

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: January 6, 2022
TO: Top Management
FROM: Mark Washington, City Manager
SUBJECT: **City Manager Administrative Order 2022-01: Temporary suspension of limitations on telework policy**

With the current and rapid spread of the Omicron variant of COVID-19, and many employees returning from holiday travel, we believe it is in the best interest of our employees to temporarily suspend the current 40% time limitation on employee telework until January 31, 2022.

Supervisors are encouraged to exercise discretion in managing the proximity and distribution of employees within their respective places of work, and to ensure that employees are adhering to masking requirements in shared spaces and where distancing is not possible. This is particularly important in keeping our workforce as safe as possible given the transmissibility of this particular variant.

You are directed to implement these changes by Monday, January 10, 2021. Please work with your Deputy City Manager, Assistant City Manager or Managing Director to resolve any questions or concerns.

cc: Eric DeLong
Doug Matthews
Allison Farole