

Subject Line: Extending the City's Telework Guidance Through July 5, 2021

Dear City employees,

Earlier this week, Governor Inslee issued new statewide restrictions on social gathering and businesses in response to an alarming surge of COVID-19 across our state. While Seattle has been a national leader in the fight against COVID-19, we are not immune to this rise in cases. Twenty percent of Seattle's total cases have occurred in the last two weeks. It's clear we need to act quickly to slow the spread of COVID-19. It's up to all of us to combat this virus. We must continue to follow all public health guidance to keep ourselves, our families, and our communities safe.

Since the pandemic first touched down in Seattle, we worked quickly to put policies in place to keep our employees – and the public we serve – healthy and safe. Among many other actions, we sourced Personal Protective Equipment (PPE) for our frontline workers and first responders and we implemented [new safety protocols](#) in City facilities, including mandatory temperature screenings, occupancy limits, and signage, to ensure social distancing and adherence to the latest public health guidance. These efforts were possible thanks to the hard work of so many City employees, and they've prevented us from having a significant COVID-19 outbreak among our workforce.

We, along with our partners at King County, are extending our telework guidance through July 5, 2021. During this time, all employees who are eligible to telework may continue to telework. Some employees will return to their worksites as operational needs require. Managers will continue to be as flexible as possible in allowing for employees to continue to telework when operationally feasible, and employees should consult with their manager if they have concerns with continuing to telework. You can find a full breakdown of the updated guidance on our [SharePoint page](#).

As a parent, I understand that this pandemic has had tremendous impacts on families – especially because of the changes to schools, child care, and work. The pandemic has continued to necessitate difficult decisions about our workplace. The City put together a [guide](#) to help you navigate technology needs associated with telework, including a Learning Hub to help you use digital tools for collaboration and communication and an archive of training sessions on remote work that can help you telework comfortably. If you need to, you can take your work PC home; please [click here for instructions](#) and notify Seattle IT if you plan to do so.

As a reminder, Governor Inslee also recently imposed a travel advisory for all Washington residents, and the CDC has urged individuals to avoid traveling during the holidays due to the significant increase in cases. The statewide [travel advisory](#) discourages non-essential travel. We encourage all City employees to comply with the statewide travel advisory so we can all do our part to flatten the curve and keep communities healthy and safe.

As always, thanks for all you do to serve Seattle communities during this unprecedented moment. It has been a long year, but I'm hopeful that we'll be able to emerge on the other side of these crises stronger and better than we've ever been.

Stay safe and healthy.

Sincerely,

Jenny