential employees, either working from home or on mandatory paid leave, will remain in that status until May 4th. Today, **I want to advise you that all non-essential employees will remain in their current status through May 12th. This decision aligns with the City Council's vote on April 22nd to extend the Emergency Declaration to May 12th at 11:59 p.m.** However, over the next several weeks, direct outreach to employees that may be impacted beyond this date will commence. We have assembled a dedicated COVID-19



City of Dallas

Employee Care Team to walk those employees that may be affected through next steps, options and/or needed actions. **At this time, continue in your current status until further notice.**

The dedicated Human Resources Department microsite

<https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx>

remains your best source of information. It includes ongoing updates and COVID-19 FAQs. We have an **Employee Toolkit** including resources, information, and guidance to help you successfully understand and navigate all the COVID-19 information, including tips for staying well, using masks, accessing CDC resources, and following guidance from the City of Dallas and Dallas County. Please continue to refer to these online resources to stay up to date on what you need to know.

There's no question too small, and we do expect you will have questions. I would ask that you please reach out first to your direct supervisor for any additional guidance. We have a lot of new standards. It will take full cooperation for us to move forward to navigate challenges the world is facing right now.

Please continue to keep our essential employees and first responders in your thoughts and prayers as they push forward to take care of the residents of Dallas.

We are One Dallas — A resilient city. When we work together, we can overcome anything — Together!

In the Spirit of Excellence!!

T.C. Broadnax
City Manager